



Fire Drill Guidelines for Schools



PREPARATION

On Thursday, October 11, 2007 between the hours of 10AM and 3PM, participating schools will run Fire evacuation drills.

Approximately one week prior to the drill, participating schools should notify their local Fire Departments and respective alarm monitoring stations of their intention to conduct the drill and the time scheduled for the drill. Last year's drill was a huge success and this year, the drill will be spread over a Five (5) hour window in order that the signaling traffic for the alarm monitoring stations will be staggered. This sufficient notice will allow for staffing adjustments.

On the day of the drill, each participating school will be asked to place themselves on manual Fire watch for the one hour period that they have identified as the time of their drill. Alarm monitoring stations will not be calling the Fire service upon receiving signals from these drills. Therefore, it is essential that each school report any need for assistance through 911 as identified in the school's Fire Safety Plan.

METHOD

Many local Fire alarm panels come equipped with a switch labeled "Fire Drill". This switch is the preferred method for conducting this drill in that it only rings the bells and does not send the alarm monitoring stations any signals. If this switch is available, please use it when conducting the drill.

Many local Fire alarm panels come equipped with a switch that might be labeled similar to these terms:

- Municipal Disconnect or Bypass
- Fire Department Disconnect or Bypass
- City Disconnect or Bypass
- Fire Alarm Disconnect or Bypass
- Relay Bypass

Activating this switch prior to conducting the drill will serve to reduce signaling traffic to the alarm monitoring stations and should be used if available in cases where there is no "Fire Drill" button. Activating this switch will also activate the system trouble indicators. They can be silenced at the Fire alarm panel. Upon completion of the drill, return the switch to normal condition and the Fire alarm panel will clear its trouble condition.

There is no need to activate a Disconnect or Bypass switch where a "Fire Drill" button is used.

FINALLY

To reiterate, during the hour of your drill, schools are directed to use the 911 system to report any actual need for assistance.

Please join your peers in participating through the Council's on-line survey and reporting system by visiting www.firesafetycouncil.com. Together, let's make this event an **ALARMING** success.