

Required Fire Drill Procedures

A fire drill will be held each week during the first month of school and once a month thereafter. A loud buzzer will sound the onset of the drill. Each drill is to be treated as though it were a real emergency. **Other than the first drill of the year, no advanced notice will be given for drills except for teachers working with students with special needs who might become extremely frightened and disoriented.**

All students are expected to know and follow the quickest exit route, no matter where they happen to be when the alarm sounds. Each classroom and instructional area must have a fire exit route map posted near the door. Each map should have highlighted the specific route their students take during a drill right on the drill route map.

On the first day of school, teachers are to review with students the exit plan for their own classroom as well as plans for common areas such as the cafeteria, gym and library. Students should also be familiar with alternate (secondary routes) to use in case of a blocked exit. Fire drill procedures must be implemented consistently.

Fire drills shall be executed at different hours of the day, that is, during the changing of classes, when the pupils are at assembly, and during recess and physical education periods, in order that students become familiar with the procedures to be followed regardless of what time it is or what is occurring. Sometimes an exit may be blocked to keep everyone focused on safety and problem solving in an emergency.

- EVERYONE shall evacuate the school building during fire drills or fires. This includes students, teachers, clerks, cafeteria workers, and visitors, with the exception of the principal and custodians, who may remain in the building during the fire prior to the arrival of the Fire Department. In case of fire, the custodial staff members should report immediately to the principal's office to ascertain the fire's location.
- Certain staff members may be assigned to assist certain students with special needs.
- Cafeteria workers must see that all utilities are turned off and doors are closed before they leave the building.
- The fire alarm must be sounded continuously until the building is evacuated completely.

Evacuation Procedures

- Once the alarm sounds, students line up quickly and quietly at the door with the teacher in front. Do not stop to get coats, etc.
- Teachers/specialists must grab the emergency folders containing class lists, red and green cards, and forms to indicate missing children.
- Each classroom teacher should appoint a student monitor and alternate (in case monitor is absent) to see that the classroom door is closed. Closed doors help prevent the spread of smoke. It is not necessary to close windows.
- Classes walk to the nearest exit of the building quickly and quietly (following the fire drill route provided), leaving the building in an orderly fashion. There is absolutely no talking or running during the fire drill. If a class is in another part of the building other than their room, get out of the building via the nearest exit!
- If a student is not with his class or another adult, he should use the nearest exit and report to the closest adult with a walkie-talkie. **Be sure students know what to do if they are not in their own classroom when the fire alarm sounds:** “Go to the nearest exit and leave the building. Then report to the nearest adult carrying a walkie-talkie.”
- Teachers who have bathrooms should make sure no child is in the bathroom!
- Should the alarm sound during lunch, all teachers without classroom responsibilities must assist with student evacuation in the area nearest them at the time and then meet up with their classrooms outside.

“Outside of the Building” Procedures

- Each class should proceed to a predetermined point outside the building. All persons should line up as far away from the building as possible within their assigned places.
- Teachers take roll using their attendance sheets. Individual students or small groups who happen to be with a specialist are to exit the building and remain with the specialist. Classroom teachers should remember that a child is in a special class. The specialist will report any missing child, for whom they have supervision responsibility during the fire drill period, using the form provided.
- Teachers, make sure that you have directions to your sub to always have a class list available should they take the children outside for recess or other activities away from the classroom.
- Use the green card to show that all students are accounted for and the red card to indicate that there are students who are not accounted for. If your red sign is showing, the adult in charge of your evacuation zone will check which students are missing.
- An “all clear” signal from an administrator will be given to indicate when it is safe to quietly return to the building in an orderly fashion.

Fire Drill: Location of Classes 2011-2012

Building Location:	Report To:
<i>ZONE 1: Bus Parking Lot</i>	<i>Karen [Sharon M. backup]</i>
119-Bawa	out door 1, line up in parking lot
117-Lounge	out door 1, line up in parking lot
115-MP Room	out door 1, line up in parking lot
120-Jenkins	out door 1, line up in parking lot
114-Health Room	out door 1, line up in parking lot
100-Office Suite	out door 1, line up in parking lot
105-Cafeteria	out door 8, line up in parking lot
113-Collins	out door 1, line up in parking lot
103 and 103-SACC	out door 1, line up in parking lot
200-Faure	down stair A, out door 1, line up in parking lot
206-de la Rigaudiere	down stair A, out door 1, line up in parking lot
204-O'Donovan	down stair A, out door 1, line up in parking lot
202-Troupe	down stair A, out door 1, line up in parking lot
209-Stegman	down stair A, out door 1, line up in parking lot
244-J. Anderson	down stair A, out door 1, line up in parking lot
<i>ZONE 2: Kiss and Ride Parking Lot</i>	<i>Satonya [Lupita backup]</i>
122-Library	out Library door, line up in upper parking lot
130-Kelly	out door 2, line up in upper parking lot
134-Anderson/Campbell	out door 2, line up in upper parking lot
140-Werner	out door 2, line up in upper parking lot
138-Grande	out door 2, line up in upper parking lot
136-Orr	out door 2, line up in upper parking lot
129-Ettere/Lopez	out door 2, line up in upper parking lot
218-Quesenbery	down stair B, out door 2, line up in upper parking lot
216-Tambor	down stair B, out door 2, line up in upper parking lot
214-Cunningham	down stair B, out door 2, line up in upper parking lot
212-Allen	down stair B, out door 2, line up in upper parking lot
210-Hapworth	down stair B, out door 2, line up in upper parking lot
208-Phillips	down stair B, out door 2, line up in upper parking lot
219-Garcia	down stair B, out door 2, line up in upper parking lot
217-Geissler	down stair B, out door 2, line up in upper parking lot
213-Roberts	down stair B, out door 2, line up in upper parking lot
211-Boxer	down stair B, out door 2, line up in upper parking lot

Zone 3: Back	Sharon and Gale [Melissa backup]
156-Knechtel	out door 4, line up on grass
154-Crispell	out door 4, line up on grass
162-PE Office	out door 5 or 6, line up on grass
152-Shepard	out door 4, line up on grass
150-Overstreet	out door 3, line up on grass
148-Abbasi	out door 3, line up on grass
146-Connole	out door 3, line up on grass
141-Sweeney	out door 3, line up on mulch
143- Sanchez-Salandy	out door 3, line up on mulch
137-Workroom	out door 3, line up on mulch
145-Adams	out door 4, line up on grass
149- Weyant	out door 4, line up on grass
147- Psy/SW/OT/PT	out door 4, line up on grass
144-Shernoff	out door 3, line up on mulch
142-Thompson	out door 3, line up on mulch
234-Malacame	down stair D, out door 4, line up on grass
232-Horton	down stair D, out door 4, line up on grass
230-McGrath	down stair C, out door 3, line up on grass
228-Robbins	down stair C, out door 3, line up on grass
226-Yi	down stair C, out door 3, line up on grass
231-Kennedy	down stair C, out door 3, line up on grass
223-Crews	down stair C, out door 3, line up on grass
224-Gibney	down stair C, out door 3, line up on grass
222-Euerle	down stair C, out door 3, line up on grass
220-Kosaraju	down stair C, out door 3, line up on grass
240-Powers	down stair C, out door 3, line up on grass
238-Dean	down stair D, out door 3, line up on grass
236-Libbares	down stair D, out door 4, line up on grass
243-Pod	down stair D, out door 4, line up on grass
233-McCord/Nichols/Copeland	down stair D, out door 4, line up on grass
235-McCord/Nichols/Copeland	down stair D, out door 4, line up on grass
239-Workroom	down stair D, out door 4, line up on grass

Revised 8/25/2011