

**PENN MANOR
SCHOOL DISTRICT**

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2013

REVISED:

**PDE-4101
CERTIFICATION OF FULFILLMENT OF FIRE DRILL AND SCHOOL BUS
EMERGENCY EVACUATION DRILL REQUIREMENTS**

Section 15-1517 of the Public School Code of 1949 requires all public schools (school districts, charter schools, area vocational-technical schools and intermediate units) to conduct **fire drills** not less than once a month. In such fire drills, pupils and teachers shall be instructed in, and made thoroughly familiar with, the use of the fire escapes, appliances and exits. The drill shall include the complete removal of pupils and teachers, in an expeditious and orderly manner, by means of fire escapes and exits from the building to a place of safety on the ground outside. *Schools not required by law to maintain fire escapes, fire extinguishers and fire exits are exempt from the requirement to conduct fire drills.*

In addition, all schools using or contracting for school buses for the transportation of school children are required to conduct two emergency **school bus evacuation drills** on school grounds during each school year, the first to be conducted during the first week of the first school term and the second during the month of March, and at such other times as the chief school administrator may require. Each such drill shall include the practice and instruction concerning the location, use and operation of emergency exit doors and fire extinguishers and the proper evacuation of buses in the event of fires or accidents. *Schools that do not provide transportation services may note that on the bottom of this form.*

On or before April 10 each year, each chief school administrator shall certify to the Department of Education that the emergency evacuation drills required have been held.

INSTRUCTIONS: Following the completion of required monthly fire drills and all school bus emergency evacuation drills in March, this form should be completed, signed by the chief school administrator in the space provided, and forwarded by April 10 to:

Pennsylvania Department of Education
Bureau of Budget and Fiscal Management
Division of Subsidy Data and Administration
333 Market Street
Harrisburg, PA 17126-0333

LOCAL EDUCATION AGENCY NAME
(Please type or print.)

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I certify that as of this date, all required fire drills and school bus emergency evacuation drills have been held in accordance with the provisions of Section 15-1517 of the Public School Code of 1949.

School Year _____ - _____

SIGNATURE OF CHIEF SCHOOL ADMINISTRATOR

DATE