

## **H-18 FIRE/EVACUATION DRILL PROCEDURES**

**Fire and evacuation drills and emergency preparedness plans are created and conducted to prepare staff and students for emergency situations and to meet childcare regulations. This procedure outlines what is required of teaching staff in conducting monthly fire/evacuation drills and what is expected of center teams and Team Leaders in preparing for other emergencies or disasters.**

### **Fire/Evacuation Drills**

1. Determine a monthly schedule to practice the drill, taking the following into consideration: which day the drill shall be conducted each month, the time that it shall be conducted, and the length of the drill. This needs to be documented in the lesson plan.
2. Develop two evacuation routes for each center ensuring that all exits are clearly visible. Evacuation routes should be clearly posted in an accessible location and include who will exit from where, how they will know where to exit, and a designated common meeting area away from the building.
3. The plan will determine who will handle supervision of the children and designate each staff member's and volunteer's responsibilities.
  - A. Determine safety needs: room checks, closing of windows and doors, turning off of lights, etc.
  - B. Designate a person to notify the Fire Department in case of an actual fire.
  - C. Designate person to obtain daily attendance roster and to insure that all are present once exited the building.
4. The plan will determine the type of alarm that shall be used and designate the person responsible for sounding the alarm.
5. All staff need to be prepared to handle children's reactions.

### **Other Drills and Emergency Procedures**

Each center needs to develop a plan to be used in the event of earthquakes, floods, brush fires, severe weather or in case of hazardous materials spills or an Umatilla Army Depot activity disaster. The Team Leader is responsible for assuring the team creates a disaster plan and conducts disaster drills with children and staff monthly. Fire drills will be practiced monthly while all other drills as identified by the plan will be conducted on a rotating monthly basis. Please reference the Emergency Preparedness Plan in the Operations Management section of the Administrative Procedures Manual for information and guidance in completing this plan.