



Wayne County Schools

Fire Drill Procedures

(Pursuant of Policy 8405)

1. Students exit classroom and WALK in a single line.
2. Students evacuate the building by designated routes to the evacuation assembly area.
3. **NO TALKING IS PERMITTED**
4. **Teachers:**
 - a. Take your roll book/class roster with you.
 - b. Check that all students are out of the classroom.
 - c. Check that all exits are clear.
 - d. Close classroom door. **DO NOT LOCK.** (Later entry may be required.)
5. In evacuation assembly area, teacher takes roll and accounts for each student. If there is a student missing -report to the **Evacuation coordinator** who will report to the **Incident Commander** (principal).
6. Students in classrooms other than their own are to remain with that class until given permission to rejoin their class.
7. Students remain in orderly and silent lines until all clear signal is given.
8. After returning to the classroom, teacher takes roll and accounts for each child.