

FIRE



WHEN THE ALARM RINGS

1. TAKE CONTROL OF YOUR CLASSROOM
2. STUDENTS IMMEDIATELY MUST LINE UP **INSIDE THE SECURED CLASSROOM** (UNLESS YOUR ROOM IS BEING AFFECTED BY THE FIRE THEN IMMEDIATELY EVACUATE)

NOTE: **ADMINISTRATORS, SECURITY & ASSET PROTECTION TEAM WILL IMMEDIATELY RESPOND TO VERIFY IF THERE IS AN EMERGENCY OR POSSIBLE TERRORIST ACTIVITY.**

3. ONCE TWO MINUTES HAVE ELAPSED, TEACHER SHOULD **PEEK OUTSIDE** THEIR CLASSROOM DOOR AND CHECK IF **"ALL IS CLEAR"**. ONCE IT APPEARS ALL IS CLEAR, TACHER AND STUDENTS SHOULD PROCEED BY EXITING THEIR CLASSROOM AND COMPLETE THE FOLLOWING:
 - TURN LIGHTS OFF
 - LOCK CLASSROOM DOOR
 - TAKE YOUR ATTENDANCE SHEET!
4. ESCORT YOUR CLASS TO YOUR DESIGNATED REDEZVOUS LOCATION (SEE POSTED EVACUATION MAP)
 - WALKING IN A LINE
 - WALKING AS A CLASS
 - WALKING QUETLY
5. ONCE YOU ARE AT YOUR DESIGNATED POSITION:
 - TAKE ROLL IMMEDIATELY
 - LIST ANY MISSING STUDENT FROM YOUR CLASS.
6. YOUR EMERGENCY ROLL SHEET WILL BE COLLECTED BY AN ADMINISTRATOR.
7. REMAIN WITH YOUR CLASS UNTIL THE "ALL CLEAR" ANNOUNCEMENT, AND FURTHER INSTRUCTIONS ARE GIVEN.