

Sample Announced Fire / Evacuation Drill

NOTIFICATION	<ul style="list-style-type: none">■ Tell the children that a fire drill is about to happen. A smoke detector test button or other designated noise, such as a recording of the fire alarm, may be used as your practice alarm. Tell children that when they hear that sound it means there is a fire drill.■ Explain to the children that when they hear the fire alarm or designated noise, they must get up quickly and leave everything behind.■ Point out all the exits to the children. Tell the children that you will leave the building through the closest exit. Test alternate escape routes and windows that can be used as exits. Practice with ladders if they are part of your evacuation plan.
ACTION	<ul style="list-style-type: none">■ Evacuate children as follows:<ul style="list-style-type: none">■ <i>Infants and Toddlers:</i> Practice using evacuation equipment for infants and toddlers. For example, use an evacuation crib, a stroller with multiple seats, a wagon, or an infant rescue vest/apron/carrier.■ <i>Preschoolers:</i> Gather children in a group and supervise an orderly evacuation to the designated assembly area. Practice using a walking rope for children to hold on to during evacuation.■ <i>Children with Special Needs:</i> These children will be assisted by specific staff members who have been trained in their role to evacuate children with special needs.■ Grab the daily attendance list and the “Ready-to-Go Kit” backpack, including the Ready-to-Go File on the way out.■ Check bathrooms and the classroom, and shut the door behind you after you are sure everyone has exited.■ Gather outside at the agreed upon place.■ Take attendance to ensure everyone has made it out safely.
COMMUNICATION	<ul style="list-style-type: none">■ Practice using a portable battery or hand-assisted radio to listen for announcements from local officials.
CARE AND SUPERVISION	<ul style="list-style-type: none">■ Follow established procedures for assisting children and/or staff with special health care needs. Bring medications, care plans, and assistive devices for communication and mobility.■ Follow established procedures for addressing children’s (especially infants and toddlers) nutrition and hygiene needs during the period of time they are evacuated.
CONCLUSION	<ul style="list-style-type: none">■ Remain at the meeting spot until the child care director or designee announces the end of the drill.