

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.