



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

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Updated

SUBJECT:
FIRE DRILL PROCEDURE

APPROVED: 10-19-10


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PURPOSE

The purpose of this policy is to have a written plan for evacuating and for responding to a fire. Plan to include specifics, such as escape routes, assignments for all staff, and the location of the nearest fire alarm.

POLICY

The policy states that unannounced evacuation drills at least once a month, at varying times of the day. Maintaining records of evacuation drills for the on-site inspection and review of Licensing.

REFERENCE

Head Start Performance Standard 1304.22(a)(3) Posted emergency evacuation routes and other safety procedures for emergencies (e.g., fire or weather-related) which are practiced regularly.

PROCEDURE

Teachers, Teacher Assistants, and Volunteers in the classroom need to direct the children out of the classroom to their evacuation area. The area location is designated on the evacuation plan near the exit of the classroom.

1. Walk to the nearest exit, do not run.
2. The Teacher will take sign in/out book and children outside of building according to the site evacuation plan or safest route.
3. The Teacher Assistant will take the flashlight, first aid kit and children outside of building according to the site evacuation or safest route.
4. The Center Clerk will take children/staff emergency cards, and portable phone.
5. Site Supervisor will take First Aid Kit and Walkie Talkie, Ham Radio, and Nextel phone.
6. Staff will check that all children and adults are safely out of the building.

7. When the group reaches a safe place, away from the building, at pre-designated evacuation area, roll call is to be taken. All persons must be accounted for.
8. The Teacher is responsible for the sign in/out book, classroom emergency cards and children to meet at designated safe area. The Teacher Aide is responsible for taking the first aid kit, flashlight and children from the classroom to meet at the designated safe area.
9. All center staff should refer to their center's disaster plan for their assignments during an emergency.
10. The building is to be inspected for safety prior to returning to the building.
11. Wait for the "all-clear" from Supervisor before returning to building.

Outside Building:

1. If children and staff are outside the building when fire drill starts, the teachers will alert the children according to procedure established for that site.
2. Move away from buildings.
3. Walk to the designated evacuation area. (Do not run)
4. Take a head count, and account for any missing persons/ children.
5. Wait for instructions from Site Supervisor prior to entering the building.