

Name: _____

Date: _____

Fire Drills

Fire Drill practices are conducted _____ to ensure all students and teachers keep up with the evacuation procedure and routine for when the need arises. Keeping the children _____ is our number one priority and that is why fire drills have to be a _____ part of our operation. As the drills are _____ it is important to make yourself aware of your surroundings and always take drills seriously.

Each classroom has an _____ map on the wall that highlights and demonstrates the classrooms _____ a fire evacuation. It is important to make yourself aware of all evacuation routes. It will state a primary and secondary point of a safety meeting area. During the drill we will go to the _____ evacuation point. In the case of an actual event, move to the _____ point. On the same evacuation plan map you will be able to see your classroom's tornado shelter area at a glance.

It is good practice to _____ look over the posted evacuation route not only in your classroom but also in those classrooms around you. On the posted evacuation plan, you will notice that your exit route will be highlighted. It is important to use the designated _____ for your classroom to avoid congestion at main doors.

When you are with your class and the alarm goes off it is most important to stay _____ and proceed out of the building with the following steps:

- As you hear the alarm; stop what you are doing, grab your _____, rope, ipad, keys, radio and your personal cell phone.
- Staff should not attempt to secure or collect other _____ items beyond their cell phone during an evacuation.
- Ask your students to grab the rope and quickly do a _____ to _____ to ensure all of your students are walking out with you; this process is for students in Pre-Toddlers through Prekindergarten.
 - Infants will be placed into evacuation cribs; _____ babies per crib.
 - All of our cribs are considered to be Evacuation cribs with red safety bottom frames to help with stability when in use.
- Walk out with your students, never _____. Try to use the evacuation plan _____ routes and go straight to your _____ area, however, always plan an alternate in case of a blocked route.
- As you arrive to your designated safety area, have your students sit and do _____ to _____.
- Get your iPad and paper roster out to be ready for the director of your location to come and check all of your students are accounted for.
- Parents will not be allowed to drop off or remove a child from the custody of the center during an _____.

- Once everyone has been checked, your director will advise when you are able to move back inside the building and continue with your day.
- We must evacuate and be at least _____ yards from the building in under _____ minutes. Otherwise, we will re-do the drill.

Each month, take the time to talk to the children in your care so they know what to expect and can be fully _____ in the case of fire drills. Explain the importance of safety to them and the steps they will need to take the moment they hear a fire alarm.

Emergency Practices

Each classroom will have a _____ backpack. This backpack is to be taken with you whenever you leave your classroom. The contents of the backpack are important to ensure that you are _____ to assist your students in any way should the need arise.

The backpack must contain:

- Paper rosters and pen
- Binder that has your classroom's _____ roster, emergency contact list for all your students, allergy list, copy of your evacuation routes (severe weather, fire, intruder)
- _____ checked monthly to ensure it is in working order
- First Aid Kit - checked _____ for supplies
- Any _____ - _____ medication for a student assigned to that classroom
- Radio
- Key
- Personal Cell Phone

Whether you are participating in a drill, doing a real _____ in place or an _____ of the building, you are required to:

- Have your classroom backpack
- Have your radio
- Have your iPad
- Ensure all of your students are transitioning with a rope

For Intruder Drills:

You will be notified by the director via the radio with a _____ as well as in person, if possible, when there is an intruder drill or actual intruder. In your classroom backpack inside the binder, you will find a list of intruder hideouts for each classroom.

If you cannot get out the door safely, your children and yourself should have _____ against the wall, under the window with the classroom _____ off, to avoid being seen.

Your overall goal is to be able to exit the front of the building to arrive _____ outside.

- You are to remain _____, collect & quiet
- If you are able to exit the building, grab your classroom backpack, rope, iPad & personal cell phone.
- Staff should not attempt to secure or collect _____ items beyond your cell phone during an evacuation.
- Ask your students to grab the rope and quickly do a name to face to ensure all of your students are walking out with you; this process is for students Pre-Toddlers through Prekindergarten.
 - Infants will be placed into _____ cribs; 4 babies per crib.
 - All of our cribs are evacuation cribs and have red safety bottom frames to help with stability when in use.

When you are in other classrooms, you will need to _____ yourself with the intruder hideout locations. It is important to know these locations and remind yourself of these from time to time.

When a drill is over, you will be notified of an _____ at which point you can then resume normal activities.

Once a drill is over, talk to the children in _____ appropriate ways, and emphasize how being quiet, still and staying in the _____ keeps everyone out of danger.

What is the specific code word for my campus? _____

Where should I secure my class if I am not able to exit the building in the case of an intruder? _____

*****If you don't have a specific class as your primary responsibility, either assist the lead you are with or quickly assist another room that only has 1 teacher*****

Tornado Drills:

In the event of an approaching tornado you will be notified immediately if a _____ in place is required. We practice tornado drills _____, which not only promote safety, but also help the staff and children to remain calm during an actual emergency situation. The more prepared we are, the easier the _____ will be if an incident does arise.

- You are to remain calm and collect.
- When transitioning to your _____, grab your classroom backpack, rope, iPad & personal cell phone.
- You should not attempt to secure or collect personal items, beyond your cell phone, during an evacuation.

- Ask your students to grab the _____ and quickly do a name to face to ensure all of your students are walking out with you; this process is for students _____ through _____.
- Infants will be placed into evacuation cribs; 4 babies per crib.
- All of our cribs are evacuation cribs with red safety bottom frames to help with _____ when in use.

Practice a _____ position when possible. Sit with knees up, wrapping your arms around the knees with head down touching the knees.

Each classroom, as well as your binder in your emergency bag, has a map for all _____ as well as tornado shelter in place locations. It is important that you know your shelter in place location as well as other classroom locations. It is good to _____ these maps and locations to keep them fresh in your mind.

When a drill is over, you will be notified of an “all clear”, at which point you can then _____ normal activities.

What location should I take my class in the case of severe weather/tornado warning? _____

Pop Up Word: _____

Director: _____