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**Subject:** Fire Drill

**Source:** Early Head Start Performance Standards 1304.22

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## **Policy**

Staff will ensure that classroom fire drills are conducted on a monthly basis.

## **Procedure**

1. Evacuation routes will be established, illustrated and posted at each classroom exit.
  2. Fire drill times will be scheduled and initiated by Center Coordinator, or Health Manager.
  3. Fire drills will be documented on the Monthly Safety Check Form and integrated into the weekly lesson plan as a safety topic.
  4. Information of fire safety, classroom evacuation routes and regularly scheduled drills will be made available to parents prior to the date of the child's first drill.
  5. Children will learn about fire safety and practice how to follow teachers' instructions during a drill.
  6. Children will learn how to stop what they are doing, follow the teacher and walk quickly toward the safety evacuation exit.
  7. Children will learn where the safe meeting place is outside of the classroom.
  8. Volunteers will be informed about all aspects of fire drills prior to assisting in the implementation.
  9. The drill will begin when a teacher shouts "fire" (or where available a bell or alarm is set off). Teachers will gather their First Aid Kit and Emergency Contact Information before evacuating the building. When evacuating infants, each teacher will place **no more than four infants** in a mobile crib and transport them outside. When evacuating toddlers, each teacher will guide four children quickly toward the safety evacuation exit.
  10. A head count will be performed by each teacher once outside, to ensure that all of the children in their class were safely evacuated.
  11. Once outside, teachers will talk with the children about the drill and allow the children to share any feelings they have.
  12. A transition period to calm the children will be incorporated at the end of the fire drill. (story time, singing, etc.)
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