

## Fire Drill Procedure

### Preparation:

1. Ensure your Emergency Evacuation Route Map is posted by your exit door.
2. Review the Evacuation Route and Expectations with your students. **Please note: For those classes following an evacuation route along the western side of the school there is an opening in the northwest corner of the fence to access the football practice field.**
3. If a fire alarm occurs outside of regular classes (before school, between bells, lunch time, assemblies) staff and students are to make their way to the soccer field (Student Assembly Area) and assemble at appropriate alpha signage according to their last names.
4. Emergency Evacuation Attendance Records will be provided to staff members at this time.

### The Drill (When the Fire Alarm Rings)

1. Instruct students to stand, put on a jacket if they have one, and quietly line up at the door.
2. If windows are open, designate a student to close windows.
3. Collect your attendance binder and emergency pack; ensure all students are lined up, single file.
4. Designate the last student in line to close the **unlocked** door behind them.
5. **Lead** your students out of the class in single file along designated evacuation route to the Student Assembly Area. When outside, move away from the building where possible.
6. **During this drill there may be blocked exits. You will not have to find an alternative route.**
7. At the Student Assembly Area line your students up parallel to the football field. Teachers with the last name A should be closest to 7<sup>th</sup> street, etc....
8. Complete Emergency Attendance slip and have a runner deliver it to the Incident Site Manager Area located in the middle of the turnaround (orange vested staff member) at the front of the school.
9. Dismiss students to the opposite side of the field and have them group themselves according to last name in front of appropriate alpha signage.
10. Once all classes are accounted for and students are on the opposite side of field, three air horn blasts will signal that they may return to class.