

**RECOMMENDED PROCEEDURE FOR NOTIFICATION OF FIRE DRILLS**  
**(City of Orillia Only)**

1. Contact monitoring company to inform them of impending drill.
2. Contact the Orillia Fire Department (705)325-5201 to inform them of the impending drill and request permission to test 9-1-1 system (if desired for this drill). All notification calls made for a fire drill must be made just prior to the drill being conducted (1 to 2 minutes).
3. Conduct drill as described in the approved fire safety plan. When including a 9-1-1 call inform communicator as follows, "this is **(location)** at **(address)**, we have activated the fire alarm, **this is a drill**".
4. Upon completion of the drill, contact the monitoring company and advise them that the fire drill is complete and confirm fire alarm system restore.
5. Contact the Orillia Fire Department and advise them that the fire drill is complete and fire alarm system is restored.

As indicated in item # 2 when contacting the Orillia Fire Department for drill notification, permission **must** be requested to test the 9-1-1 system to ensure it is not overloaded.

The purpose for the 9-1-1 redundancy call in a real emergency is to ensure that the person responsible for making the 9-1-1 call can do so in a timely manner. Under the stress of emergency conditions it is common that people react in unpredictable ways. This risk can be minimized with practice.