



## Chinese School Annual Fire Drill 2008-2009

Event Director: Hong Shang  
Associate Director: Wencheng Li

Event Time: 9/27/2008 9:55 am (expect to finish before 10:20am)  
Event Alarm: Bell Rings

**Pre-procedure:** Teacher should count the number of students and fill the fire drill form at the beginning of the class on 9/27/2008.

### Procedure:

1. All classes should stop right away when the bell rings. Please remind students stay quiet during the event.
2. Teacher leads the class to the basketball court area as quick as possible via route below:  
West Route (Service Road, next to the sports field - see map attached):  
1B, 1C, 1D  
2A, 2B, 2C, 2D  
5A, 5B, 5C  
East Route (Close to Pool/Lockers rooms - see map attached):  
all other classes: Pre-K  
KA, KB,  
1A,  
3A, 3B, 3C, 3D,  
4A, 4B, 4C  
6A, 6B,  
7A, 7B, 7C,  
8A, 8B,  
AC1, AC2, AC3
4. Gather next to the class sign in the basketball court. The lower classes are at the north side (closer to the classrooms), and the higher classes are at the south side.
5. Each class teacher counts the number of students, fill the fire drill form, sign and give it to the assigned fire drill team member. Then classes wait for the announcement of the fire drill completion.
6. After all classes finish counting and submit the fire drill forms, fire drill director will announce the completion of fire drill. And classes go back to the normal school schedule.
7. Lower grade classes' teacher, please lead your students back to your classroom/area for safety purpose.



### 紧急疏散圖

