

Fire Drill

1. Teachers in charge of class at the time of the fire drill escort the class to their designated station. (where your class lines up for recess)
2. Buildings are checked by assigned staff. Bathrooms and planning rooms are checked. All rooms are checked.

Building A: Mary Fuda, Junia Brenner

Building B: Lisa Mirante, Aleen Mills

Building C: Lori Taylor, Linda Philips

Building D: Mark Preus/ Principal/Assistant Principal

Building G: Principal/Assistant Principal

3. Students in the office area will exit with Salli. Students on patrol will remain with Courtney Taylor. (Classroom attendance folders will indicate which students are on patrol.)
4. Bus: Lori Taylor will take all bus students to the covered area.
5. Staff members who have their class with a specialist will join their class. If the fire happens during lunch and students are in the lunchroom, classes will exit to the parking lot and teachers will join their class. If the fire happens during a recess, students will go to their assigned place and teachers will join their classes.
6. All staff in charge of classrooms in the covered area will signal to Salli Smith that their students have been accounted for.
7. Salli signals to the principal that all students and staff are accounted for. Principal signals custodian.
8. An announcement will be made that staff and students may return to their buildings.

In case of an actual fire: The person who detects the fire pulls the fire alarm, calls 911 and notifies the office to report his/her call to 911.