

City American School Emergency Evacuation Policy



City American School will be taking part in "Evacuation Drill" exercises, which are conducted on three term basis to familiarize students with safety procedures.

Evacuation plans have been developed and distributed to each member of staff in order to ensure the safety of students. The teachers shall inform the students of the safety procedures that need to be taken.

Fire Drill

The purpose of a fire drill is to practice evacuating the building in case of a real fire or emergency. The faster and more orderly the evacuation procedure is, the less chance of injury or death to anyone in the building.

During the first term, each teacher will instruct each class in the proper procedures during a fire drill or emergency evacuation. It is absolutely necessary that everyone understands these procedures and follows all instructions throughout the school year.

Teachers shall account for students under their supervision after they exit the building. If a student cannot be found, the Principal should be notified

Rules During a Fire Drill

1. When the fire alarm sounds students should get up quickly and quietly without taking time to pick up their books, coats, or anything else and march out.
2. Students must go out quietly in whatever formation the teacher requires.
3. No talking is permitted.
4. Students should walk fast, but do not run.
5. If students find that their usual exit is blocked, they should look quickly and quietly for the next nearest exit.
6. If students are in the gym, in the cafeteria, or in the classroom, they should quietly take the nearest exit out.
7. After students have left the building, they should get away and as far as possible.
8. Students should stay in line at all times.
9. Students should obey their teacher at all times.
10. After evacuating the building, students should not go back into the building. They must stay with their teacher in their designated areas.