5 Tips To Help Keep Your Campus Fire Drill Compliant

1. **Requirements**
   Conduct the Fire Drill by the 15th, every month that has **10 or more school days**. Call Dispatch prior to the drill at 214-932-5627.

2. **Oracle Access**
   Your Safety Team is the: Primary Safety Coordinator, Principal, Assistant Principal, Office Manager, & Nurse. Risk Management will request the Risk Management Responsibility for the Primary Safety Coordinator. It will be the responsibility of your campus to request access with IT, by submitting a RemedyTicket for the other Safety Team Members.

3. **Troubleshooting with Oracle**
   Your Safety Team should have access to the Risk Management Responsibility in Oracle. If they are experiencing trouble with Oracle they will need to submit a RemedyTicket with the IT department.

4. **Contact Information**
   **Risk Management**: 972-925-4050  
   riskmanagement@dallasisd.org  
   **Emergency Management**: 972-749-2410  
   emergencyoperations@dallasisd.org  
   **Maintenance Services/Alarms**: 469-853-1053  
   aewing@dallasisd.org or sfickel@dallasisd.org  
   **Environmental Services**: 972-925-4500  
   **Police & Security**: 972-479-2300  
   **IT Help Desk**: 972-925-5630  
   **Health Services**: 972-925-3386  
   **Custodial Services**: 972-925-4500

5. **Reminders**
   Please be advised that you are required to complete monthly fire drills regardless of undergoing construction, holidays, or bad weather. Please plan accordingly.