

Fire Drill Procedures

Fire drills will be held monthly, according to state law and district policy. The following procedures should be followed by all staff.

1. A designated Administrator and/or Security Officer will enter a classroom and notify the teacher that we are conducting a fire drill. The teacher should proceed as if s/he has just noticed that a fire has broken out within their classroom.
2. The teacher should move to the nearest fire alarm box (even if it is outside of their classroom area) and pull the alarm. Once the alarm is pulled s/he should return to the classroom and follow evacuation procedures.
3. **All staff and students** should follow the evacuation route posted in the classroom which they are currently in.** The following tasks should take place during evacuation:
 - A. Teacher should close windows, turn off lights and close the door leaving the door *unlocked*.
 - B. Teacher should take the emergency clipboard and class roster with them.
 - C. Students should evacuate under staff supervision. Staff are responsible for assuring that all students have evacuated from the room and the building.
4. All staff and students should exit the building and proceed to the designated safe area. Safe areas include:
 - A. **Front of building:** sidewalk on Pflaum Road.
 - B. **Gym side of building:** side walk on Pflaum Road.
 - C. **Lafollette side of building:** either front side walk on Pflaum Road or rear grass with pine trees depending on evacuation route directions.
 - D. **Rear of building:** rear grass fields past parking lot.
5. Once the safe area is reached students should line up and attendance should be taken. **Any missing students should be reported to the area Leadership member in charge.** That member will then radio the Assistant Principal and report the missing student.
6. Students and staff should remain outside the building until signaled by a Leadership member to return.

**Students and staff with physical disabilities that prevent them from evacuating should report to the designated safe area and wait for evacuation.