

Fire Drill Procedures:

During a fire drill, if you have a student who is physically compromised in evacuating under normal circumstances, please defer to one of the following steps:

1. If you are on the ground floor, the student may exit as usual.
2. If you are on the first floor, and your exit does **not** require the student using stairs (example, the bus platform), then the student may exit as usual.
3. If you are on the first floor, and your exit **does** have stairs, then do one of the following:
 - A. give your class to another teacher/class, and then walk with the student to the bus platform exit.
 - B. if you have two or more adults in your class, then assign the class to one of the adults, and the student to the other adult, and walk to the bus platform exit.
4. If your class is on the second floor, then do one of the following:
 - A. give your class to another teacher/class in your hallway, and walk the child to the safe room 229. A pre-designated staff member with access to the key for room 229 should be there or will be there to open the door if it is locked.
 - B. if you have two or more adults in the class with you, then assign the student to one of the adults, walk him or her to the safe room, and the other adults escort the class out.
5. Always be sure to have your class attendance with you.

Thank you.