**Fire Drill Policy and Procedures**

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Steps can be taken to ensure safety during fire drills. Fire drills can be helpful in saving lives in the event of an actual fire. A fire drill is a simulation of what a person or group of people would do if an actual fire occurred. Many schools, organizations, and businesses practice fire drills on a regular schedule to stay prepared. Following important tips helps fire drill participants stay safe and aware.

**Planning**

It is important to be prepared to safely execute a fire drill. Ensure that all involve in fire drill are aware of multiple exits from each room and that everyone is aware of each door and window's location. All doors and windows should be kept unobstructed so that there are no problems when trying to use them to exit. Also keep hallways and walkways in rooms clear to avoid tripping or blocking. Fire drills should also be practiced routinely to increase preparedness. The more often fire drills are practiced, the calmer all parties involved will be in the event of an actual fire, thus increasing the likelihood of everyone escaping safely.

**Items**

A list of contacts and map of the office should be created to ensure maximum safety in a fire drill. A contact list is especially important for buildings with children inside. The contact list should include emergency numbers such as 911 and any others who may be able to help. Other items that are helpful in ensuring safety are fire extinguishers and smoke alarms. All people involved in the fire drill should be familiar with these devices and how to use them in case an actual fire occurs. These devices should also be tested during drills and at other times to make sure they function properly.

**Organization**

Order and organization are vital to successful and safe fire drills. All those participating in the drill should remain calm and have a plan to exit the building in an orderly fashion. Different people can also be assigned specific roles, such as operating a fire extinguisher or calling for help. Creating and interchanging roles like this will prevent people from running into one another or panicking during an actual fire. Organization also helps to ensure that all necessary steps will be taken to make sure the fire is extinguished