



Fire Evacuation Drills

Emergency Operations Planning
And Training

Fire Evacuation Drill Goals:



- **Assure predictable response in an actual fire emergency**
- **Identify problems/weaknesses in plans and procedures**
- **Staff and students practice and experience what is expected of them during an fire emergency**
- **Plan for special situations that may require extra assistance such as ESE students that may need assistance or affected by the sounding of the fire alarm system.**

Fire Drill Evacuation Terms:



Just like other learning objectives in school, these must be taught and practiced!

Evacuation:

- **Building:** Evacuating a building to a pre-designated muster location set by the school administration
- **Site:** Site evacuation will be determined based on the size of the fire and location. A predetermined muster location will be set by the administration

Evacuation Lock-down:

- This is used during the first 3 minutes of activation of the fire alarm; used to determine if a active shooter or intruder is involved and a full lock down is needed. **(During this time, If anyone can positively identify Smoke or Flame then report it and evacuate immediately).**

Drill Lessons for Students



It is recommended that administrators and teachers regularly discuss with students in class, emergency fire drills, basic procedures, the reasons and conditions that would require fire evacuation. Do this in an age-appropriate manner and before they participate in an actual Fire Evacuation Drill.

Example: Teaching the elementary age children the primary and secondary evacuation routes and what to do when the alarm sounds.

Remember: Keep it simple and non-scary for students. Too much detail can confuse individuals.

Planning: Fire Evacuation Drills



- Drills should be taught/discussed with students before they are practiced including an explanation of why they are important.
- Fire Evacuation Drills must be initiated using the on-site fire alarm system per Florida Fire Prevention Code.
- 4 Fire Evacuation Drills must be performed prior to substituting one fire drill for one other type drill. Use this training in place of in place of an actual fire evacuation drill.
- Only 4 drills can be substituted in this manner during the school year. You should have identified your drill dates to your grade level director and the School District Director of Safety.
- Any real world evacuations counts as a fire evacuation drill.

Fire Drill Note: Do not forget to call Hunter Security prior to an actual Fire Drill.

Fire Drill Evacuation Steps:



Sounding of Fire Alarm:

Stop all activity. Listen for the intercom system and 2-way radios for instructions. **

Look, Listen, Smell (Indicators to Act):

- **Look: Do you see activity that supports an active fire?**
 - **Listen: Do you hear sounds that support an active fire or explosion or have received instruction from administration on the intercom or radio?**
 - **Smell: Do you smell smoke?**
- **Act if given instructions from the administrator or you see evidence that would require you to take action.**
- **REMEMBER: The administrators have up to 3 minutes to verify the location the fire alarm was triggered and course of action to be taken before an evacuation must take place. Follow Administrations Instructions. In the absence of instructions, utilize indicators above.**

Fire Drill Evacuation Steps:



Actual Fire Evacuation:

- Keep calm, quiet and follow all direction given by the school administrator and or Fire Department personnel whether by radio, intercom or in person.
- Make sure you know both primary routes and secondary routes from your classroom and use the one most appropriate based on the situation
- Go to your pre-selected muster point unless directed to go to another location for increased safety concerns.
- Once at the muster point, account for all of your students and note any that are with you that may be part of another class. Report all students in your care at that time.
- Wait for further instructions and stay calm. Continue to Look, Listen, Smell indicators of what is happening around you.
- Communicate to your administration anything out of the ordinary that you notice. See Something? Say Something.

Fire Drill Evacuation Steps:



- Returning to the Building/Classroom:
- DO NOT:
 - Return to the classroom or building for any reason until the designated all clear sign or signal is given
 - When given the all clear to return, do so in a orderly quiet manner. This will allow you to hear any further communications given over the intercom or radio.

Staff: After the event is over, try to write down notes on items that may need to be discussed or changed regarding the drill procedures and submit them to the school administrator. Follow up with them later to insure they have seen your notes.

After Fire Evacuation Drills: (Continued)



- **If any of your students were adversely effected such as an ESE Student that may have communication difficulties, make sure you address that with the administration so that the procedure for that student(s) can be evaluated and addressed for the future.**
- **If it is possible at the beginning of the school year this would be something to consider and think through with your Administrator and ESE Department before drills are started.**

In Conclusion:



Your attention to detail in Fire Drill Evacuations will:

Help keep students and staff safe during a fire drill evacuation or a real fire event evacuation.

Our School District Goal: *To make sure every student and staff member has a safe and healthy learning/working environment in the Santa Rosa District Schools.*

If you have questions please refer them to your school site Administrator, School District Safety Specialist or School District Safety Director.