

Evacuate: Fire Drill

Procedure:

1. Fire alarm sounds
2. Bring this binder and classroom keys
3. Tell students to leave their items behind
4. Evacuate students to specified location
 - a. Northern half of old HS - go down north staircase, exit out north entrance, meet at west boundary sidewalk
 - b. Southern half of old HS - go down south staircase, exit out main entrance, meet at west boundary sidewalk
 - c. Shop - exit shop building, meet at west boundary sidewalk
 - d. Office/gyms/locker rooms - exit out activity entrances, meet at west boundary sidewalk
 - e. Commons/Band - exit out activity entrances, meet at west boundary sidewalk
 - f. Art/spanish/weight room/preschool/community classroom - exit out east entrances, meet at playground
 - g. Elementary wing/lunch room - exit out either east door or south doors, meet at playground
 - h. Practice field - meet at playground
 - i. Track - meet at high jump area
5. Gather your students & take attendance
6. Use binder to notify if students are missing
 - a. Green - all present
 - b. Red - missing a student(s)
 - i. Use Voxer to see if any other teacher has seen him/her/them
7. Wait until admin clears you to return to the building (drill) or be moved to the designated evacuation site (Horizontal Yellow Building)