

**SUTHERLAND SECONDARY SCHOOL**  
**EMERGENCY PROCEDURES**

1. When the fire bell rings, all individuals in the school will stop work. Students are to listen to and follow teachers' instructions.
  
- \*\* Any student who may be in any other location in the building when the fire bell rings must leave by the nearest exit **and then report to his or her class teacher.** Students without classes will report to station #98 with Mrs. Turner on the North end of the Turf Field.
  
2. Each teacher will **lead** students from the room in **single file** along the near side of the corridor to the designated exit. Students near open classroom windows should be told to close them. The last student out of the room should be instructed to close the door.
  
3. If a designated exit is not accessible, the teacher will determine the nearest alternate route for the class out of the building.
  
4. Students are expected to behave in a calm fashion: no running or talking is permitted during a fire drill.
  
5. Once outside, teachers should assemble their students as described in the Red Emergency Folder.
  
6. Classes and teachers should remain at their respective locations until official clearance is given.

**STUDENT RULES FOR EMERGENCY EVACUATION**

1. No talking, running or shoving during your exit from the building.
  
2. Remain with your class so your teacher can account for your safety. Do not "visit" friends in another class.
  
3. If a visible fire or smoke blocks the assigned exit, all students must obey their teacher's instructions without delay or argument.
  
4. Remain calm and alert, so that you can help the efficient and safe exit of all individuals from the school
  
5. Quietly assist any person whom you see is having a problem getting out of the building. If you cannot do this, contact an adult immediately.