

# SOUTHWEST HRA HEAD START

**Section:** Early Childhood Development  
**Subject:** Fire and Tornado Drill Reports  
**Revised:** February, 1998; February 2010

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## **REGULATION REFERENCE:**

45 CFR Part 1304 (Nov. 1996) Performance Standards 1304.22(a)(1-4), 1304.53(a)(10)(iv-vii)  
Tennessee Day Care Licensing Standards

## **POLICY:**

Monthly fire and tornado drills are required to maintain licensing and assure the safety of children and adults (Fire Marshall rule: first month of program year two (2) fire drills are required). The teaching staff will make sure these occur at all sites. Each drill will be documented on the "Fire/Tornado Drill Report" and must be posted in the classrooms. "Fire Exit Routes" will be posted at the main exit of each classroom.

## **PROCEDURES:**

1. The teacher will post fire and tornado safety rules on the classroom bulletin board.
2. The Teacher will post the fire exit routes near the classroom's main exit.
3. Concerning Tornado drills, the teacher will contact Civil Defense Personnel in the area to ask a representative to visit the classroom, survey the environment, and decide procedures to take. The representative's recommendations will be documented and kept on file in the center.
4. The "Fire and Tornado Safety Rules" presented on the following pages will be used. Note that the signal may vary among centers.
5. Each teacher will arrange a schedule to ensure that monthly fire and tornado drills occur throughout the program year.
6. The teaching staff will relate to the children through use of pictures, stories, role plays, and/or illustrations the reason for fire and tornado drills. The teaching staff will slowly walk the children through the first drills explaining as they go.
7. Upon returning to the classroom, the teachers will review the procedures with the children using questions and discussion.
8. The teacher will complete the "Fire/Tornado Drill Report" (see next page).

## **Fire and Tornado Drill Reports**

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9. The report will be posted in the classroom. The posted report must indicate all fire and tornado drills conducted to date during that school year.
10. At the end of the year, the teacher will leave these reports posted on the classroom bulletin board during the summer months to allow Fire Marshalls access during this time. Each previous year's reports will be filed in each classroom file.
11. In the event of an actual fire, the center will follow actions as listed on each centers' Emergency Response Plan (see sample on page E-47-c).

# SOUTHWEST HRA HEAD START FIRE/TORNADO DRILL REPORT

Center: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date	Type drill F-Fire T-Tornado	Length of time (out of bldg.)	Comments/problems	Person conducting drill
_____	_____	_____	_____	_____
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## **SOUTHWEST HRA HEAD START EMERGENCY INSTRUCTIONS**

### **FIRE SIGNAL**

1. Upon signal, everyone immediately goes to an exit.
2. Assistant Teacher leads children out an exit and to designated location: \_\_\_\_\_
3. Teacher picks up Daily Sign-In Form, Cordless phone and/or personal cell phone, and Classroom Emergency Notebook and follows group out making sure all have left building.
4. Upon meeting in designated area, the roll is called.

### **TORNADO SIGNAL**

1. Upon signal, everyone immediately goes to an exit.
2. The Assistant Teacher leads children to designated area (usually the hallway): \_\_\_\_\_
3. Teacher picks up Daily Sign-In Form, cordless phone and/or personal cell phone, Classroom Emergency Notebook and flashlight and follows group.
4. Teachers and children kneel on floor with heads down and covered with hands (drop, cover and hold position).

## CHESTER COUNTY CENTER EMERGENCY RESPONSE PLAN

### E. FIRE

In the event a fire or smoke from a fire has been detected:

- Staff detecting fire (or smoke) activates fire alarm.
- Center follows standard fire drill instructions:
  - Everyone immediately goes to an exit.
  - Assistant Teacher leads children out an exit and to designated location (Assistant may choose alternate route if normal route is too dangerous).
  - Teacher picks up Daily Sign-In Form, cordless phone and/or personal cell phone, and Classroom Emergency Notebook and follows group making sure all have left building.
  - Upon meeting in designated area, the roll is called.
- Center Director notifies police/fire (9-1-1) and then Head Start Director.
- Center Director may move students to SWHRA Central Office (across the street from Head Start Center) if weather is inclement, building is damaged or situation warrants impending danger to children.
- Staff notifies parents of situation and where child may be picked up.
- Emergency Personnel (police or fire department) notifies staff of termination of emergency. No one may re-enter building until entire building is declared safe by Emergency Personnel.
- Head Start Director establishes a schedule to resume normal operations.
- Teaching Staff notifies parents of schedule to resume normal operations.