



# FIRE DRILL PROCEDURES

## **A. Warning System**

The fire alarm system will be used to initiate all fire drills. It is a series of short bells in a continuous ringing sound.

Zone Monitors are responsible for reporting to their assigned location at the signal of a fire drill. Upon arriving, the monitor should first account for each class that is assigned in that zone. The designees should also ensure that students are in a straight and quiet line. In addition, Zone Monitors will check the communication cards held by the teacher. If the teacher holds up the **GREEN** card, that teacher has accounted for all of his/her students. Therefore, it is only necessary to ensure students are in a quiet and orderly line facing the building. If the teacher holds up the **RED** card, that teacher has not accounted for all of his/her students. Therefore, it **WILL** be necessary to get possible location information from the teacher in order to communicate with the office staff and other Zone Monitors. All Zone Monitors and office staff will communicate through walkie-talkie to locate the child and report back if the child has been located. Once all of the classes have been accounted for in your zone, please report in to the office stating your zone number and "ALL CLEAR" using your walkie-talkies. Example, ZONE 1 is ALL CLEAR. Mrs. Apolaro will be responsible for reporting the length of the drill on the district's fire drill database.

## **B. Evacuation Route and Shelter Assignment**

1. Each class is assigned to a designated area (i.e. Car loop parking lot, Bus loop parking lot, P.E. Court, East parking lot facing West Dixie). We **MUST** establish safety from the first day of school. To ensure safety for all, there should be **NO** Running. Students should be familiar with the primary and secondary evacuation routes from their classroom.

# **FIRE DRILL PROCEDURES (continued)**

## **PROCEDURES DURING CLASS TIME**

1. Once you hear the fire drill sound, students exit the classroom and WALK in orderly lines to your designated area (i.e. Car loop parking lot, Bus loop parking lot, P.E. Court, East parking lot facing West Dixie).
2. Students evacuate the building by designated routes to the assembly area (see evacuation map located on your walls).
3. NO TALKING IS PERMITTED!!

## **C. Teacher Procedures and Responsibilities**

1. Take your **EMERGENCY FOLDERS** with you.
2. Check that all students are out of the classroom.
3. Check that all exits are clear and there are no wandering students. If you notice students without an adult, include the student with your class, and notify your zone monitor once in the assembly area.
4. In the event lower school students are at special during a drill, the teacher must join the special area teacher.
5. Close classroom door. DO NOT LOCK. (Later entry may be required.)
6. In assembly area, teacher takes roll and accounts for each child.
  - Once the teacher has accounted for all students, **THE TEACHER WILL HOLD UP THE GREEN COMMUNICATION CARD INDICATING ALL CLEAR.**
  - If there are students who are not absent, but are not accounted for, **THE TEACHER WILL HOLD UP THE RED COMMUNICATION CARD INDICATING ASSISTANCE IS NEEDED.** Administration, security, and support staff will communicate with each other over the walkie-talkie to locate any missing students. Once we know each student is safe, teachers and zone leaders will be notified.

7. Students in classrooms other than their own are to remain with that class until given permission to rejoin their class by zone monitor.
8. Students remain in orderly and silent lines until the all-clear signal is given (one long bell). Classes may then proceed back into the building walking in quiet and orderly lines.

## **FIRE DRILL PROCEDURES (continued)**

### **D. Cafeteria**

**Teachers, who have students at lunch during a fire drill, will immediately report to the cafeteria to assume responsibility for their students.** Cafeteria personnel and Paraprofessionals who are assigned to the cafeteria during the time of a fire drill should begin escorting students outside. (INSERT EXIT DIRECTIONS HERE)

### **E. Office Staff, Paraprofessionals and Facilities Servicepersons**

The remaining front office staff will direct any students or visitors to evacuate the main office. Mrs. Apolaro will monitor the switchboard and all radio traffic. Teacher aides will remain and assist their assigned class or post at the time of the fire drill. Facilities servicepersons should report to the cafeteria and assist with the supervision of the drill.

### **F. Returning to the Building**

Once the drill is completed, a series of short ringing sounds will alert the staff that it is safe to enter the building.

**Parents, guests and community people on the grounds during a drill must participate. Adults are reminded that no talking is allowed. We are modeling appropriate safety behavior for the students.**

