



## Fire Drill Procedures – All Classrooms

These are the procedures we follow when conducting monthly drills or in the event of a real fire.

### Infant Room:

1. The teacher in the diapering area takes the large quilt from the closet and runs outside to the far corner of the infant/toddler playground. They spread the quilt on the ground and wait for the babies to arrive.
2. Teachers in the play areas hand babies (two at a time) to other staff who run them outside to the quilt. Teachers make as many trips needed to get all babies out. The cook and admin help too.
3. When there are 1 or 2 babies left, the lead teacher makes a final visual check of all areas of the room and takes the sign-in/out chart outside to where the babies are waiting.
4. Roll call is taken and everyone waits until they receive an “OK” to return to their room.
5. Babies return to the classroom similar to the way they were brought out. Roll is taken once inside.

### Toddler Room:

1. Toddlers are gathered at the door to the outside. Teachers take them outside, through the toddler playground to the far side of the preschool playground and they sit along the south fence.
2. The lead teacher makes a final visual check of the room, takes the sign in/out chart and calls roll.
3. Everyone returns to their classroom after they receive an “OK” to do so. Roll is taken once inside.

### Preschool 1, Preschool 2 & PT Preschool/After school 1 Rooms:

1. Children line up at the door to the outside. Teachers take them outside, through the west &/or north playground gate and have them sit along the curb in the circle drive.
2. The lead teacher makes a final visual check of the room, takes the sign in/out chart and calls roll.
3. Everyone returns to their classroom after they receive an “OK” to do so. Roll is taken once inside.

### After school 2 Room:

1. Children line up at the door to the outside. The lead teacher makes a final visual check of the room, takes the sign in/out chart then takes the children outside, across the parking lot and has them sit along the far curb and calls roll.
2. Everyone returns to their classroom after they receive an “OK” to do so. Roll is taken once inside.

**Secondary Route:** If there is a fire in which an exit door in a classroom is blocked, the above guidelines will be followed using the classroom door to the hall and then everyone exits out the front or side door.

**If it is a real fire, all children will be taken further away from the building as needed for their safety.**