

## Task: Conducting a Fire Drill

Task	Person Responsible	Date to be Completed
1. Locate alarm info for location (generally located inside fire panel or inside door of classroom file cabinet)	Assigned Staff	Monthly (3 in first 30 days)
2. Call 800 number to Watch Dog call center	Assigned Staff	Monthly
3. Give operator account number and pass code for <u>fire alarm</u> (located on alarm info page) they will ask for your name	Assigned Staff	Monthly
3. tell operator you need 15-20 minutes	Assigned Staff	Monthly
4. make sure key for pull station is available <b>before</b> pulling alarm	Assigned Staff	Monthly
5. Choose a pull station and pull outward where indicated (use different station each month)	Assigned Staff	Monthly
6. Evacuate building (use alternate exit every other month)	Assigned Staff	Monthly
7. Staff conducting drill will check all classrooms, bathrooms, closets, and offices turning off lights and closing doors	Assigned Staff	Monthly
8. Classroom staff will take roll to account for all children. Assigned staff will account for all staff members	Assigned Staff	Monthly
9. Use key to close pull station (push closed and turn key)	Assigned Staff	Monthly
10. Open fire alarm panel	Assigned Staff	Monthly
11. Push the <b>silence</b> button	Assigned Staff	Monthly
12. Push the <b>reset</b> button	Assigned Staff	Monthly
13. Close and lock fire alarm panel	Assigned Staff	Monthly
14. Go outside and give the All Clear	Assigned Staff	Monthly
15. Test all emergency lighting (exit signs and lights) push test button on side, if light comes on bright it is good, if dim turn in a work order	Assigned Staff	Monthly
16. Inspect all fire extinguishers ( arrow in green, pin in, tag current) turn fire extinguisher over a few times to loosen powder inside	Assigned Staff	Monthly

17. Document all fire drill activity on <u>Emergency Drill Record</u> form located on emergency board	Assigned Staff	Monthly
18. Record date of drill	Assigned Staff	Monthly
19. Record Start and end time of drill	Assigned Staff	Monthly
20. Record that emergency and exit lights have been inspected by placing a check mark in the appropriate space	Assigned Staff	Monthly
21. Record that fire extinguishers have been inspected by placing a check mark in the appropriate space	Assigned Staff	Monthly
22. Record name of person conducting drill in appropriate space	Assigned Staff	Monthly