



These instructions must be ingrained into the students by the teacher. These procedures need be practiced before any drills or actual emergencies. Also, these instructions must be post in each classroom and included in substitute teacher folder

EMERGENCY PROCEDURES

FIRE DRILL

The signal for fire will be the alarm sounding located in the hallways of the building. The procedures in the case of fire will be:

1. Everyone must exit the building in an orderly manner.
2. Everyone must move at least 100 feet from the building.
3. Teachers are to make sure lights are off and doors are closed in their classrooms.
4. Each class must line up at a designated area with no talking by any student.
5. Teachers are to check roll and report to a designated person by sending a runner to the flag pole in front of the school that all are present or if someone is missing.
6. Teachers who have students in cafeteria will need to proceed to the cafeteria ASAP to supervise their students during the fire drill.
7. Any students in the hallways with passes should return to their class ASAP.
8. Special area teachers & resources teachers will escort any students in their classroom outside during fire drill.
9. When it is all clear to re-enter the building a signal will be given by the principal or his designee.

TORNADO DRILL

In case of a tornado, the announcement will be made to “take cover” on the intercom if possible, otherwise runners will be sent.

DROP DRILL:

When there is no time to evacuate, get under desks or tables immediately. Get as far away from windows as possible. If a coat is readily available, it should be used to cover the head and face. This drop drill is to be practiced by individual teachers in their classroom at least 3 times per year.

TAKE COVER DRILL:

When there is enough time, go out of the room, proceed in an orderly manner to your designated area, students are to face the inside wall, kneel on both knees or sit on the floor with legs crossed, put head down and hands over head. Students should stay in this position until given further directions. Teachers should monitor students to insure that they stay in this position until the clear signal is given to return to the classrooms

Teachers in portables should move into main building at any hint of severe weather. Entrance should be made at the closes entry.

Should the school sustain an actual tornado hit:

1. Account immediately for all students
2. Note any injuries
3. Unless in immediate danger, keep students in current location until directed to relocate. If danger in emanate, move to area nearest assigned evacuation location until directed to relocate.
4. In cases of severe injuries to students, one teacher should take responsibility for classes while one stays with injured student(s).