

Teacher's responsibilities during the fire drill:

1. At the sound of the emergency siren, stop what you are doing and line up all your students at the doorway and walk outside as a group along the designated evacuation route and by the designated exit.
2. Do not try to collect your belongings. Bring the attendance list if you can.
3. Line up the students and make sure no one is left behind in the classroom; follow the conductor's instructions to lead the students to the designated exit.
4. Walk. Do not run during the evacuation. Proceed in a calm and orderly manner. Caution should be exercised at the stairway/exit.
5. After exiting the building, teachers and TAs/class coordinators shall keep the class together for the duration of the fire drill and wait for further instructions; take attendance
6. DO not reenter the building until the Emergency Coordinator gives the "all clear" signal.
7. After the all-clear signal is given, the teacher shall lead the class back to the classroom to continue the class or other activities.

List of classes to be evacuated via **Exit A (next to the parking lot south)**

Class	Teacher
Chinese AP	李放
Chinese 9-1	周森
Chinese 7-1	卢逸
Chinese 8-1	韩飞
Chinese 5-1	胡文胜
Chinese 6-1	张旻
CSL-1	Kristal Li
CSL-AB	柳明淮
CSL-2	秦伟
Cybersecurity	Alan Wang

List of classes to be evacuated via **Exit B (back of school building, north)**

Class	Teacher
Chinese 1-1	胡磊
Chinese 1-2	杨荣英
Chinese Kindergarten-1	季莉莉
Chinese Kindergarten-2	陈玲玲
ESL-1	Eric Berman
Chinese 2-1	张怀贞
Chinese 2-2	简齐好
Chinese 3-1	孙海燕
Chinese 3-2	李莉
Chinese 4-1	冯晋哲

List of clubs to be evacuated via **Gym Exit (outside of Gym1)**

Club	Club Manager
Basketball Club	Kirk Huang
Badminton Club	吴猛
Fitness Club	刘瑾

Designated areas and conductors in charge:

First floor & second floor, South, Exit A : Lin Dou, Shenghua Song & Yi Lei

First floor & second floor, North, Exit B: Lin Zhang, Brandon King & Luna Zhang

Cafeteria Area: Yanli Wang

Gym Area: Ting Li & Lei Zhu

Outdoor Area In front of cafeteria: Yanan Hou

The responsibilities of all conductors include:

- 1. Make sure that you know the designated exit of the area where you are in charge;**
- 2. Make sure students, teachers, TAs and parents evacuate the building via the designated exit;**
- 3. Direct students, teachers, TAs and parents to the muster points after coming out of the building (areas outlined by traffic cones)**
- 4. Report to Yanan Hou after evacuating from the building;**
- 5. Inform the students, teachers, and parents re-enter the building after an "all clear" signal is given.**