

FIRE DRILL PROCEDURES SIGNAL:

FIRE ALARM BELL PROCEDURE DURING CLASS TIME

1. Students exit the classroom and WALK in a single line.
2. Students evacuate the building by designated routes to the assembly area (see map in your emergency folders).
3. NO TALKING IS PERMITTED
4. Teachers:
 - a. Take your **emergency folder** with you (it includes: class roster, map, and cards).
 - b. Check that all students are out of the classroom.
 - c. Check that all exits are clear.
 - d. Close the classroom door (if possible, have your classroom keys on you).
5. In the assembly area, the teacher takes roll and accounts for each child.
 - a. If all students are present, teachers hold up the **green card**, indicating that all is clear.
 - b. If there are students absent, but are not accounted for, the teacher will hold the **red card**, indicating assistance is needed. Office staff will communicate with each other to locate the missing student(s).
6. Students in classrooms other than their own are to remain with that class until given permission to rejoin their class.
7. Students remain in orderly and silent lines until all clear signals are given.
8. After returning to the classroom, the teacher takes roll and accounts for each child.

PROCEDURE USED DURING LUNCH

1. Girls will use the closest banquet hall exits.
2. Boys will use the main office entrance doors.
3. Students wait in orderly and silent lines for their teacher, or other supervising adult, to conduct them to their proper assembly area.

PROCEDURE WHEN NOT IN YOUR OWN CLASSROOM

1. Teachers should be familiar with the assembly area and evacuation route designated for that classroom or area.
2. The roll book/class roster in the emergency folder should accompany the class and be used by the teacher, or supervising adult, to account for all students.
3. ALL SCHOOL PERSONNEL ARE TO PARTICIPATE DURING A FIRE DRILL Parents, guests and community people on the grounds during a drill must participate.

ASSEMBLY AREAS:

- Classrooms 312, 311, 310 and 309 use the hallway doors as exit and in a single file line wait in the yard of the roundabout.
- Classrooms 313, 314 and 317 use the office entrance as an exit and wait in a single file line towards the 3rd row of the parking lot.
- Classrooms 209, 208, 205, 212, 213, 214 and 215 use the Girls' entrance as exit point and wait in a single file line towards the 3rd row of the parking lot (in case of a real fire, classrooms **209 and 212** will use the office entrance as exit point.
- Classroom 114 will use the Miftaah entrance as an exit and wait in a single line towards the 3rd row of the parking lot.
- Boys in the bathroom/prayer hall will use the boys entrance as an exit and join another class in the yard of the roundabout.
- Office staff will use the office entrance as an exit.
- School personnel in room 107, 216 and 218 will use the girls' entrance as an exit and wait in the third row of the parking lot.

AFTER A FIRE DRILL:

1. The principal, or designee, will give all clear signals (a short steady signal).
2. Teachers will lead the students back into the classroom.
3. Students will return to their classroom in the same manner as they departed for the drill- without talking, laughing, breaking from the ranks, or loitering in the hallways.
4. Teachers will check the roll.
5. Teachers will notify the principal if any student is missing.
6. The principal will initiate a search for any missing students.