**Fire Drill Procedures**

The fire alarm will ring.

* Take attendance roster.
* Take green/red cards.
* Check bathroom.
* Teacher should be the last person to leave the room. Children should exit quickly so that the teacher can join the class and monitor the line.
* Close the door (do not lock).
* Students should move **quickly** and **quietly** to designated area.
* Line students up facing building.
* Take attendance.
* Alert support staff supervising your area if there are any concerns by displaying the green card if all students are accounted. Display the red card if students are missing.

**Note:** During the fire drill exit the building. If your class is at special or lunch, locate your class and join them outside.