

HANDBOOK PAGES

EMERGENCY DRILLS/FIRE DRILL PROCEDURES

Florida Statute-Section 231.9 states: "To give instruction in and hold under the direction of the principal, such fire and emergency drills as may be provided by law, by regulations of the State Board and of the County Board, and as otherwise may be deemed necessary". In compliance with the laws of Florida and for the safety of our students, we are compelled to conduct a series of 10 fire drills and two tornado drills each year. The following procedures will be in effect for a fire drill, bomb threat, gas leak or any other emergency requiring evacuation:

1. A map and instructions of the evacuation plan, showing exit routes, is to be posted in a visible location in each room.
2. Teachers are to explain and rehearse the evacuation procedure within the first three (3) days of school.
3. Two (2) students should be identified as emergency assistants to assist with holding doors, checking windows, etc.
4. When the alarm sounds, teachers will accompany students in an orderly manner outside the school according to the map. Teachers should leave the classroom last and must carry the official class record book. ***The teacher is responsible for seeing that each student has left the classroom, the lights have been turned off, and the door has been closed.*** Silence is mandatory in order to hear directions.
5. Students are to remain with their group and walk fast, but not run or talk during the entire drill. Groups remain together on leaving the building and remain outside until the inspection of the building is completed.
6. Teachers are to check attendance outside the building and after returning to class. Report any discrepancies to an administrator immediately.
7. At the sound of a long, steady ring of the regular passing bell, the teacher must escort the students to the same classroom from which they evacuated.
8. Please use your emergency "sign" to help identify your students.
9. Contact MR. GOMEZ or Mr. Wurtzberg if you need maps, signs, attendance sheets, etc. or clarification on procedures.

FIRE DRILL/ CAFETORIUM

Should evacuation be required during a lunch period, all teachers who have students at lunch will report immediately to the evacuation holding area (basketball courts for fire alarm) to

supervise and take attendance for their students. Lunchroom supervisors will assist with the orderly evacuation.

The students will leave their lunches on their respective tables and will resume their meals upon returning. Students should keep valuables with them during the evacuation.

Students and staff will be directed by the Assistant Principal in charge where to exit the cafeteria.

TORNADO PROCEDURES

At the time a tornado warning is received, the faculty and staff will follow these procedures:

- ◆ The principal or lead administrator will go on central public address system and announce the following: "This is an actual tornado emergency. All students and personnel are to immediately take cover by moving to the wall or area which is farthest away from the windows. You are then to cover your heads with your arms and remain still until further instructions are given from the administration."
- ◆ The principal or lead administrator will then hang up to allow teachers to call in urgent or emergency conditions resulting from the tornado warning.
- ◆ The principal or lead administrator will be manning the radio contact with the support staff by calling for a status report. The report sequence will be:

Ed Gomez
Cedric Maddox

Carol Nissen
Davie Holness/Gary McGee

- ◆ Information update will be announced by the principal or lead administrator as needed, but at intervals not longer than five (5) minutes apart.