

FIRE DRILLS



Cobb Cougars

Cougars	Expectations & Procedures
Students	Students will follow the procedures for fire drills. Students will exit the classroom in an orderly manner maintaining silence and listening for teacher or administrator's instruction. Students will follow the evacuation route, which is posted in the classroom. In the event the original exit is blocked, students will utilize the alternate route. After the drill is over students are to enter in lines with their teacher and silently return straight to class.
Teachers	Teachers will train and review with students the fire drill procedures within the 1 st week of school. Teachers will review the expectations for evacuation and behavior during any emergency drill. Teachers will show the students where evacuation routes are in the event there is a substitute. This information will be posted in every classroom. Teachers will remain calm in emergencies. Teachers are to turn off lights, shut door and keep track of all students.
Counselors	Counselors will evacuate their office area and then assist life skills in exiting the building. Counselors will clearly post fire evacuation routes in their office.
Principal/APs	Principals will be in the hallways assisting teachers in the evacuation of students during the fire drill. Principals will monitor student behavior and communicate to students where they need to go in the event a conventional exit has been blocked. Principals will restate the importance of following teacher instruction and be the last people to exit the building.
Secretaries	Secretaries will clear the main office of all personnel and visitors. In the event there is a fire, secretaries will contact emergency agencies. Secretaries will assist teachers and administrators in moving students out of the building. Secretaries will make sure evacuation procedures are clearly posted in the office.
Custodians	Custodians will assist in the evacuation of the building. Custodians will help principals check hallways for any students who may have been separated from their class. Custodians will check all restrooms and blind spots while the building is being evacuated.
All Stakeholders	All stakeholders will learn the evacuation routes from every part of the building. All stakeholders will work together to clear all students from danger. All stakeholders will exit the building in a quiet and orderly manner so they may relay instructions from group to group in the absence of a public address system.

