

FIRE DRILL PROCEDURE

SIGNAL: CONTINUOUS BELL RINGS.

PROCEDURE DURING CLASS TIME

1. Students exit classroom and WALK in orderly lines.
2. Students evacuate the building by designated routs to the Assembly Area (see Fire Evacuation Map.)
3. NO TALKING IS PERMITTED!!
4. Teachers:
 - a. Take your emergency room red card, green card, and your class roster with you. Your class roster should have the names of those who are present (as well as absent).
 - b. Bring your class to assigned zone. Before leaving class, check that all students are out of the classroom.
5. In assigned zone:
 - a. Teacher takes attendance of class.
If your class is complete, raise room green card.
If your class is missing any student, raise room red card.
If your class has any extra students/adults/concerns, raise room red card.
 - b. Zone Leader (PTA member and/or assigned teacher) will contact GL header or VN header report zone's status.
6. If students are with a class other than their own, they are to remain with that class until given permission by zone leader to re-join their "real" class.
7. Students remain in orderly and silent lines until the "all-clear" signal is given.

"All-clear" signal is a long whistle sound