

# ACTS Fire Evacuation Plan and Drill

Appendix #25

## TEACHERS' ACTIONS:

- 1) Explain to your class we'll have a drill, and that they must be quiet, orderly, and listen carefully to your instructions.
- 2) Hold your class roster to bring outside with you. (In a real fire, you would use it to make sure all your kids got out.) **MAKE SURE YOU HAVE JUST PRINTED THE MOST CURRENT CLASS LIST!!!**
- 3) When you hear the whistle, stand at your door and instruct your students to form a single file line behind you in the classroom.
- 4) Instruct your students to remain in this quiet, orderly single file line and to follow you as you take them to the designated exit.
- 5) Once out in the parking lot, continue to walk so that your line of students is at least 10 feet away from the building.
- 6) A whistle blow will end the drill; instruct your students to then follow you to class in the same orderly line, same door.
- 7) When you return to your classroom, please check roll to make sure all your students made it back in. (Esp. for the little ones!)

## ASSIGNED EXITS:

**OLD BUILDING UPSTAIRS:** All classes exit through the "forbidden" upstairs lobby exit

**\*\*Preschool teachers please use the rope for your class with an adult (teen helper) on each end.\*\***

**OLD BUILDING DOWNSTAIRS:** Some classes use teacher exit, some use main lobby exit (see below)

**Use Lobby Exit: 303, 304, 305, 306, Lobby**

**Use Exit in Classroom F/E (Sunny's/Tina's): 300, 301, 302, D, E, F**

\*For classes, **300, 301, 302, D, E, F** keep your line close to the side of the hall your classrooms are on. This way, 2 lines can be exiting side-by-side through the hallway rather than all lines forming one long single line.

**NEW BUILDING UPSTAIRS:** Rusty will conduct the fire drills and will escort to proper exit

**NEW BUILDING DOWNSTAIRS:** This classroom has its own exit.

**GYM AND MUSIC ROOM CLASSES:** Each teacher conduct their own line up/exit practice.

**\*\*Students in the Lobby, Study Hall, and Bathrooms will be collected, lined up and escorted out by the Service Parents on duty.**