



## T.O. Chinese School Annual Fire Drill 2013-2014

Event Directors: Yisong Luo and Weiheng Chang

Event Time: 9/21/2013 9:55AM (expect to finish before 10:15am)

Event Alarm: Running Sirens (by time if sirens are not allowed)

### 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, 6C

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, 5C, 6A, 6B, 7A, 7B, 7C  
8A, 8B, 8C, 9, 10

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 classrooms through incoming routes.
6. Teachers should **lead students back to classroom**.

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

**Note: Event coordinators wear safety 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

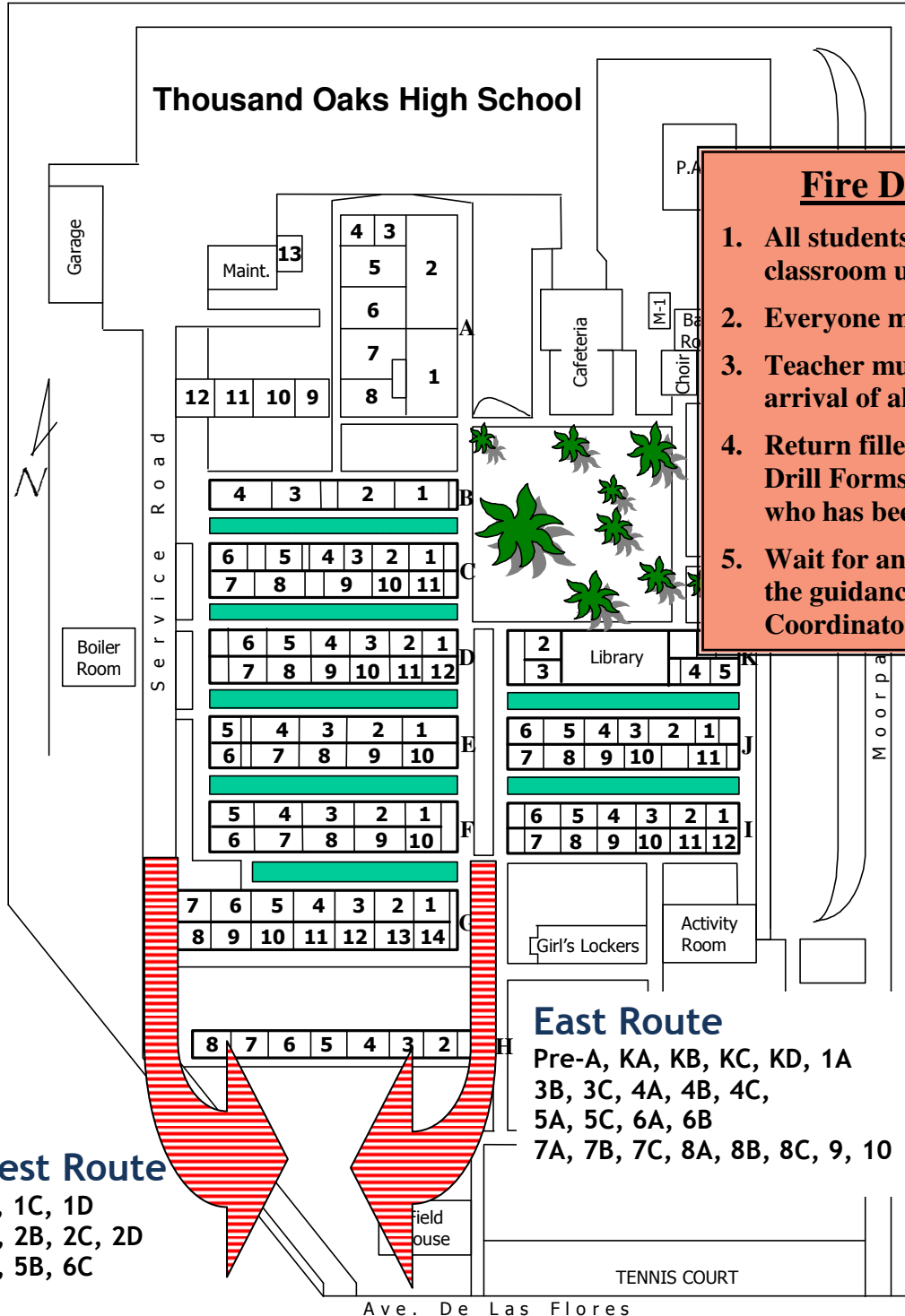
- A. GET CLEAR OF ALL BUILDINGS, POWER LINES, LIGHT POLES OR SOURCES THAT MAY BE DANGEROUS.
- B. ASSUME “DROP/HOLD” POSITION IF POSSIBLE.
- C. WAIT FOR FURTHER INSTRUCTIONS OF ALL CLEAR.

### “DROP/HOLD” TO AND FROM SCHOOL

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



# 紧急疏散圖



**Fire Drill Instruction**

1. All students and teachers must leave classroom upon emergency alarm.
2. Everyone meets at Basketball Court.
3. Teacher must count and confirm arrival of all students in his/her class.
4. Return filled and confirmed Fire Drill Forms to Fire Drill Coordinator who has been assigned to your class.
5. Wait for announcement and follow the guidance of Fire Drill Coordinator back to classroom.

**West Route**  
1B, 1C, 1D  
2A, 2B, 2C, 2D  
3A, 5B, 6C

**East Route**  
Pre-A, KA, KB, KC, KD, 1A  
3B, 3C, 4A, 4B, 4C,  
5A, 5C, 6A, 6B  
7A, 7B, 7C, 8A, 8B, 8C, 9, 10