



T.O. Chinese School Annual Fire Drill 2012-2013

Event Directors: Yisong Luo and Weiheng Chang

Event Time: 9/15/2011 9:55AM (expect to finish before 10:15am)

Event Alarm: Running Sirens

Beginning of Class:

1. Teacher counts number of students and place check marks next to names of attending students based on **Fire Drill Form**. The form should be returned to assigned coordinator after counting and marking at evacuation area.
2. Teacher explains to students Fire Drill procedures and announces the included **Earthquake Response Guideline** at start of class.

Fire Drill Procedures:

1. All classes stop right away when sirens sound (or bell rings). Please remind students stay quiet and leave room **calmly** and **quickly**. **NO TALKING or RUNNING!!**
2. Teacher leads class to Evacuation Area (TOHS basketball court) via routes below:
 - West Route (Service Road, next to the sports field – see attached map):
 - 1B, 1C, 1D
 - 2A, 2B, 2C, 2D
 - 3A, 5B, 5C
 - East Route (Close to Pool/Lockers rooms – see attached map):
 - All other classes: Pre-A, KA, KB, KC, KD, 1A
 - 3B, 3C, 4A, 4B, 4C, 5A, 6A, 6B, 6C
 - 7A, 7B, 7C, 8A, 8B, 8C, 9A, 9B
3. Each class follows event coordinator's guidance and **gathers in front of class sign** at the evacuation area. The lower classes are at the north side area (closer to classrooms), and the higher classes are at the south side area (closer to tennis courts).
4. At evacuation area, teacher **counts and verifies students** to match list from start of class and then **submits Signed Fire Drill Form** to **assigned event coordinator**. After approval of event Coordinator, the class can return to classroom to resume regular class schedule.
5. After all students are accounted for and all Fire Drill Forms are collected, fire drill director will announce the completion of fire drill. Remaining classes go back class rooms through incoming routes.
6. Teachers should **lead students back to classroom/area** for safety reasons.

In case of a real fire, no return is allowed until proper announcement.

Note: Event coordinators wear emergency vests during the drill.



EARTHQUAKE RESPONSE GUIDELINE

“DROP/HOLD” INSIDE CLASSROOM

- A. UPON COMMAND, DROP DOWN TO KNEES.
- B. GET UNDER/BELOW EQUIPMENT (DESKS, TABLES, CHAIRS, ETC.); BACK TO WINDOWS.
- C. GRASP EQUIPMENT (LEGS, ETC.) WITH BOTH HANDS, HOLD TIGHT.
- D. KEEP BODY UNDER OR BELOW EQUIPMENT.
- E. WAIT FOR FURTHER INSTRUCTIONS.

“DROP/HOLD” OUTSIDE SCHOOL BUILDINGS

- A. GET CLEAR OF ALL BUILDINGS, POWER LINES, LIGHT POLES OR SOURCES THAT MAY BE DANGEROUS.
- B. ASSUME “DROP/HOLD” POSITION IF POSSIBLE.
- C. WAIT FOR FURTHER INSTRUCTIONS OF ALL CLEAR.

“DROP/HOLD” TO AND FROM SCHOOL

- A. MOVE AWAY FROM BUILDING, TREES, OR HAZARDS OF ANY KIND.
- B. ASSUME “DROP/HOLD” POSITION IF POSSIBLE.



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