

PROCEDURE: FIRE DRILL

WHEN FIRE ALARM SOUNDS: (lights and sound)

* SILENTLY and safely line up at the classroom door. NO Talking.
* Students will promptly follow Teacher to Evacuation Door. See classroom Evacuation Map.
* Aides make sure classroom is empty, follow classes and help administration check all other school spaces. Look for Admin guidance.
* Teachers will lead students to the Southwest door (next to Preschool room), head outside toward Buchanan Road, past the metal chain fence, heading East along the sidewalk. All classes will walk past the end of the school building.
* Teachers will take head count and then hold up Green/Red Cards to signal that all students have been accounted for.
* This is a timed drill.
* Please remain silent until you’ve received the all-clear. When announced, students and staff may return to class.

STAFF NOTES:

* Please review Evacuation Map, located in each classroom, with students. Ensure their understanding and clarify any questions.
* Silence is imperative for receiving clear instructions: NO TALKING.
* Impress upon the students that it is everyone’s duty to be aware of School Safe Places.
* Administrator will activate interior fire alarm to notify students & staff.