FIRE

The fire alarm is a loud, continuous blaring sound.

When the fire alarm is sounded, teachers should:

• Instruct students to remain calm and to move from the building to the designated areas as posted on the instruction card in each classroom. Each teacher should appoint a room captain who will lead the class from the building while the teacher remains to complete assigned tasks.
• Remain in the classroom until the last student has left.
• Close all windows and doors.
• Take an accurate class list along when leaving/check attendance after arriving at the designated “safe area.”
• Remain in the designated area until “all clear” is sounded or until other instructions are provided.

All staff not assigned to a classroom should check restroom areas and hallways for students. Escort students to the nearest designated “safe area.”

FIRE