

Fire Drill Procedures

All classroom doors should be **closed and the lights turned off**.

Teachers **MUST carry their attendance books out with them** in case students need to be located. You must take attendance once you are safely outside the building. Report any missing student/s to an administrator or security person.

When the alarm sounds, everyone must leave the building regardless of weather conditions.

The teacher will designate students to act as door holders. The teacher will follow his/her class and remain with the class at the exterior of the building.

All students must move rapidly, but must not run, and must remain quiet.

Division Heads are requested to leave last and assist in the rapid evacuation of the building.

Please follow the directions on the Evacuation Map posted in your room/area. If the primary route is not accessible, use the secondary route. Make sure that you are familiar with both routes.

Students will remain outside the building until an announcement is made to re-enter the building.

Study both plans carefully. On the first day of school, discuss the fire drill procedures with each of your classes so that students will know where to go and how to get there in case of fire or disaster. Fire and disaster drills will be conducted throughout the year.

FIRE DRILL

You are to follow the fire drill procedure immediately, anytime the fire alarm sounds. Students are to remain outside the building until an announcement is made for students to re-enter the building.

DISASTER DRILL

When the school receives notification, over our emergency receiver, that there is a tornado watch (conditions exist that may spawn a tornado) we will place a person by the receiver until watch conditions have ended.

When the school receives word that we are in a warning situation (a tornado or severe weather has been observed) we will place an administrator at a vantage point on the west side of the building to observe weather conditions.

If a tornado is sighted, or conditions become such that we feel students should be moved to safe areas, it will be announced over the P.A. system (there will not be a fire alarm sounded). When faculty members receive such an announcement they will follow the procedure as indicated on the wall map in your area.

HANDICAPPED STUDENTS

Teachers are responsible for seeing that handicapped students clear the building.