

# **Fire/Disaster Evacuation Procedures**

Fire drills are a serious matter and could result in saving lives in the event of a real fire. With any emergency situation, we must practice our drills and follow instructions. In the event a fire alarm sounds:

1. All students and staff are to turn off major equipment and make certain all classroom windows are closed, lights off, and doors locked.
2. Teachers will need to take a current roster and student health information. Students will be respectful, keeping hands to themselves and voices off.
3. Safely evacuate the building at the nearest exit to your classroom (indicated by an evacuation diagram near or above the exit). In the event of a blocked exit, students are to follow instructions quickly and choose an alternate route out of the building.
4. After exiting the building with your current class you will go to your designated Advisory rendezvous location behind the school. Direct students from your current class to go to the rendezvous location..
5. Take attendance of your class and provide the list to the staff member who is designated to collect attendance for your area. Hold up your GREEN card if all students are present and your RED card if a student is absent or if you need assistance.
6. Supervise your students and keep them together at all times. Do not allow students to wander off or go with another class. Students must remain at least 100 feet from the school.
7. Teachers with disabled students need to be especially aware of the location(s) of your students and make sure they are accounted for outside.
8. Office personnel is responsible for monitoring green and red cards and assisting those who are holding up a red card.
9. Administrators and designees will verify that all individuals have been evacuated from the school.
10. The “All Clear” signal to re-enter the building will be direct instruction from the administration. No bell signals will be used.

*Further Information on the Reverse Side*

Other important information to help conduct a safe evacuation:

- Remember to always leave the building when any unannounced fire alarm sounds.
- Students will not be allowed to leave during an evacuation without the approval from administration.
- Evacuations must be manageable. No evacuation plan will work perfectly, but all must work well enough to allow for communication and safety for all. If you are instructed to move your students to another designated area, make sure your students move together as a group.
- Preparedness is the key to any evacuation success. Practice your expectations during times other than an actual evacuation.
- Each room in the building is expected to maintain an evacuation diagram. Contact the office if your classroom doesn't have an evacuation diagram near the door.
- Never extinguish a fire that puts you or someone else in danger. Don't try to extinguish a fire until all students are safely removed from the area. NEVER enter a smoke filled room and never open doors when you can see a fire. Leave all but a very small fire to the trained fire department.
- Know the location of fire extinguishers throughout the building. The building floor plan has the locations of fire extinguishers.
- **Teachers and students should be prepared to deviate from the planned evacuation route and procedure if faced with hazards or other unsafe situations.**