



Tobin K-8 School

Fire Drill Procedures, SY'2017-2018

1. Smith Field side of school: stairway by rooms 001, 101, 201
 - A. **LEFT SIDE** - Educators lead 001, 101, 201, 210, 207 classes to corridor, downstairs onto sidewalk; turn left on Smith street sidewalk. Educators will file students to the end of the playground fence. **Single, silent filing.**
 - B. **RIGHT SIDE** Educators lead 002, 003, 102, 103, 202, 203 classes to corridor, downstairs onto sidewalk; turn right on Smith street sidewalk. **Single, silent filing.**

2. Smith Street side of school: stairway by rooms 005, 105, 205
 - A. **LEFT SIDE** Educators lead 004, 005, 104, 105, 204, 205 classes to corridor, downstairs onto sidewalk; turn right at sidewalk on Smith Street. File down to the second building. **Single, silent filing.**
 - B. **RIGHT SIDE** Educators lead 006, 007, 106, 107, 206 classes to corridor, downstairs onto sidewalk. Classes turn right and file along sidewalk far enough to clear the driveway. **Single, silent filing.**

3. **Door outside of cafeteria:**
 - A. **LEFT SIDE** – Educators lead 201, 212A classes to corridor, downstairs, and transition outside café doors to upper playground. **Single, silent filing.**
 - B. **RIGHT SIDE** – Educators lead 208, 209 classes and staff/parents in 215 (SESS office) to corridor, downstairs, and transition outside café doors to upper playground. **Single, silent filing.**

4. **Room 108** – Educators lead students from 108 to exit building through main entrance door to upper playground. Educators lead students to upper playground area stone wall. **Single, silent filing.**

5. **Room 109** – Educators lead students from 109 to exit building through the internal classroom door directly onto parking lot. Educators lead students to upper playground area stone wall. **Single, silent filing.**

6. **When Cafeteria is in use: Single, silent filing.**
 - A. Educators/staff (lunch mothers) transition first two rows of students at tables near exit door, thru parking lot towards upper playground.
 - B. Educators/staff (lunch mothers) transition remaining student tables out rear exit cafeteria door, single file to lower yard and then proceed to Smith Street
 - C. Educators in three café satellite offices will exit through rear cafeteria door to lower yard and then proceed to Smith Street.

7. **When Auditorium is in use:**
 - A. Educators will lead students from Right Rows (hallway side) to use door at front of auditorium (closest to cafeteria area), out front door and proceed to the field.
 - B. Educators will lead students from Middle rows to use double doors at rear of auditorium, file on right side out front main entrance door and proceed to the field.
 - C. Educators will lead students from Left Rows (brick side) to file out Fire Exit to schoolyard and proceed to sidewalk on Smith Street. **Single, silent filing.**



Educators must bring Emergency Folders/Class List on drills