

SCARSDALE HIGH SCHOOL

TO: All High School Staff
FROM: Christopher Griffin
DATE: September 6, 2022
RE: Fire Drills/Building Evacuation

We are entering fire drill/building evacuation season. We are mandated to have at least eight fire/evacuation drills this year, six of which need to be completed in the fall. We will begin after the first week of school.

Please follow these important guidelines:

1. Please check the emergency exit pattern for every room you use each day. The evacuation routes are posted online under *Staff Handbook and Forms* on the school's website. Every room should have the evacuation route displayed for students.
2. All students and staff are to exit the building as quickly as possible. This process should be accomplished in a quiet and orderly fashion (see regulations). Any student not complying with your requests in this regard should be referred to the an *assistant principal* as soon as possible.
3. Direct students away from the building for the duration of the drill. Please do not allow students to congregate near the building. They should be led away from the building to a site which would not hinder the arrival of vehicles in an emergency. (50 feet away from the building)
4. **Teachers must account for all students in their charge during that period. Teachers should bring rosters with them as they exit the building, take attendance once the students have gathered outside, and alert the *appropriate assistant principal* if a student was present in class, but not present after the evacuation.**
5. Be sure to call 2452 in advance when **tests** are scheduled so we can try to avoid any inconvenience to your class. It is very difficult to coordinate and schedule evacuations. Therefore, we cannot accommodate requests to not have drills during quizzes, presentations, or special projects.

Thanks for your cooperation.