

Fire Drill Evacuation Plan

Whitefish High School

Goals:

- 1) to evacuate all students and staff from the building quickly, orderly and safely (<90 sec.)
- 2) to assemble all students and staff in a safe location away from the school buildings (<1 min.)
- 3) to account for all students and staff at the evacuation site (<2 min.)

All staff and students will follow this prescribed evacuation plan:

*Anytime a fire alarm sounds: Evacuate; Gather; and Contain

1) Evacuate:

- close all windows
- shut off lights
- close doors
- immediately exit the building quickly and orderly using the door assigned to your location (generally the nearest exit)
- take grade book/classroom roster for the period with you

2) Gather:

- escort your students directly to your assigned evacuation area away from the building
- assemble in your designated area with students on your roster
- take attendance
- a designated QRT staff member will circulate to verify 100% attendance by classroom
- give a visual notification of attendance to a QRT staff member
 - a **thumbs-up** by the teacher indicates all students on their roster are present
 - a **thumbs-down** by the teacher indicates one or more people are missing
 - the QRT staff member will record names of all missing students and staff including those who had been marked absent for the period.

3) Contain:

- stay with your students in your designated area
- keep students calm...do not give misinformation
- wait for further directions from WHS administration

Special Notes Regarding Fire Alarms:

*If students are not with a teacher at the time of the drill, they will evacuate out the nearest exit and report to their current period teacher.

(ie. student aides, students using the restroom...etc.)

*If students are in the library at the time of the drill, they will evacuate the building with the library staff and remain with the library staff.

Staff highlighted are responsible for verifying attendance with the following teachers or guest teacher; then text Mr. Peck at (890-1055) when everyone is accounted for.

Kelly Haverlandt (North Lawn) – Tintzman, Frieze, Lacey, Vilar, Bonds, McCrady, Solberg, Craig

Blackburn (Bronken will text if Blackburn is in the Black box theatre) (North Lawn) Schneider, Gaertner, Reed, Sawtelle, Estrada (when in the math room), Scott, Casazza, Ross, Bronken, Johnson, Herbert, Hammel--- **Adriene Johnson (North Lawn)**

Rocksund (South Lawn behind the fence line) Spangler, Mansfield, Corwin, Scotti, Bitterauf, Roche, Collinsworth, Estrada (when in the science room) Whitefish Independent High School

Boyle (South Lawn behind the fence line) Office Staff, Matdies, Kitchen Staff, Neff, Schulz, Fedderly, Schwaderer

Smith (Track behind the fence line) Olson, Schneider, Harris, Blackburn if she is teaching in the Black Box Theatre