

**Fire Drill Procedures**  
**Freedom Thinkers Education**  
**PBL Society**

**POLICY STATEMENT**

Freedom Thinkers Education PBL Society expects all students and staff to practice a fire drill a minimum of 2 times/school year.

**POLICY RATIONALE**

For the health and safety of everyone, fire drills will be practiced at least twice a year. In the unfortunate event that a fire should occur, people will know and understand the procedures for both the evacuation of the building and the safe removal of children and personnel.

**SCOPE**

All students, staff, visits, and anyone else on the premises will follow the procedures outlined below during a fire drill or a real fire.

**POLICY AND PROCEDURES**

***I. Purpose***

To keep everyone safe in the event that there is a fire.

***II. Procedures***

Staff members and students will discuss procedures for a fire evacuation during the first days of school. They will be aware of the emergency evacuation routes and the Muster Place will be established. When the fire alarm goes off or a fire is announced, the following procedures will take place:

1. If children are in the building, they will exit the building through their designated door, and meet at the Muster Place. (Children in the portable will exit through the west portable door; children in the gym or reading room will exit through the grade 7-9 door, and children in the four central teaching rooms in the main building will exit through the following doors: grades 4-6 through the north door in Mrs. Wilson's room and then through the breezeway exit, and grades 7-9 through the gym and out the grade 7-9 entrance).
2. If children are outside of the building, they will meet at the fence in the middle of the parking lot which has been assigned as the Muster Place.
3. The last person out of the building will shut off the lights and close the doors. The principal or teacher-in-charge will phone 911.
4. Classes will move outside in a quiet and ordering manner. If students are in another part of the school (e.g., bathroom) they will join their class at the Muster Place as soon as possible.
5. Attendance will be checked.
6. Attendance will be confirmed. The principal or teacher-in-charge will be positioned in the middle of the road between the two metal gate posts.
7. Students will accompany their teacher back to class once there is an all-clear signal from the principal or teacher-in-charge.

- Updated September 2022