**FIRE DRILL PROCEDURE**

**SIGNAL**: BELL RUNG IN A CONTINOUS CYCLE

**PROCEDURE DURING CLASS TIME**

1. Students exit classroom via doors and WALK in orderly lines.
2. Students evacuate the building by the shortest, safest route to the assembly area.
3. NO TALKING IS PERMITTED!!
4. Teachers:
   1. Take your register with you.
   2. Check that all students are out of the classroom.
   3. Check that all exits are clear.
   4. Close classroom door. DO NOT LOCK. (Later entry may be required.)
5. In the assembly area, teachers take roll call and account for each child.
6. Students in classrooms other than their own are to remain with that class until given permission to rejoin their class by both teachers.
7. Students remain in orderly and silent lines until the all clear signal is given.

**PROCEDURE BEFORE SCHOOL AND DURING BREAK**

1. Students WALK to the assigned assembly place at the Drop-off area, conducted by the teachers on duty, where they will meet their teacher.

**PROCEDURE DURING P.E.**

1. The teacher, or supervising adult, stops play, organizes the class into silent and orderly lines and conducts the class to the assembly area.

**PROCEDURE WHEN NOT IN YOUR OWN CLASSROOM**

1. Teachers should be familiar with assembly area and evacuation route.
2. The register should accompany the class and be used by the teacher, or supervising adult, to account for all students.

**All School Personnel and visitors are required to participate in all fire drills**

Adults are reminded that no talking is allowed. Please be good role models for the children.