

**FIRE**  
(Priority 1)

**STEPS OF ACTION:**

**TEACHER/STAFF:**

**PULL** fire alarm/**NOTIFY 911.**  
**NOTIFY** office.

IF SCHOOL IS BEING **EVACUATED:**

**CLOSE** all windows and doors.

**SHUT** off lights.

**TAKE** attendance/attendance book and red/green cards.

**FOLLOW** evacuation route/procedure.

IF SCHOOL IS IN A **LOCKDOWN:**

**NOTIFY** office.

**LOCK** classroom door.

**CLOSE** blinds/windows (use of red/green cards for windows).

**MOVE** students away from windows.

**DROP** to the floor – stay low.

**OFFICE:**

**NOTIFY 911.**

**ACTIVATE BERT.**