

Fire Drill Procedure

Purpose

This document tells site teams how to successfully carry out monthly fire drills.

Guidance

Fire drills must be conducted once each month for each class. The timing of the drills and where the children exit must be varied when possible. Practice drills with the same level of seriousness as if there is a real fire.

Procedure

Planning ahead

- Know your school district or building policy.
- Train all new staff on evacuation procedures and assign responsibilities.
- Post evacuation routes at all exits from classroom.
- Know where fire extinguishers are located.
- Know the fire alarm sound.
- Know the building floor plan.
- Know the escape plan.
- Discuss procedures with children before doing an actual fire drill.
- Send a note home to inform parents/guardians that you are discussing fire emergencies and practicing fire drills.
- Train children to stop their activities immediately at the sound of the alarm and proceed to the exit door.
- Children should know how to quietly line up and leave the room when the alarm sounds.
- Discuss procedures with children before doing an actual fire drill.

Conducting the fire drill

- Give children clear, simple instruction about exiting the building.
- Maintain child-staff ratios at all times.
- Assist children who can't walk out of the building on their own.
- Count the children before being evacuated, and count again when they reach the evacuation destination.
- Carry attendance and emergency contact information from the building and compare attendance at the evacuation destination with the attendance sheet to be sure no children or staff have been left behind.
- Take the first aid kit and emergency medications out on every drill.
 - The last person to leave the classroom conducts a final sweep of all areas.
 - Conduct fire drills once a month for each class. Vary the timing of the drills so that children practice at different times.
 - Practice the drills as if there is a real fire.
 - Complete the *All Hazard Preparedness and Fire Drill Record* after of each drill. Follow up on anything that needs to be correct

Related Documents

All Hazard Preparedness Procedure

All Hazard Preparedness and Fire Drill Record

Resources

For current information on how to plan for most types of disasters and emergencies, including how to work with children and families:

www.FEMA.gov

www.RedCross.org