**FIRE DRILL PROCEDURE**

1. **In the event of a Fire Alarm, please evacuate the building in accordance with the FIRE sign on your classroom door.**
2. **Make sure to take your classroom roster with you to take attendance.**
3. **Escort your students to your designated area of the Parking Lot.**
4. **Take attendance.**
5. **Alert Mrs. Baskerville or Mr. Bilal of any students missing.**
6. **Keep students in your designated area until the Drill is over.**
7. **Escort students back to your classroom.**