Fire Drill Al-Falah Academy

1. Immediately when the fire bell rings
    a. Teacher remains calm
    b. Students will be voice level 0
    c. Students line-up single file
    d. Teacher grabs emergency documents (phone or printed documents if you printed them)
        i. Map of directions to the nearest exit
        ii. Instructions on how to exit building
        iii. Procedures to follow during a fire
    e. Do not try to collect any other materials
    f. Count students as they exit the room
2. Take the route out from classroom to the door as directed in your fire drill documents
3. Walk out to the grass field on the west side of Fischer (towards Eola and Ogden)
4. Line up parallel to Long Grove drive facing the school
5. Take attendance
6. Report any missing student to security
    a. If all students present, hold up the green screen
    b. If there are any students missing, hold up the red screen
7. Do not go back in unless instructed
8. Wait for further instructions
9. Go back in after security has given clearance