

EMERGENCY PROCEDURES

Emergency Classroom Equipment

Fire Drills

Earthquake Drills

Drop and Cover Drills

Bomb Threats

All School Evacuation

Early Release/School Closure

The Role of the Classroom Teacher

1. Grab your Emergency Clipboards
2. Grab your Emergency Procedure Cards.
3. Turn off the lights
4. Close the door
5. Escort your class to the designated area on the field.
6. Attendance. (Verify your aide is present.)
7. Display either the green or red side of the status card.



Green and Red Status Cards



Everyone is present



Someone is missing

The Role of the Specials and Support Services Teachers

1. Grab your Emergency Clipboards
2. Grab your Emergency Procedure Cards.
3. Turn off the lights
4. Close the door
5. Escort your class to their designated area on the field.
The children's classroom teacher should be there.

When the "hand-off" is complete stand under the green covered area and wait for further instructions.

The Role of Teacher Aides

1. Check the toilets in the classroom (if any)
2. Check the bathrooms nearest your classroom.
3. Meet the class at the designated area.

The Role of the Office Staff

1. Account for all classified staff.
2. Direct all visitors to the green covered area.

The Role of Facilities & Security

1. To fight the fire.
2. Keep all access roads clear.
3. Check the classrooms for missing adults and children.



HERE ARE SOME REMINDERS...

PLEASE WALK...NOT TALK!



If you see a fire and the fire alarm has not been set off, go ahead and set the alarm off on your own.



FREQUENTLY ASKED “WORST CASE SCENARIO” QUESTIONS



What if a FIRE occurs During Lunch or Recess?

Children should line up at their predetermined spots on the field.

The teachers/teacher aides on duty should direct the children to the appropriate spots.

What if a FIRE occurs During Dismissal?

Children should line up at their predetermined spots on the field.

The teachers/teacher aides on duty should direct the children to the appropriate spots.

What if it is Raining??





What if there's a FIRE
near the Cafeteria or Facilities Area
or on the way to the field?

How do I know it is Safe?

An "All Clear" announcement will
communicate that everyone may return to
their work places.

