



FORT BEND COUNTY FIRE MARSHAL'S OFFICE



GENERAL FIRE DRILL PROCEDURES

1. Automatic fire alarm will ring to alert all persons in building. Alarm will automatically contact fire department.
2. All doors and windows should be closed. All lights should be turned off.
3. All students should **walk** in a single file to closest, safest exit.
4. No talking, running, or jumping steps. No one shall be permitted to break a line for a drink or for any other reason.
5. No stopping for coats.
6. If students are on the playground when the alarm sounds, they should stop the play and move in an **orderly** manner (no running) to the back of the playground, and get in a line and wait until the return bell sounds to resume play.
7. Infants and toddlers will be evacuated from building in designated evacuation cribs to the outside playground through the back exit.
8. All children will be evacuated to playground.
9. Teachers should take their class list with them to account for their children.
10. Building should be thoroughly checked for any missing children. Report missing children to management. Do not leave any children unattended.
11. The teacher should be the **last** one out of the class.
12. Impress upon the students that this is one time, for their own safety and that of others, that discipline must be practiced and maintained.
13. When the return bell rings, students will follow their lines back into the building in an orderly manner.
14. In the event children cannot return to the building, the alternate location is:

Parents may pick up children at this designated location.



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GENERAL TORNADO DRILL PROCEDURES

1. Directors are to listen to the radio or television for announcements regarding a possible tornado.

WATCH: Conditions are favorable for a tornado.
WARNING: An actual tornado has been sighted or has touched down (take cover immediately)
2. In the event of a tornado or tornado drill, the Director will blow three long blows on a whistle to indicate that proper procedures take place.
3. Place infants in evacuation cribs with wheels and move to safest area – interior wall, bathroom or hall. Cover the crib with a blanket, if necessary, to protect the children from flying glass.
4. If the children are outdoors, they should be gathered together and taken to a safe area in a building or classroom. If time does not permit getting to a building, teachers are to instruct students to lie on their stomachs, preferably in a ditch or protected area and to cover their heads. If the children are in a bus, they should also be escorted to a nearby ditch or ravine and made to lie down, hands over head.
5. If the students are indoors, the children should go to an inside hall on the lowest floor or to an interior part on the lowest floor – closet, bathroom, interior wall. Children should be instructed to get under something sturdy, such as a table or desk. If this is not possible, have children crouch near an interior wall, bent over with their hands on the back of their heads.
6. If there is a tornado, stay away from anything that uses electricity. Also, stay away from anything metal, such as faucets, radiators, sinks and tubs. Stay away from windows, doors and outside walls because of flying glass and debris.
7. Teachers should have their class list with them and check playgrounds and bathrooms for any missing children.
8. In the event children cannot return to the building, the alternate location is:

Parents may pick up children at this designated location.

