

Addendum: Fire Drill Procedures

When Fire Alarm sounds (continuous bell) – set manually by switch outside of office door:

- Dismiss immediately from classrooms to nearest exit – turn out lights and close doors behind you.
 - Take class attendance check in/check out sheets.
 - *Do not* collect any items to take with you, e.g. coats, bags, etc.
- Go to designated outside areas: *Playground, side Playground, top of Playground steps.*
- Office staff members will check with you at your locations to be sure all students and staff are accounted for.
- Emergency Cards binder will be carried by staff member.
- When everyone is out of the building, staff members will signal from their locations to confirm that it is safe to return to the building.

Plan for 3 staff members: (#1-Kim: Finance Manager #2-Peggy: Office Manager #3-Liz: Director)

Plan A:

- 1) #1 #2 and #3 exit through nearest exit. #1 will check with teachers on the top parking lot to make sure all students and staff are accounted for. #2 will check the back of the school yard to make sure all students and staff are accounted for. #3 will check the school yard to make sure all students and staff are accounted for.
- 2) #3 will check with #1 and #2 and report to the Fire Department
- 3) All students and staff will wait for the “All clear” signal from #1, #2, and #3 before going back into the building.

Plan B:

- 1) #1 and #2 exit the through nearest exit. #1 will check with teachers on the top parking lot to make sure all students and staff are accounted for. #2 will check the school yard and the back of the school yard to make sure all students and staff are accounted for.
- 2) #1 and # 2 will check with each other and #1 will report to the Fire Department
- 3) All students and staff will wait for the “All clear” signal from #1 and #2 before going back into the building.

Plan C:

- 1) #2 and #3 exit the through nearest exit. #3 will check with teachers on the top parking lot to make sure all students and staff are accounted for. #2 will check the school yard and the back of the school yard to make sure all students and staff are accounted for.
- 2) #2 and #3 will check with each other and #3 will report to the Fire Department

- 3) All students and staff will wait for the “All clear” signal from #2 and #3 before going back into the building.

Staff Member #1, #2, or #3 will turn off alarm.

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