

# Fire Drill Procedures

Fire drills will be conducted once or twice a year according to local Fire Codes. It is important to leave your room quickly and quietly by the stairs on your side of the fire doors.

The following list should help you with the procedure:

1. Close windows and doors after you. Bring attendance sheet.
2. Walk quietly in single file to the stairs on your side of the fire doors:  
  
FRONT STAIRS: Rooms 202, 203, 204, 205, 210, 301, 302, 310  
  
BACK STAIRS: Rooms 206, 207, 208, 303, 304, 305, 306, 307, 308
3. Classes going down the front stairs go to the parking lot across Allen Street and take attendance.
4. Classes going down the back stairs do down the alley to Federal Street, stay there, take attendance, wait for your fire warden to direct you back to class.
5. All classes return to class through the door that you exited when the OK is given.
6. In the event of an actual fire, follow the same procedure outlined above. If your stairwell is blocked, exit by the other stairwell.
7. KEEP CALM! Children will follow your example.