

Center: _____

BUS#: _____

Month: _____

Classroom: _____

FIRE/TORNADO/BUS EVACUATION DRILLS HS/EHS

Conduct drills on a monthly basis. Make a copy of the chart and CM will submit to CDM by the 5th of each month.

FIRE DRILL DATE	TORNADO DRILL DATE	BUS EVACUATION DATE **HS Only**	Time of Drill	TEACHER'S SIGNATURE	Number of Children Present	Length of Time to Exit

*****POST IN CLASSROOM.*****

INSTRUCTIONS

1. Every Head Start classroom must complete at least one Fire Drill, Tornado Drill and Bus Evacuation Drill per month. The only exception is with the Bus Evacuation Drill. If a center does not have a bus on the premises, a staff member can write “No bus” on the line. Every Early Head Start classroom must complete at least one Fire Drill and Tornado Drill per month, **they are not required to complete the Bus Evacuation Drill.**
2. Each classroom needs to practice their Off-site Evacuation Procedures: once within the first three months of school and again in the Spring.
3. Use one line per drill.
4. At the end of each month, the chart will need to be replaced with a new one for the upcoming month.
5. Once the old chart is removed, make a copy of the form(s) and submit it to the Center Manager.
6. Return the form(s) to the wall. **NOTE: All drills must remain posted all year long.**
7. The Center Manager will turn in the copies of the drills to the Child Development Manager by the 5th of each month.
8. More than one drill may be done. It is a good idea to do an obstructed fire drill where a fire could be in the path that is usually followed in the course of a normal drill.