



# Sanford Fire Department

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## Planning & Conducting A Fire Drill

Follow these steps to conduct a fire drill

1. Make sure that all staff / occupants have had training on your fire evacuation plan.
2. Call the Sanford Communications Center at 919-775-8268 and tell them that you are going to conduct a fire drill. Provide your name, business name, business address, business telephone number, and any other requested information.
3. Call your fire alarm monitoring company and have them take your fire alarm monitoring status “off line” while you conduct your drill.
4. Begin your drill with the sounding of the fire alarm system, or by simulating the discovery of smoke or fire by an employee who must then take appropriate action. The person assigned to call 9-1-1 should actually do so, and report that the facility is conducting a fire drill and that the alarm is sounding. Answer any questions that the 9-1-1 operators may ask.
5. Time the drill beginning with the alarm activation or when an employee is presented with a situation to which they must react.
6. Once the drill is stopped, silence and reset the fire alarm system.
7. Judge the actions and performance of the staff / occupants using the criteria on the Fire Drill Report Form. Criteria met and performed as expected should be scored in the “7 point” block. Criteria performed below expected should be scored in the “4 point” block. Criteria missed or performed poorly should be scored in the “0 point” block. Criteria performed in an exceptionally high, timely, and efficient manner should be scored in the “10 point” block. Add the scores together and record it on the form. Use the score ranges on the form to evaluate the overall drill performance. Use the comments section to provide feedback to the staff and occupants. Provide training and re-drill as needed to reach an acceptable level of performance.
8. Call the fire alarm monitoring company back and have them put your system back “on line”
9. Call the Sanford Communications Center back at 919-775-8268 and report that the drill is completed and that the fire alarm system is back “on line”.
10. Provide a critique of the drill with staff / occupants.
11. Occupancies required to do fire drills by code should send the original Fire Drill Report to the address on the front of the form for review by the fire department. Keep your copy available for review by your fire inspector or by licensing or regulatory agencies.