

Initiating the Drill

- Is there a “Fire Drill” feature on the panel?
 - Yes – utilized this feature to activate alarms for the drill
 - No – activate the nearest manual pull station
- Record the amount time from the activation of the fire alarm to the evacuation of all occupants meeting at the Assembly Area.

During the Drill

Monitor the evacuation process and note any of the following:

- Are individuals closing the doors upon exiting rooms?
- Are individuals remaining calm and proceeding towards the nearest exit?
- Are individuals leaving personal items and exiting immediately?
- Are individuals meeting at the designated assembly area?
- Is the Safety Coordinator ensuring the safe evacuation of all individuals?
- Are all individuals being accounted for (head count)?
- Are exits guarded to prevent re-entry into the building?

After the Drill

- Record the total evacuation time in the Emergency Evacuation (Fire) Drill Report ([Link](#)).
- Silence the alarms, reset the manual pull station, reset the fire alarm system, and clear the annunciator panel.
- Ensure the fire alarm system is back to normal operating condition.
- Inform individuals that they can re-enter the building. In the case of an actual fire, the Fire Department will give the all clear before re-entry into the building.
- Contact the fire alarm monitoring company and Emergency Response Services Dispatch to advise that the fire drill is complete.
- Re-evaluate any concerns that arose during the fire drill and discuss as a group (e.g. safety meeting).
- Keep records of the drill and any notes from the safety meetings.

Faith Formation Programs

- Ensure Emergency Evacuation (Fire) Drills are completed for each Faith Formation Program as detailed above. For school year programs two drills are required and for summer programs 1 drill is required.
 - All participants must be aware of the evacuation procedures and the assembly area(s).
 - Faith Formation teachers are responsible for documenting the head counts of students at the assembly area and providing this detail to the Safety Coordinator.