**San Antonio Independent School District**

**1270 W. Summit | San Antonio TX | 78201**

**Telephone: (210) 554-2420**

*Construction and Development Services*

**ACTION
REQUIRED**

|  |  |
| --- | --- |
| TO: | Campus Principals |
| DISTRIBUTION: | Willie Burroughs, Chief Operations Officer |
| FROM: | Kamal ElHabr, Assoc. Superintendent of Construction & Development Services  |
| SUBJECT: | Fire Drill Requirements for 2020-2021 |
| DATE: | September 14, 2020 |

The purpose of this memo is to provide information regarding fire drill requirements. Included in this memo are the state and local fire drill forms. When completed, forms should be returned via email to constructionservice@saisd.net .

The completed reports will be collected and forwarded on to the local fire marshal at the end of each quarter.

* Fire Drill requirements can be found [here](https://www.sanantonio.gov/Portals/0/Files/SAFD/BussinessInspections/2003FireDrillRequirements.pdf) and are also included in this memo.
* Forms required and included in this memo:
	+ **Local quarterly fire drill reports** – due dates:
		- October 16, 2020
		- January 15, 2021
		- April 9, 2021
		- May 28, 2021
	+ **Local annual fire drill report** – due May 28, 2021
	+ **State fire drill report** – due May 28, 2021

For fire safety regulations, tips and additional information, visit either the San Antonio Fire Marshal’s website at <http://www.sanantonio.gov/safd>, or the State Fire Marshal’s website at <http://www.tdi.state.tx.us/fire/index.html>.

If there are additional questions, please contact Construction & Development Services at (210) 554-2420.





**RETURN TO THE CONSTRUCTION SERVICES OFFICE**

**ON OR BEFORE OCTOBER 16, 2020**

**SAN ANTONIO FIRE DEPARTMENT**

**FIRE PREVENTION DIVISION**

**QUARTERLY REPORT OF FIRE DRILLS FOR**

 **AUGUST /SEPTEMBER**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | School District: | San Antonio ISD |
| Name of School: |  | Grades: |  |
| Address: |  | Telephone: |  |
| Capacity of School: |  | No. Now Enrolled: |  | No. Stories: |  |

**FIRE EVACUATION DRILLS HELD THIS QUARTER:**

*\*NOTE: Fire code requires at least two fire drills during the first two weeks of a new school year and at least one each month of operation thereafter.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **TIME OF DRILL** | **NO. OF PUPILS** | **TIME REQ. MIN/SEC** | **TYPE OF DRILL***(Circle One)* | **ACTIVITY DURING: CLASSES, ASSEMBLY, ETC.** | **S.A.F.D. PRESENT?***(Circle One)* |
| **AUGUST \_\_\_\_** |  |  |  | OBSTRUCTEDUNOBSTRUCTED |  |  |
| **SEPT\_\_\_\_** |  |  |  | OBSTRUCTEDUNOBSTRUCTED |  |  |

1. Would you like for the Fire Department to observe a fire drill in your school? Yes No
2. Are provisions made for sounding alarms from any floor?

Is sounding device accessible? Plainly marked?

1. Are outside fire escapes used for fire drills? Yes No

If you would like a fire safety educational program at your school, please fax a request to our San Antonio Fire Department Community Resources Office at (210) 337-8114.

REMARKS:

Send to:

SAFD Fire Marshal 207-8410

1901 S. Alamo Street Principal Date:

San Antonio, TX 78204

Page 1

**RETURN TO THE CONSTRUCTION SERVICES OFFICE**

**ON OR BEFORE OCTOBER 16, 2020**

**AUGUST / SEPTEMBER**

**SELF-INSPECTION BY SCHOOL OFFICIALS**

THIS INSPECTION IS TO BE MADE BY A MEMBER OF THE SCHOOL ADMINISTRATION AND A CUSTODIAL SUPERVISOR.

|  |  |  |  |
| --- | --- | --- | --- |
| OUTSIDE | YES |  | NO |
| 1. Is building address plainly visible and legible from the street?
 |  |  |
| 1. Are Fire Dept. sprinkler and standpipe connections unobstructed and accessible?
 |  |  |  |
| 1. Are fire lanes kept clear?
 |  |  |  |
| 1. Are gas and electrical shutoffs accessible and marked?
 |  |  |  |
| 1. Are portables kept clear of storage and high weeds, both beneath and around?
 |  |  |  |
| INSIDE |
| 1. Do all exit lights and emergency lights work?
 |  |  |  |
| 1. Are all exit doors operable, free of obstruction, and kept unlocked while school is occupied?
 |  |  |  |
| 1. Do all corridors have a minimum six feet clearance?
 |  |  |  |
| 1. Is the school fire alarm in good working order and audible throughout the building and does it have a current inspection sticker?
 |  |  |  |
| 1. If building is equipped with an automatic sprinkler system, does it have a current inspection sticker?
 |  |  |  |
| 1. Are sufficient and proper type extinguishers provided throughout the building and have they been serviced within the past year?
 |  |  |  |
| 1. Is there less than 25% of combustible art work covering corridor walls?
 |  |  |  |
| SPECIAL AREAS |
| 1. If present, do all boilers have a current inspection sticker? Are boilers away from combustibles?
 |  |  |  |
| 1. Is there a minimum 36” clearance around electrical panels?
 |  |  |  |
| 1. Are flammable and combustible liquids stored in an approved storage cabinet?
 |  |  |  |
| 1. Are the hood, ducts, and filters over cooking equipment clean of grease?
 |  |  |  |
| 1. Has the fixed pipe extinguishing system been serviced within the past 6 months?
 |  |  |  |

Page 2

**RETURN TO THE CONSTRUCTION SERVICES OFFICE**

**ON OR BEFORE JANUARY 15, 2021**

**SAN ANTONIO FIRE DEPARTMENT**

**FIRE PREVENTION DIVISION**

**QUARTERLY REPORT OF FIRE DRILLS FOR**

**OCTOBER – NOVEMBER - DECEMBER**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | School District: | San Antonio ISD |
| Name of School: |  | Grades: |  |
| Address: |  | Telephone: |  |
| Capacity of School: |  | No. Now Enrolled: |  | No. Stories: |  |

**FIRE EVACUATION DRILLS HELD THIS QUARTER:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **TIME OF DRILL** | **NO. OF PUPILS** | **TIME REQ. MIN/SEC** | **TYPE OF DRILL***(Circle One)* | **ACTIVITY DURING: CLASSES, ASSEMBLY, ETC.** | **S.A.F.D. PRESENT?***(Circle One)* |
| OCT. \_\_\_\_ |  |  |  | OBSTRUCTEDUNOBSTRUCTED |  |  |
| NOV. \_\_\_\_ |  |  |  | OBSTRUCTEDUNOBSTRUCTED |  |  |
| DEC.\_\_\_\_ |  |  |  | OBSTRUCTEDUNOBSTRUCTED |  |  |

1. Would you like for the Fire Department to observe a fire drill in your school? Yes No
2. Are provisions made for sounding alarms from any floor?

Is sounding device accessible? Plainly marked?

1. Are outside fire escapes used for fire drills? Yes No

If you would like a fire safety educational program at your school, please fax a request to our San Antonio Fire Department Community Resources Office at (210) 337-8114.

REMARKS:

Send to:

SAFD Fire Marshal 207-8410

1901 S. Alamo Street Principal Date:

San Antonio, TX 78204

Page 1

**RETURN TO YOUR ASSISTANT SUPERINTENDENT**

**ON OR BEFORE JANUARY 15, 2021**

**OCTOBER – NOVEMBER - DECEMBER**

**SELF-INSPECTION BY SCHOOL OFFICIALS**

THIS INSPECTION IS TO BE MADE BY A MEMBER OF THE SCHOOL ADMINISTRATION AND A CUSTODIAL SUPERVISOR.

|  |  |  |  |
| --- | --- | --- | --- |
| OUTSIDE | YES |  | NO |
| 1. Is building address plainly visible and legible from the street?
 |  |  |
| 1. Are Fire Dept. sprinkler and standpipe connections unobstructed and accessible?
 |  |  |  |
| 1. Are fire lanes kept clear?
 |  |  |  |
| 1. Are gas and electrical shutoffs accessible and marked?
 |  |  |  |
| 1. Are portables kept clear of storage and high weeds, both beneath and around?
 |  |  |  |
| INSIDE |
| 1. Do all exit lights and emergency lights work?
 |  |  |  |
| 1. Are all exit doors operable, free of obstruction, and kept unlocked while school is occupied?
 |  |  |  |
| 1. Do all corridors have a minimum six feet clearance?
 |  |  |  |
| 1. Is the school fire alarm in good working order and audible throughout the building and does it have a current inspection sticker?
 |  |  |  |
| 1. If building is equipped with an automatic sprinkler system, does it have a current inspection sticker?
 |  |  |  |
| 1. Are sufficient and proper type extinguishers provided throughout the building and have they been serviced within the past year?
 |  |  |  |
| 1. Is there less than 25% of combustible art work covering corridor walls?
 |  |  |  |
| SPECIAL AREAS |
| 1. If present, do all boilers have a current inspection sticker? Are boilers away from combustibles?
 |  |  |  |
| 1. Is there a minimum 36” clearance around electrical panels?
 |  |  |  |
| 1. Are flammable and combustible liquids stored in an approved storage cabinet?
 |  |  |  |
| 1. Are the hood, ducts, and filters over cooking equipment clean of grease?
 |  |  |  |
| 1. Has the fixed pipe extinguishing system been serviced within the past 6 months?
 |  |  |  |

Page 2

**RETURN TO CONSTRUCTION SERVICES OFFICE**

**ON OR BEFORE APRIL 9, 2021**

**SAN ANTONIO FIRE DEPARTMENT**

**FIRE PREVENTION DIVISION**

**QUARTERLY REPORT OF FIRE DRILLS FOR**

**JANUARY – FEBRUARY – MARCH**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | School District: | San Antonio ISD |
| Name of School: |  | Grades: |  |
| Address: |  | Telephone: |  |
| Capacity of School: |  | No. Now Enrolled: |  | No. Stories: |  |

**FIRE EVACUATION DRILLS HELD THIS QUARTER:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **TIME OF DRILL** | **NO. OF PUPILS** | **TIME REQ. MIN/SEC** | **TYPE OF DRILL***(Circle One)* | **ACTIVITY DURING: CLASSES, ASSEMBLY, ETC.** | **S.A.F.D. PRESENT?***(Circle One)* |
| JAN. \_\_\_\_ |  |  |  | OBSTRUCTEDUNOBSTRUCTED |  |  |
| FEB. \_\_\_\_ |  |  |  | OBSTRUCTEDUNOBSTRUCTED |  |  |
| MARCH \_\_\_\_ |  |  |  | OBSTRUCTEDUNOBSTRUCTED |  |  |

1. Would you like for the Fire Department to observe a fire drill in your school? Yes No
2. Are provisions made for sounding alarms from any floor?

Is sounding device accessible? Plainly marked?

1. Are outside fire escapes used for fire drills? Yes No

If you would like a fire safety educational program at your school, please fax a request to our San Antonio Fire Department Community Resources Office at (210) 337-8114.

REMARKS:

Send to:

SAFD Fire Marshal 207-8410

1901 S. Alamo Street Principal Date:

San Antonio, TX 78204

Page 1

**RETURN TO CONSTRUCTION SERVICES OFFICE**

**ON OR BEFORE APRIL 9, 2021**

**JANUARY – FEBRUARY – MARCH**

**SELF-INSPECTION BY SCHOOL OFFICIALS**

THIS INSPECTION IS TO BE MADE BY A MEMBER OF THE SCHOOL ADMINISTRATION AND A CUSTODIAL SUPERVISOR.

|  |  |  |  |
| --- | --- | --- | --- |
| OUTSIDE | YES |  | NO |
| 1. Is building address plainly visible and legible from the street?
 |  |  |
| 1. Are Fire Dept. sprinkler and standpipe connections unobstructed and accessible?
 |  |  |  |
| 1. Are fire lanes kept clear?
 |  |  |  |
| 1. Are gas and electrical shutoffs accessible and marked?
 |  |  |  |
| 1. Are portables kept clear of storage and high weeds, both beneath and around?
 |  |  |  |
| INSIDE |
| 1. Do all exit lights and emergency lights work?
 |  |  |  |
| 1. Are all exit doors operable, free of obstruction, and kept unlocked while school is occupied?
 |  |  |  |
| 1. Do all corridors have a minimum six feet clearance?
 |  |  |  |
| 1. Is the school fire alarm in good working order and audible throughout the building and does it have a current inspection sticker?
 |  |  |  |
| 1. If building is equipped with an automatic sprinkler system, does it have a current inspection sticker?
 |  |  |  |
| 1. Are sufficient and proper type extinguishers provided throughout the building and have they been serviced within the past year?
 |  |  |  |
| 1. Is there less than 25% of combustible art work covering corridor walls?
 |  |  |  |
| SPECIAL AREAS |
| 1. If present, do all boilers have a current inspection sticker? Are boilers away from combustibles?
 |  |  |  |
| 1. Is there a minimum 36” clearance around electrical panels?
 |  |  |  |
| 1. Are flammable and combustible liquids stored in an approved storage cabinet?
 |  |  |  |
| 1. Are the hood, ducts, and filters over cooking equipment clean of grease?
 |  |  |  |
| 1. Has the fixed pipe extinguishing system been serviced within the past 6 months?
 |  |  |  |

Page 2

**RETURN TO THE CONSTRUCTION SERVICES OFFICE**

**ON OR BEFORE MAY 28, 2021**

**SAN ANTONIO FIRE DEPARTMENT**

**FIRE PREVENTION DIVISION**

**QUARTERLY REPORT OF FIRE DRILLS FOR**

**APRIL - MAY**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | School District: | San Antonio ISD |
| Name of School: |  | Grades: |  |
| Address: |  | Telephone: |  |
| Capacity of School: |  | No. Now Enrolled: |  | No. Stories: |  |

**FIRE EVACUATION DRILLS HELD THIS QUARTER:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **TIME OF DRILL** | **NO. OF PUPILS** | **TIME REQ. MIN/SEC** | **TYPE OF DRILL***(Circle One)* | **ACTIVITY DURING: CLASSES, ASSEMBLY, ETC.** | **S.A.F.D. PRESENT?***(Circle One)* |
| \* NOTE: TWO (2) FIRE DRILLS MAY BE CONDUCTED IN MAY TO SUBSTITUTE FOR A FIRE DRILL IN JUNE. |
| APR \_\_\_\_ |  |  |  | OBSTRUCTEDUNOBSTRUCTED |  |  |
| MAY \_\_\_\_ |  |  |  | OBSTRUCTEDUNOBSTRUCTED |  |  |

1. Would you like for the Fire Department to observe a fire drill in your school? Yes No
2. Are provisions made for sounding alarms from any floor?

Is sounding device accessible? Plainly marked?

1. Are outside fire escapes used for fire drills? Yes No

If you would like a fire safety educational program at your school, please fax a request to our San Antonio Fire Department Community Resources Office at (210) 337-8114.

REMARKS:

Send to:

SAFD Fire Marshal 207-8410

1901 S. Alamo Street Principal Date:

San Antonio, TX 78204

Page 1

**RETURN TO THE CONSTRUCTION SERVICES OFFICE**

**ON OR BEFORE MAY 28, 2021**

**APRIL – MAY**

**SELF-INSPECTION BY SCHOOL OFFICIALS**

THIS INSPECTION IS TO BE MADE BY A MEMBER OF THE SCHOOL ADMINISTRATION AND A CUSTODIAL SUPERVISOR.

|  |  |  |  |
| --- | --- | --- | --- |
| OUTSIDE | YES |  | NO |
| 1. Is building address plainly visible and legible from the street?
 |  |  |
| 1. Are Fire Dept. sprinkler and standpipe connections unobstructed and accessible?
 |  |  |  |
| 1. Are fire lanes kept clear?
 |  |  |  |
| 1. Are gas and electrical shutoffs accessible and marked?
 |  |  |  |
| 1. Are portables kept clear of storage and high weeds, both beneath and around?
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| INSIDE |
| 1. Do all exit lights and emergency lights work?
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| 1. Are all exit doors operable, free of obstruction, and kept unlocked while school is occupied?
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| 1. Do all corridors have a minimum six feet clearance?
 |  |  |  |
| 1. Is the school fire alarm in good working order and audible throughout the building and does it have a current inspection sticker?
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| 1. If building is equipped with an automatic sprinkler system, does it have a current inspection sticker?
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| 1. Are sufficient and proper type extinguishers provided throughout the building and have they been serviced within the past year?
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| 1. Is there less than 25% of combustible art work covering corridor walls?
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| 1. Is there a minimum 36” clearance around electrical panels?
 |  |  |  |
| 1. Are flammable and combustible liquids stored in an approved storage cabinet?
 |  |  |  |
| 1. Are the hood, ducts, and filters over cooking equipment clean of grease?
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| 1. Has the fixed pipe extinguishing system been serviced within the past 6 months?
 |  |  |  |

Page 2

**ANNUAL REPORT TO LOCAL FIRE MARSHAL**

**(NAME OF SCHOOL)**

**Section 1303.3.3.2 Fire Alarm Drills** – The operator of premises housing an E Occupancy use shall:

1. Conduct at least two fire exit drills during the first two weeks of a new school year and at least one each month of operation.\*
2. Drills shall be executed at different hours of the day; during the changing of classes; when the school is at assembly; during the recess of gymnastic periods; etc., so as to avoid distinction between drills and actual fires. If a drill is called when pupils are going up and down the stairways, as during the time classes are changing, the pupils shall be instructed to form in file and immediately proceed to the nearest available exit in an orderly manner.
3. Maintain a written report of each fire drill in the office of the operator of the premises.\*\*\*

**Section 1303.3.3.3 Evacuation Plan** – The operator of premises housing an E Occupancy shall:

1. Prepare an emergency evacuation plan for review and approval by the Fire Marshal;
2. Post the evacuation plan in a conspicuous location in each classroom; and
3. Instruct all supervisory personnel and all students in the evacuation procedure.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MONTH** | **DATE** | **HOUR** | **NUMBER OF STUDENTS** | **TIME REQUIRED FOR DRILL IN MIN/SEC** | **ACTIVITY DURING: CLASSES, ASSEMBLY, ETC.** | **CONDUCTED BY:** |
|  AUG |  |  |  |  |  |  |
| SEPT. |  |  |  |  |  |  |
| OCT. |  |  |  |  |  |  |
| NOV. |  |  |  |  |  |  |
| DEC. |  |  |  |  |  |  |
| JAN. |  |  |  |  |  |  |
| FEB. |  |  |  |  |  |  |
| MAR. |  |  |  |  |  |  |
| APR. |  |  |  |  |  |  |
| MAY |  |  |  |  |  |  |

**\*\*\*THIS CARD MUST BE POSTED IN A CONSPICUOUS PLACE AT ALL TIMES.**

**RETURN TO THE CONSTRUCTION AND DEVELOPMENT SERVICES OFFICE**

**ON OR BEFORE MAY 28, 2021**

