

中華基督徒國語教會福音堂 (FYT) 防火逃生措施

Classroom Students - FIRE EVACUATION PROCEDURE

These are instructions for students in a classroom when a fire alarm sounds in Lincoln Junior High (LJH).

- When you hear a fire alarm, remain calm. Follow your teacher's instructions.
- Line up and exit the building quietly, calmly and orderly through the closest exit door. If it's cold or raining, you may wish to take your coat. Leave everything else in your classroom.
- Do Not Run.
- Proceed to the designated parking lot/school yard area (at a safe distance away from the building and not blocking emergency vehicles/personnel).
- Stay with your teacher and your classmates.
- Wait for instructions from your teacher before returning to the building.
- Return to your classroom quietly when instructed to do so.

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Teachers - FIRE EVACUATION PROCEDURE

These are instructions for classroom teachers when a fire alarm sounds in Lincoln Junior High (LJH).

- When you hear the fire alarm, please remain calm.
- Bring your student attendance sheet.
- Before leaving the classroom, instruct your students to:
 - Stop all classroom activities immediately.
 - If it's cold or raining, put on their coats quickly. Leave everything else in the classroom.
 - Form a single line and tell the students to know who is in front and behind you at all times.
 - Stay with your group and teacher at all times.
 - Check that the classroom is empty before you leave.
 - Lead your students out of the classroom and the building through the nearest exit door to your designated area (see map).
- Maintain visual contact with your students during building evacuation. Check to see that none is left in the classroom.
- Lead your students to the parking lot/school yard away from exit doors, stay at a safe distance away from the building not interfering with emergency vehicles/personnel.
- Take attendance outside to make sure all students exited the building safely.
- Report anyone who is missing at any time during the evacuation.
- Send one student to the FYT Fire Safety Command Center (at the front parking lot of Lincoln) to report if your class has been accounted for.
- Report to the FYT Fire Safety staff if anyone is missing IMMEDIATELY.
- Wait for instructions from the FYT staff before allowing your students to return to classroom.
- Return to your classroom quietly and orderly.
- Take attendance once you are back in the classroom to make sure all students returned safely.

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Administrators - FIRE EVACUATION PROCEDURE

These are instructions for administrators when a fire alarm sounds in Lincoln Junior High (LJH).

When the fire alarm sounds, all administrators will assist the nearest classrooms with an orderly exit. Check each classroom as you exit.

All administrators will meet at the FYT Fire Safety Command Center at the front of Lincoln Junior High (evacuation area #1), and work with the Local Fire Marshall.

Take the Master class roster and check-in each classroom when their representative student reports to the Command Center. Tell the student to go directly back to be with their classmates.

When all is clear, tell each classroom teacher to let their students return to the building.

Evaluate the procedure and make improvements.

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