

PARADIGM SCHOOLS  
Safety Week Wednesday Script  
**FIRE: STAY LOW & GO**

When the fire alarm is activated:

- Immediately cover your mouth and nose with your shirt or another cloth item
- Evacuate the building to the East end of the South parking lot.
- As you evacuate walk quickly while crouching as low to the ground as possible to avoid smoke inhalation.
- Mentors and scholars stay with your class
- Mentors:
  - Retrieve your emergency binder as you exit your classroom.
  - Be the last one out of your classroom and shut and lock your door behind you after making sure that all scholars have exited.
  - Put on the emergency vest
  - When you get to the relocation site immediately take roll. Mark “A” for absent, “M” for missing, and “I” for injured on the Roster next to the scholar’s name.
  - If there is a scholar who is missing from your class, and you know where they went, please write the location next to the “M” on your roll.
    - For example: If Mr. Jones went to the peace room you would mark an “M” next to his name and write “peace room” next to the “M”.
  - If you or a scholar has been injured, mark “I” on the roll and describe the injury.
    - For example: If Mrs. Christensen had a severe cough because of smoke inhalation you would mark an “I” next to her name and write “severe cough” next to the “I”.
  - **If the injury is life threatening immediately administer first aid/CPR as needed and send another mentor or a healthy scholar for help.**
- Write the number of missing students in large print in the top right corner of the attendance roster, write “0” if no students are missing.
- Give the roster to Miss Kaysea or Ms. Jodi as they walk around to each class.
  - Remain with your scholars and do your best to keep them calm.

We will now practice this procedure.

When the fire alarm sounds cover your mouth and nose, crouch low and exit the building.

Mentors retrieve the emergency binder, shut and lock the door, and evacuate the building.

Direct and accompany them to the relocation site.