

Fire drill procedures are to be posted in all rooms. The path to be followed is to be clearly marked. Discuss an alternate route should the primary path become blocked. It is important that all students be informed early in the year concerning the fire regulations. Instruct your classes during the first week of school concerning fire drills.

Fire drills should aim at a quick dismissal. Students should not carry coats, books, and other possessions with them. At the sound of the fire signal, all work must cease instantly. An announcement will be made, via the school intercom system, stating the school will be participating in a school fire drill before the alarm sounds. Students will pass quickly from the room as directed by the teacher. They are not to run or push. Teachers should take class attendance (grade book) with them and check attendance after regrouping outside the building (approximately 200 feet). This attendance should be handed to the nearest administration personnel or handed to the office. A teacher should leave the building only after the last student in his/her group.

Students in Life Skills should be taught to watch electric irons for overheating, and take some time to teach the students correct habits of lighting stoves. In science labs, electric circuits for experimentation should be checked carefully before turning on the current.

THE FOLLOWING ROOMS USE THE DOORS DESIGNATED FOR EXITS:

Teachers-please designate, in a conspicuous place, the fire exit for your room.

North Door of Classroom Wing-107, 108, 109, 110, 111, 112, 113, 114, 208, 209, 210, 211, 212, 213, 214, 215

South Door of Classroom Wing-102, 103, 104, 105, 106, restrooms on 1st and 2nd floors, 201, 202, 203, 204, 205, 206, 207, 304, 305

East Main (Front Entrance)-Office, Restrooms, Auditorium (rows G-CC), 400, 401, 403, 403A

300's Hallway Side Exit – Kitchen - Lunchroom

300's Hallway Side Exit- 306, 307, 308, 309, 311, 312

South Doors of 500's Hall - 501, 502, 503, 504, Auditorium (rows A-F)

East Main (Front Entrance) - 402, 404, 406A, 406B, 408, 410

East Door of South Gym – 411, 413, 405, 407

East Door of South Gym, 500's Hallway and East Main (Front Entrance) – North Gym Seating

Front Parking Lot and South Sidewalk – Mobiles T1, T2, T3, T4, T5 & T6

1. Teachers exiting from the front of the building (east side) will take their students to the back of the parking lot.
2. Teachers who exit from the north entrance on the 100 hallway are to take their students out the door, turn east into the open field approximately 200 feet from the building.
3. Teachers who exit from the north entrance by the art rooms are to take their students out past the tennis courts.
4. Teachers who exit from the west by the shop rooms should take their students into the open field.
5. Teachers who exit from the west by the gym and Technology Lab should take their students to the open field approximately 200 feet from the building.
6. Teachers who exit from the south by the 500 hallway and the mobiles are to take their students as far south from the building as possible, but do not let them pass the top of the hill before the sidewalk. (We don't want them hit by a car during a fire drill.)

KEEP YOUR STUDENTS IN A GROUP! REMEMBER TO TAKE YOUR ATTENDANCE LIST & CHECK ROLL AFTER YOU HAVE REGROUPED OUTSIDE THE BUILDING. HAND THIS ATTENDANCE LIST TO THE NEAREST ADMINISTRATION PERSONNEL OR TO THE OFFICE. ESCORT YOUR CLASS BACK TO CLASS AFTER BEING GIVEN AN ALL CLEAR SIGNAL.

Code: 8.02 – Tornado Drill

Tornado warning procedures are to be posted in all rooms. The path to follow should be clearly marked. Discuss an alternate route should the primary path become blocked. An announcement will be made, via the school intercom system, stating the school will be participating in a tornado drill before the alarm sounds. Teachers should accompany groups all the way to their location in the prescribed hallways. It may be necessary to relocate groups to alternate areas depending on the number of students in the area during the time of the drill.

Gym Hallway - 400, 401, Library, Overflow from 200's, 402, 404, 410, 406A, 406B & 408

Band Hallway - 401, 403, 403A, 501, 503

Stay in Room – 502, 504

500's Hallway- T1, T2, T3, T4, T5 & T6

Lunchroom Hallway – 300's classes and overflow of 200's classes.

100's Hallway – 100's Hall Classes

200's Hallway - Go to 300's Hall & Overflow to 400's Hall

Boys' Locker Room - 6th Boys' Physical Education

Girls' Locker Room - 6th Girls' Physical Education

Boys' Locker Room - 7th Boys' Physical Education

Girls' Locker Room - 7th Girls' Physical Education

Girls' Locker Room - 8th Girls' Physical Education

Boys' Locker Room - 8th Boys' Physical Education

1. Students in the auditorium should move to the gym and band room hallway (unless we are in an assembly – in which case instructions will be given from the stage.)
2. Students in the library move to the gym hallway.
3. Students in the lunchroom hallway should move as far west as possible.
4. If a tornado hits without adequate warning, move students as far from doorways and windows as possible, and get them as low as possible.
5. Close all classroom doors.

NOTE: Students should sit on the floor facing the wall, with feet in close to their bodies, and knees high. They should place their heads between their knees and cover their heads with their hands

Code 8.03 - Building Lockdown

If the need arises for a lockdown, the teacher will lock the door if at all possible, but only if it is safe. The building will be advised via intercom as to how to proceed in the event there should be a lockdown.

Intercom Announcements for Lockdown

The building will be advised of a lockdown via intercom and as much information as can be revealed will be given.

Code 8.04 - Other Crises (See District Crisis Plan.)

Code 8.05 - Hazard Communications Program "All employees are expected to complete district training through the Hazard Communication Program. Building Administrators or department supervisors are to maintain written procedures specifically referring to hazardous waste generation and/or disposal. "