

Title: Procedure for Conducting a Fire Drill

Control Information

Control Item	Details
Owner/Curator	Jen Renee
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Consult and Notify	ICP, ED, HT, AA, All Staff

Revision History

Revision	Date	Revision Description	Originator
A	6/24/09	Initial Release	Jen Renee
B	7/17/14	Revise number and format, corrections	Melissa Harris

Procedure for Conducting a Fire Drill.

1.1. Objective:

The objective of this policy is the following

1. Define the frequency of fire drills.
2. Define the location of the fire drill log.
3. Define the process of conducting a fire drill.
4. Define the contingency for locating child not present at roll call.

1.2. Frequency of fire drills:

Fire drills will be conducted a minimum of once a month.

1.3. Location of the fire drill log:

The fire drill log will be stored in the file drawer of the administrator’s office, clearly labeled “FIRE DRILL LOG”.

1.4. Contingency for Child Missing at Roll Call:

1. If a child is found missing at the roll call. The teacher of that child will put his or her class under the supervision of the other teacher.
2. The teacher will call on radio immediately to the administrator. If the radio is not available, the teacher will go immediately to the administrator.
3. The teacher and principal will review the attendance-tracking sheet and begin a search for the missing student if appropriate.

1.5. Procedure:

Step	Detail	Description	Accountable	Responsible	Informed
Notify proper outside operations	Call fire dispatch	Phone # 541-766-6911	ED	ED	None
Set off alarm	Rotate which station gets pulled monthly.	Note time. Pull switch. Have key ready to replace for reset.	ED	ED	None
Evacuate building	Teacher leaves classroom with waki-talki, First Aid kit, Emergency Contact list and authorized pick up list.	Students line up and file out of the classroom. Follow route designated on evacuation map for each room.	T	T	ED
Sweep building	Open each room.	Use voice and eyes to check	ED	ED and	ED

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	Close all doors when done checking a room.	that each room has been evacuated.		designated sweeper(s)	
Take attendance	Stay in classroom groups in designated location on field	Each teacher reports attendance via walki-talki to the ED. AA takes roll of other staff, volunteers and visitors	T, AA	T, AA	ED
Turn off alarm	Security alarm will continue to beep after fire alarm panel has been reset	Switch down the alarm silence button (below SM-31)	ED	ED	None
End drill		Use walki-talki to notify staff that all may return to the building. Note the time.	ED	ED	Staff
Reset the pull station	This may be done immediately following pulling the alarm.	Use Allen wrench to open pull station box then close box and resecure screw.	ED	ED	None
Reset the control panel		Switch down the reset/lamp test button and hold it in the down position for 5 seconds.	ED	ED	None
Reset SM-31 switch		Return the button below SM-31 to the normal position.	ED	ED	None
Reset security panel	Security alarm will continue to beep after fire alarm panel has been reset.	Follow instructions on back of sign on clipboard. Panel turned red when alarm activated. Be sure panel returns to illuminating green.	ED	ED	None
Inform Fire Dispatch drill is completed	Notify ten that the fire drill has been completed.	Ask what time the security company notified dispatch of the alarm. Note time. Don not call security company.	ED	ED	None
Document drill	Report monthly to ICP Board.	Complete fire drill log form and file.	ED	ED	ICP Board