

FIRE DRILL PROCEDURES

SIGNAL: Fire Alarm Bell

PROCEDURE DURING CLASS TIME

1. Students exit classroom and WALK in a single line.
2. Students evacuate the building by designated routes to the assembly area (see map).
3. **NO TALKING IS PERMITTED**
4. **Teachers:**
 - a. Take your roll book/class roster with you.
 - b. Check that all students are out of the classroom.
 - c. Check that all exits are clear.
 - d. Close classroom door. **DO NOT LOCK.** (Later entry may be required.)
5. In assembly area, teacher takes roll and accounts for each child.
6. Students in classrooms other than their own are to remain with that class until given permission to rejoin their class.
7. Students remain in orderly and silent lines until all clear signal is given.
8. After returning to the classroom, teacher takes roll and accounts for each child.

PROCEDURE USED BEFORE SCHOOL DURING LUNCH AND RECESS

1. Students WALK to the assigned place on the yard where they meet their teacher before school.
2. Students wait in orderly and silent lines for their teacher, or other supervising adult, to conduct them to their proper assembly area.

PROCEDURE WHEN NOT IN YOUR OWN CLASSROOM

1. Teachers should be familiar with assembly area and evacuation route designated for that classroom or area.
2. The roll book/class roster should accompany the class and be used by the teacher, or supervising adult, to account for all students.

ALL SCHOOL PERSONNEL ARE TO PARTICIPATE DURING A FIRE DRILL

Parents, guests and community people on the grounds during a drill must participate.

ASSEMBLY AREAS

Area 1:

Area 2:

Area 3: