

School Fire Drill Checklist

Use this checklist to help plan, conduct and evaluate a school fire/evacuation drill. Adapt it to your district's emergency plan and site-specific procedures.

BEFORE THE DRILL

- ☐ Confirm the drill date, time, leadership assignments and school/district notification procedures.
- ☐ Review the school's current fire evacuation plan, classroom evacuation maps and alternate routes.
- ☐ Confirm designated outdoor assembly areas are a safe distance from the building and will not interfere with responding fire apparatus.
- ☐ Make sure teachers and staff know their responsibilities, including maintaining order, taking attendance and reporting missing or extra students.
- ☐ Plan for students and staff with disabilities, access and functional needs, and anyone who may need additional assistance.
- ☐ Check that exits, corridors, doors and evacuation paths are accessible and free of obstructions.
- ☐ Confirm substitute teachers, visitors, contractors and other non-classroom occupants will be included.
- ☐ Ensure the drill will be documented and that required records will be retained according to district procedures.

DURING THE DRILL

- ☐ Activate the fire alarm/drill signal according to the school's established procedure.
- ☐ Evacuate the building promptly and safely. Do not use elevators where applicable.
- ☐ Teachers lead students along the planned route and use an alternate route if the primary route is unavailable.
- ☐ Check the classroom/assigned area as directed by the school's emergency plan before leaving, without delaying.
- ☐ Bring the class roll/attendance information when required by the school's procedure.
- ☐ Move to the designated assembly area and keep classes/groups together for accountability
- ☐ Take attendance and promptly report missing or unaccounted-for students or staff through the school's established.
- ☐ Keep students and staff clear of access routes needed by emergency responders.

AFTER THE DRILL

- ☐ Record the date, time, participation and other required drill information.
- ☐ Document evacuation time and any problems observed with alarms, routes, doors, communication or accountability.
- ☐ Ask teachers and staff what worked well and what created confusion or delays.
- ☐ Identify corrective actions, assign responsibility and set a target date for improvements.
- ☐ Update procedures, maps, training or supplies when the drill reveals a gap.
- ☐ Share appropriate lessons learned with staff and school/district safety leadership.

Remember: A drill is more than an evacuation test. It is an opportunity to identify problems before an actual emergency. For questions about evacuation planning or fire safety in the Sacramento Metropolitan Fire District, contact the Community Risk Reduction Division at CRRDstaff@metrofire.ca.gov.

