

# FIRE DRILL PROCEDURES

There is nothing more important than the safety of our children. Please make sure you know these procedures well before school starts and review them regularly. Fire drills are held at least ten times per year. Exit routes and procedures should be posted in your classroom by the exit. If you do not have an exit route map, please let the office know immediately. Please become familiar with the location of the alarms in the event that you have to pull them. At the sound of the alarm, students should line up by the classroom door and walk quietly out the nearest exit. Teachers should ensure all students have exited before turning off the lights and closing the classroom door. Students should not take any belongings with them and should walk quietly and quickly to the assigned spot. Be sure students are as far away from the building as possible and facing AWAY from the building. They should not return into the building under any circumstances until the all-clear has been announced. Teachers should ALWAYS have their attendance sheets with them and should call roll as soon as the class gathers. Please DO NOT call roll before exiting.

Each teacher will be given a clipboard with a laminated two-sided construction sign (red and green). This sign should be kept with your roster. When you have exited, and placed students in a quiet line, take roll and look for the staff member designated to your area. Be sure you are standing closest to the designated person when you hold up the sign. If all students are present and accounted for, hold up the green card. If there's any problem, hold up the red sign. Please provide as much information as possible if a child is not with your class (i.e. Jimmy should be with Mrs. Hudson right now).

Special Area Teachers and other Staff Members: You are responsible for knowing who is in your care. Be sure to collect the teacher's roster when you take over supervision of a class. If you are working with an individual or small group, be sure you confirm who is present and absent from school

**Please note:** All students should travel around campus in pairs. Staff should know where students are at all times.

## OFFICE STAFF FIRE PROCEDURES for contacting the fire department

1. Call Barnes Alarm to confirm that the fire drill will be taking place (number in alarm box)
2. Be ready to provide the account number and pass code.
3. Key West Fire Department (KWFD) will respond to calls.
4. When the alarm sounds, stop everything and quickly exit, taking your walkie talkie, fire drill clipboard and cell phone with you.
5. Find the classes assigned to your area and check to be sure all students who were in school are present. Record their attendance numbers (students and adults separately). If a class is not there, communicate via walkie talkie to establish their location and numbers. Remember, only one person can be heard on the walkie talkies at a time.
6. **IF A CHILD IS MISSING**, get on the walkie talkie ASAP. Give the child's FIRST and LAST name and grade/teacher. Next, try to establish when he/she was last seen. Establish visual contact with the child before affirming that he/she is out of the building.
7. **IF A CHILD IS STILL MISSING**, make haste to tell the fire fighters. In a known drill, enter the building and search until the child is found.
8. The principal and office staff will search hallways to be sure all children are clear. The principal will give the all-clear to allow students to return inside.