Fire Drill Evacuation Plan
Whitefish High School

**Goals:**
1) to evacuate all students and staff from the building quickly, ordery and safely (<90 sec.)
2) to assemble all students and staff in a safe location away from the school buildings (<1 min.)
3) to account for all students and staff at the evacuation site (<2 min.)

**All staff and students will follow this prescribed evacuation plan:**
*Anytime a fire alarm sounds: Evacuate; Gather; and Contain*

1) **Evacuate:**
- close all windows
- shut off lights
- close doors
- immediately exit the building quickly and orderly using the door assigned to your location (generally the nearest exit)
- take grade book/classroom roster for the period with you

2) **Gather:**
- escort your students directly to your assigned evacuation area away from the building
- assemble in your designated area with students on your roster
- take attendance
- a designated QRT staff member will circulate to verify 100% attendance by classroom
- give a visual notification of attendance to a QRT staff member
  -a thumbs-up by the teacher indicates all students on their roster are present
  -a thumbs-down by the teacher indicates one or more people are missing
- the QRT staff member will record names of all missing students and staff including those who had been marked absent for the period.

3) **Contain:**
- stay with your students in your designated area
- keep students calm…do not give misinformation
- wait for further directions from WHS administration

**Special Notes Regarding Fire Alarms:**
*If students are not with a teacher at the time of the drill, they will evacuate out the nearest exit and report to their current period teacher.*
(i.e. student aides, students using the restroom…etc.)

*If students are in the library at the time of the drill, they will evacuate the building with the library staff and remain with the library staff.*

Staff highlighted are responsible for verifying attendance with the following teachers or guest teacher; then text Mr. Peck at (890-1055) when everyone is accounted for.

**Kelly Haverlandt (North Lawn)** – Tintzman, Frieze, Lacey, Vilar, Bonds, McCrady, Solberg, Craig

**Blackburn (Bronken will text if Blackburn is in the Black box theatre) (North Lawn)** Schneider, Gaertner, Reed, Sawtelle, Estrada (when in the math room), Scott, Casazza, Ross, Bronken, Johnson, Herbert, Hammel—Adriene Johnson (North Lawn)

**Rocksund (South Lawn behind the fence line)** Spangler, Mansfield, Corwin, Scotti, Bitterauf, Roche, Collinsworth, Estrada (when in the science room) Whitefish Independent High School

**Boyle (South Lawn behind the fence line)** Office Staff, Matdies, Kitchen Staff, Neff, Schulz, Fedderly, Schwaderer

**Smith (Track behind the fence line)** Olson, Schneider, Harris, Blackburn if she is teaching in the Black Box Theatre