



OPS-020-2018

DFD INTERNAL CORRESPONDENCE

DATE: October 1, 2018

TO: All Operations Members

FROM: Charles Drennan III, Division Chief, Operations *CDIII*
Manuel Almaguer, Division Chief, Fire Prevention *MA*

SUBJECT: SCHOOL EMERGENCY EVACUATION DRILLS / FIRE DRILLS

According to National Fire Protection Association statistics, for the period of 2011-2015, fire departments across the nation responded to an average of 4,980 structure fires in educational properties annually. These fires caused an annual average of 1 civilian death, 70 civilian injuries, and \$70 million in direct property damage. For the City and County of Denver, the average for the same period has been negligible, with no injuries and virtually no property loss. This remarkable record for City and County of Denver is not solely the result of luck or providence, but due in large part to a cooperative effort between the Denver Fire Department and the educational facilities (daycare centers, public, private, or parochial schools, trade or business schools, and colleges or universities, excluding dormitories and fraternity/sorority houses).

Despite the extremely low record of fire incidents, all schools must be prepared for fire and other emergencies. Denver's Fire Code requires the responsible official in charge of the school to formulate a plan for the protection and evacuation of all students, teachers, and other occupants, ensures that each teacher or instructor receives proper instructions on the emergency evacuation drills, and conduct such drills at least monthly. (Note: Although the Denver Fire Code uses the term "emergency evacuation drill," the term "fire drill" has been commonly used for many years. For this memorandum and the enclosed checklist, we are using the two terms interchangeably.)

Department Operations Division personnel will visit each school one time annually for conducting a fire drill and evaluating the performance of the students and teachers. Generally, this drill is conducted without warning other than notifying the person in charge of the school at the time. The Operations Division officer conducting the fire drill will decide whether the drill will be scheduled in advance or unannounced. Traditionally, Operations Division personnel conduct their annual fire drills during Fire Prevention week held the month of October.

The school official is responsible for maintaining a record of all fire drills on the premises. The Operations Division officer conducting the fire drill completes the entire Department fire drill form located on the DFD Bulletin Board website under the Fire Prevention tab. Locate **Schools** under the

“Fire Prevention Navigation” tab and select **FPB Schools Fire Drill** or <https://denverfireonline.com/fire-prevention/high-riseinstitutions-section/institutions/schools/>

The officer is responsible for providing the responsible school official with a copy, maintaining a copy in the appropriate fire station inspection file, and submitting a copy to the Fire Prevention Division via e-mail. Officers can use the ESO tablets to download and complete the form. Once complete, the form should be saved on the tablet under desktop or documents. To save, tap on the document and select the save icon. To e-mail the document, log into Office 365 <https://outlook.office365.com> and email the form to the school official’s e-mail address and the Fire Prevention e-mail: denfpb@denvergov.org. Members can use the station email account or their own as they prefer.

Thank you for your continued support of this program and the safety of Denver’s educational facilities.

Attachment: Record of School Fire Drill Form 09-28-18

MA:kfc/Documents/Corr/OPs/OPs Memos/2018/OPS-020-2018 School Emergency Evacuation Drills – Fire Drills

cc: Manuel Almaguer, Division Chief, Fire Prevention
Jennifer Fraser, Executive Assistant, Fire Prevention