**Fire Emergency Evacuation Plan**

**SIGNAL:** **THE FIRE ALARM WILL SOUND FOR SEVERAL MINUTES, ALERTING STAFF AND CHILDREN OF THE NEED TO EXIT THE BUILDING.**

**PROCEDURE:**

The teacher assistants will escort the children and other staff and volunteers to the main building exit, and will continue walking until the group reaches the fence on the east side of the building by the bus drop off. **Children with a diagnosed disability that may require assistance evacuating or children who require a shadow will be assigned, in advance, the same staff person to assist them during each fire/drill evacuation.**

The teacher will direct her staff to phone 911. The teacher will be the last person to exit the classroom. She will make a thorough check of the classroom, including the closets, kitchen, and bathrooms, to ensure that all of the children have been evacuated. She will take with her, the **daily attendance sheet, the children’s white cards, and medications.**

After a thorough check of the classroom, the teacher will **shut the classroom lights off** as she leaves. The teacher will meet his/ her staff and the children at the designated space. If needed, staff and children will board buses and be taken to a safe location, where parents will be called to pick up their children. The Elementary Building/Preschool staff will follow the instruction/procedures as determined by local professionals. **The principal or designee will give the “all clear” when appropriate.**

**\*Refer to posted diagram of escape routes**

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