

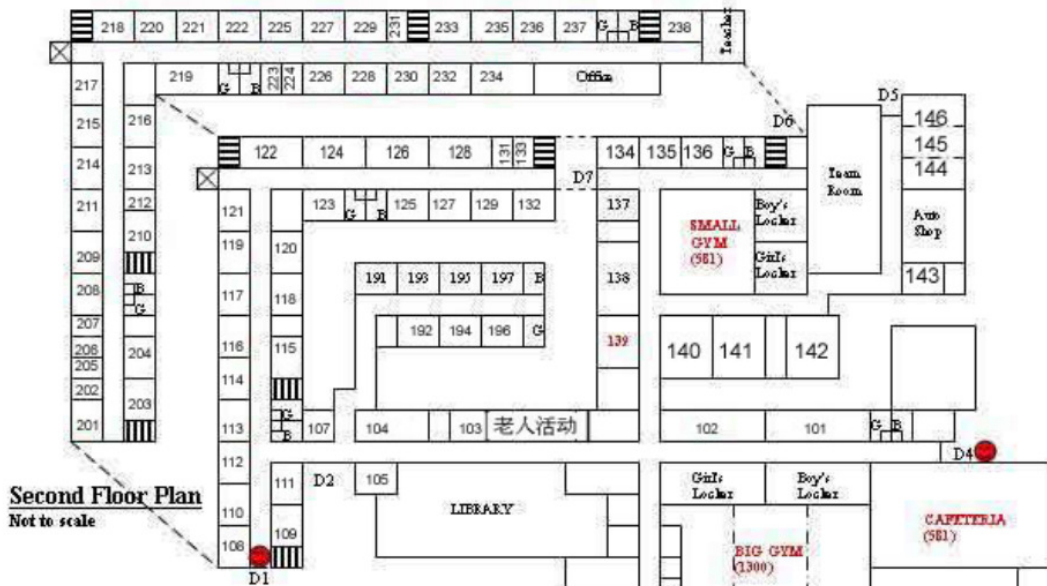


华夏中文学校爱迪生分校

Huaxia Chinese School - Edison

Emergency & Fire Drill Evacuation Procedures

1. When alarm sounds, remain calm. Grab only the clothing necessary for existing weather conditions.
2. Teachers
 - Follow the emergency exit plan posted in each classroom and WALK the students out of the building in orderly lines to the assembly areas.
 - Check that all students are out of classroom. Take the attendance sheet with you.
 - In assembly areas, take roll and accounts for each student.
 - Report any missing students to fire monitor immediately.
3. Students
 - Follow the teacher's directions to form lines and WALK to nearby exit door.
 - Report to the teacher at the assembly areas.
 - Students who are not in classroom at the time of fire drill should follow directions of other teachers, fire monitors, or parents on duty
4. Parents
 - Take the nearest exit door and walk out of the building to the assembly areas.
 - DO NOT, under any circumstance, go back to the classroom to take your children.
5. Fire Monitors
 - Guide traffic flows.
 - Check public areas in the building for remaining people.
 - Check with teachers at assembly areas for missing students.
 - Enforce emergency evacuation procedure.
6. Remain clear of building by at least **50 to 100 feet. Never re-enter building for any reason, even if alarm signals are silenced.** Wait until permission is granted by person in charge of drill or fire scene.
7. Assembly areas:
 - Outside of school front door main entrance (D1)
 - Parking lot outside of cafeteria (D4)



华夏爱迪生中文学校

50 Boulevard of Eagles
Edison, NJ 08817

First Floor Plan
Not to scale

- G: Girl
- B: Boy
- M: Men
- W: Women
- D1, D2, D3, ...: Doors
- Red: Open rooms
- : Entrance

