

THE EMERGENCY DRILL

POLICY: The center will conduct emergency drills at least 2 times per year, but more frequent drills are highly recommended.

PURPOSE: To test the facility and alarm system for reliability.
To allow children to learn and recognize by repetition the key words and sounds that will keep them safe.
To satisfy the Fire Safety Standards and Licensing regulations requiring drills.

PROCEDURE:

1. Create a scenario for a disaster and alert all staff members.
2. Assure everyone "This Is Only a Drill" but that they must treat it as a real emergency.
3. Sound the actual alarm that would be heard in the event of a fire.
4. Staff and children evacuate according to procedure.
5. Staff are responsible for knowing the correct procedure for each type of emergency. The director is responsible for ensuring all staff are trained on the procedures.
6. Each drill should end in an evacuation. Although you would not evacuate in all situations, evacuation practice is required, and children must practice this most important life-saving skill frequently. By carefully setting up your drill, you can work it into all disaster drills. i.e., after an earthquake, one room has falling light fixtures.
7. Drills should be held on different days and times of day. Practice using different exits and include scenarios where key site leadership may be unavailable.
8. Drills will be logged and evaluated.
9. Consider participating in interagency, community emergency drills, such as those planned by the Office of Emergency Services, the Fire Dept, etc.