

Fire Exits

Five (5) long Rings of Bells

WINDOWS and DOORS should be CLOSED. Teachers will accompany his/her group outside checking to that every child is out of the room. Students are to *walk quickly* and *quietly out of the building*. NO PUSHING OR RUNNING.

A1, A2, A3, B1, WRR, Library	Exit Main Entrance Door
Main Office Campus	Exit Main Entrance Door
A4, A5	Exit Door In Classroom
A6, A7, A8, A9	Exit Emergency Door Near A-4
A10, A11, A14, A15, A16, ERR, SSC	Exit Rear Door Near A-10
A11, A12, A13, A30, Faculty Lounge, TTR	Exit Main Door Near A-30
A17, A18, A19, A20, A21, A22	Exit Door Near D-1 Stay To The Right Of The Hallway
A23, A24, A25, A26, A27, A28, A29	Exit Door Near A-26
Little Theatre (East Side Seating Section)	Exit (right turn) to Main Entrance Door
Little Theatre (West Side Seating Section)	Exit (left turn) to door by Boys Locker Room
B3 Boys Locker Room	Exit Door near Boys Locker Rooms
Boys & Girls Gymnasium	Exit Door inside Gymnasium
Girls Locker Room	Exit Door near Girls Locker Room
Cafeteria – Left Side	Exit Door near Lavatories
Cafeteria – Right Side	Exit Door near Solid Wall
Cafeteria & Maintenance Staff	Exit Door through the Kitchen
Teachers Dining Room	Exit Door near Solid Wall
C1	Exit Door in Classroom
C2, C3	Exit Door in C-2
C4, C5	Exit Door in C-2
C6, C7, C8	Exit door near C-8
D1, D2, D3	Exit bus Door – stay to the left of the hallway

An ALL CLEAR will be *sounded; a long, steady ring of the school bell with short intervals*.

Fire and Lockdown Emergency Green/Red Card Procedures



Fire Emergency

Five bells, Long, five bells.

1. In the event of a fire emergency or drill close windows and doors, take your class roster and red and green cards, exit the building through the door designated for your classroom.
2. Walk students away from the building to the fence in front of the middle school. Gather your students together upon arrival and take attendance.
3. If all students are present hold up the green card with your name on it. This will let Crisis Management Personnel know that all of your students are accounted for.
4. If you are missing a student or have an extra student, hold up the red card with your name on it and a member of the Crisis Management Team will come to assist you.

Evacuation Emergency

1. In the event of an evacuation emergency or drill take your class roster and red and green cards, exit the building through the door designated for your classroom.
2. Walk students away from the building to the OTECH building. Gather your students together upon arrival and take attendance.
3. If all students are present hold up the green card with your name on it. This will let Crisis Management Personnel know that all of your students are accounted for.
4. If you are missing a student or have an extra student, hold up the red card with your name on it and a member of the Crisis Management Team will come to assist you.

Lockdown (code red close doors until you hear over the announcement "All Stars Clear" – unlock doors).



1. In the event of a lockdown emergency or drill sweep students from the hallway directly outside your door, close and lock your door and shut off the lights. Have students sit on the floor away from the view of open windows or doors. Take attendance to assure all your students are accounted for.
2. If all students are present slide the green card with your name on it under your door. This will let Crisis Management Personnel know that all of your students are accounted for and all is right in your room.
3. If you are missing a student or have an extra student, put a note on the red card with your name on it and slide it under your door. This will allow the Crisis Management Team to account for all students that may have been out of their classrooms at the time of the lockdown.
4. If a red or green sign is not placed under your door, this will lead the Crisis Management Team to believe that there may be a serious situation in your room that needs to be addressed by the correct authorities.

