

## **ACTS Fire Drill and Evacuation Plan**

### **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) Take attendance immediately.
- 3) Bring your class roster outside with you. (In a real fire, you would use it to make sure all your students got out.) **MAKE SURE YOU HAVE JUST PRINTED THE MOST CURRENT CLASS LIST!!!**
- 4) When you hear the whistle, stand at your door and instruct your students to form a single file line behind you in the classroom.
- 5) Instruct your students to remain in a quiet, orderly single file line and to follow you as you take them to the designated exit. Classroom assistants should follow your students.
- 6) Once out in the parking lot, continue to walk so that your line of students is at least 10 feet away from the building.
- 7) A whistle blow will end the drill; instruct your students to then follow you to class in the same orderly line, entering by the same door from which you exited.
- 8) When you return to your classroom, please check roll to make sure all your students made it back in. (Especially for the little ones!)

### **ASSIGNED EXITS:**

OLD TESTAMENT BUILDING UPSTAIRS: All classes exit through the “forbidden” upstairs lobby exit. Preschool teachers please use the rope for your class with an adult/teen assistant on each end.

#### OLD TESTAMENT BUILDING DOWNSTAIRS:

Rooms 303, 304, 305, 306, and Lobby will use the Sign-in Lobby Exit

Rooms 300, 301, 302, 307, E, F will use Exit in Classroom F/E (Teacher's Entrance or Sunny/Tina's Room)

Room D has its own exit and the teacher conducts the fire drill each period.

Teachers, keep your line close to the wall your classrooms are on. This allows 2 lines to exit side-by-side (in alternate directions) through the hallway rather than all lines forming one long single line.

#### NEW TESTAMENT BUILDING: Rusty Gorby will conduct the fire drills

Upstairs Rooms will use the two exits on either side of Room 204.

Downstairs Rooms will use the ACTS Entrance on that level (near Hospitality Suite) to exit the building.

Service parent checks each level to see that all are evacuated and report “all clear” to Rusty who will then direct everyone to return to class.

TEEN LOUNGE: This classroom has its own exit and the TL Monitor conducts the fire drill each period.

GYM AND CHOIR ROOM CLASSES: Each teacher conducts their own fire drill each period.

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