Emergency & Fire Drill
Evacuation Procedures

1. When alarm sounds, remain calm. Grab only the clothing necessary for existing weather conditions.

2. Teachers
   - Follow the emergency exit plan posted in each classroom and WALK the students out of the building in orderly lines to the assembly areas.
   - Check that all students are out of classroom. Take the attendance sheet with you.
   - In assembly areas, take roll and accounts for each student.
   - Report any missing students to fire monitor immediately.

3. Students
   - Follow the teacher’s directions to form lines and WALK to nearby exit door.
   - Report to the teacher at the assembly areas.
   - Students who are not in classroom at the time of fire drill should follow directions of other teachers, fire monitors, or parents on duty

4. Parents
   - Take the nearest exit door and walk out of the building to the assembly areas.
   - DO NOT, under any circumstance, go back to the classroom to take your children.

5. Fire Monitors
   - Guide traffic flows.
   - Check public areas in the building for remaining people.
   - Check with teachers at assembly areas for missing students.
   - Enforce emergency evacuation procedure.

6. Remain clear of building by at least 50 to 100 feet. Never re-enter building for any reason, even if alarm signals are silenced. Wait until permission is granted by person in charge of drill or fire scene.

7. Assembly areas:
   - Outside of school front door main entrance (D1)
   - Parking lot outside of cafeteria (D4)