

Fire Drill Instruction

What Does Each Staff Member Do?

Office Personnel

#1 Office Person - Take one iPad with you.

#2 Office Person - Help get the people from the lobby and upstairs outside in a calm, orderly fashion.

1. Calmly tell the parents in the lobby to exit out the air lock immediately and we will get their children. Be loud and firm with your voice. Don't let them go into the gym. Tell them their kids will exit out a door that is closer to them. Tell them to meet their family members outside.
2. Get the people upstairs and usher them down the stairs and into the dancing school through the gym. "Move quickly down the stairs, go through the gym doors and turn to your right. Go out the dancing school door."

Gym Staff: Take your cell phone and get the kids out the nearest exit as fast as you can. As soon as you are out of the building count your students and make sure they are all there. If they aren't, leave the kids with another instructor or a parent and go find a fireman. Do not go back into the building yourself. Once all your kids are safe, release them one by one to their parents. Do not let them go until you see the whites of the parent's eyes.

Dance Staff and Gym-N-Learn Staff:

Take your cell phone and get all the kids out the door as fast as you can and only release the kids to the parents. Make sure your whole group is accounted for. If not, go tell a fireman. There is a ladder available in the metal cabinet if needed to escape and can't use the stairs.

Gym Manager:

Make sure all kids exit through the gym doors to the outside, not the gym doors to the lobby. Take your cell phone and go around and see if each teacher can account for every student from the attendance list in Jackrabbit.

If you need people's attention, use the BELL. Ring it until you get everyone's attention. Then make your announcement.

Notes:

1. If there is a fire, call 911.
2. Fire extinguishers and flashlight are located...
 - In the lobby at the outside corner of the main office
 - In the gym by each of the east and west side exit doors
 - In the dancing school immediately inside the door from the dressing room.
 - Upstairs on the west wall by the double doors.

To use the fire extinguishers, just pull the pin out and squeeze the handle. Aim towards the fire and move side to side.