



# Fire Drill Procedures

- #1. Each room should become quiet and line-up.
- #2. Each room should leave the building via the doorway posted in their area.
- #4. Those in rooms closest to restrooms should check that all restrooms are empty.
- #5. Those in rooms closest to Music Room (or other designated location) should verify that there is no sick child sleeping.
- #6. All children, volunteers and staff are to meet on the front walkway, except those on playground.
- #7. The primary person in the Big Room...
  - Take children's sign-in list with you
  - Take listing/cards of children on playground
  - Immediately notify leader on playground that fire alarm is sounding
- #8. Primary person on playground must gather all children away from the building
  - Children should be lined up silently waiting for roll call.
  - Children should only resume play when the alarm has been cancelled
- #9. The primary person from the Big Room...
  - Check roll in front of building.
  - Verify that all children designated playground are on playground (via radio).
- #10. Re-enter the building only when advised.

**Assume all alarms are real: a life could depend on it!**