

# NEWFIELD HIGH SCHOOL

## **Re: Fire/Evacuation/Bus Drills**

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During the school year we will conduct a minimum of 12 fire drills, 3 evacuation drills and 3 bus drills.

Please take note of the exits and stairwells listed on the map that is enclosed in this packet. All teachers and students must be ready to deviate from the drill pattern if an emergency should cause the closing of an exit or route. Become familiar with all alternative exits to the one you use during a drill.

Please familiarize yourself with the classroom numbers placed outside. These areas will be your designated locations during a fire drill.

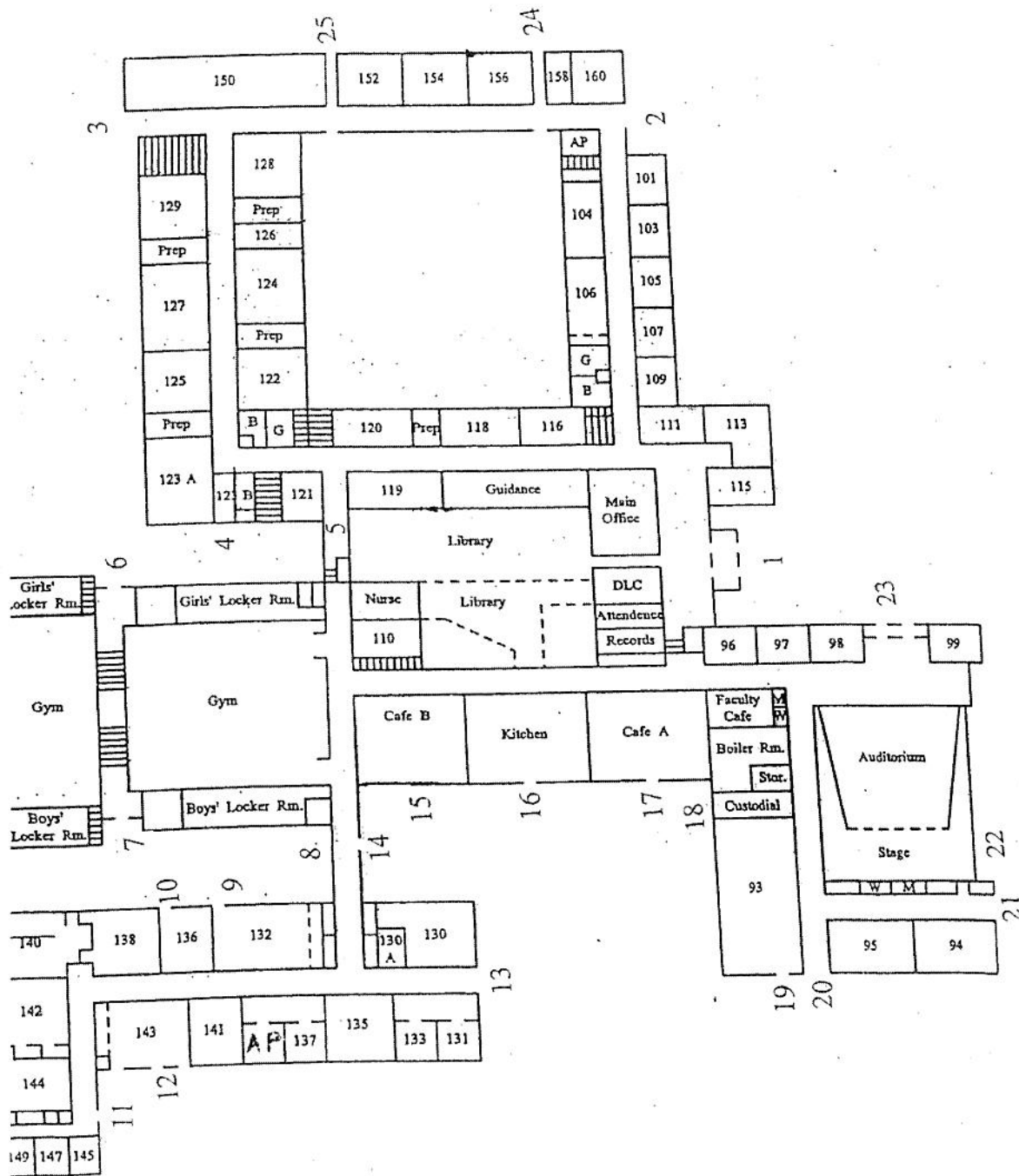
### **During all fire drills please adhere to the following regulations:**

- Bring your roster with you during any building evacuation.
- Take attendance once outside.
- The teacher is the last person to leave the classroom to ensure that all students have exited the classroom.
- Be sure to escort any students with a disability that you may have in your **first floor** classrooms safely out of the building.
- Instruct any students, on the second floor, with a physical condition to report to room 201 or 235 which have been designated "safe zones."
- Once outside of the building, all students should be ushered to their appropriate areas.
- Actively supervise students during the entire the drill.
- Teachers that do not have an assigned class during a fire drill will assist with student supervision outside of the school.
- Students are expected to adhere to the student code of conduct during the fire drill. They are prohibited from wearing hats and using electronic devices.
- Students should remain quiet during the entire drill. This will ensure that each student will be able to hear instructions in the event of a fire.
- If you have difficulties with any student, please contact an administrator or dean for assistance.

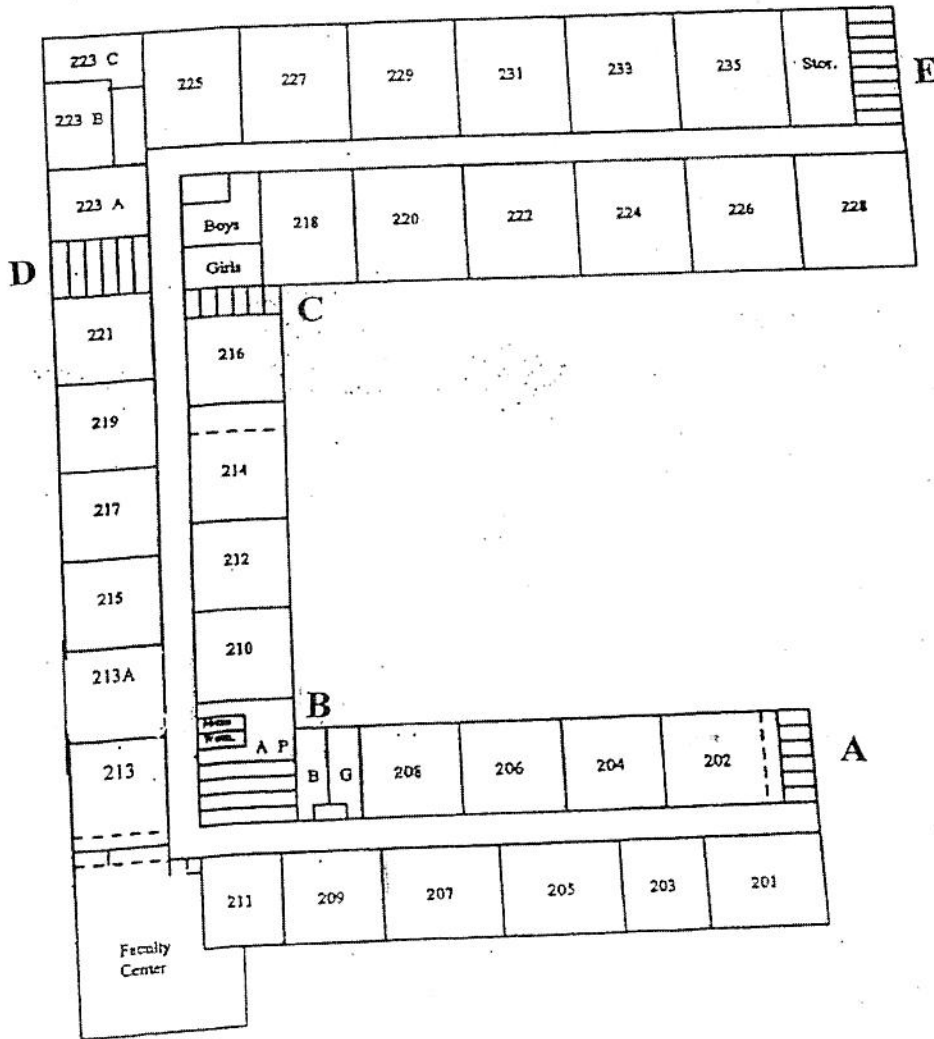
**PLEASE INDICATE EVACUATION PLAN AND INCLUDE A COPY OF THIS MEMO IN YOUR SUB FOLDER.**

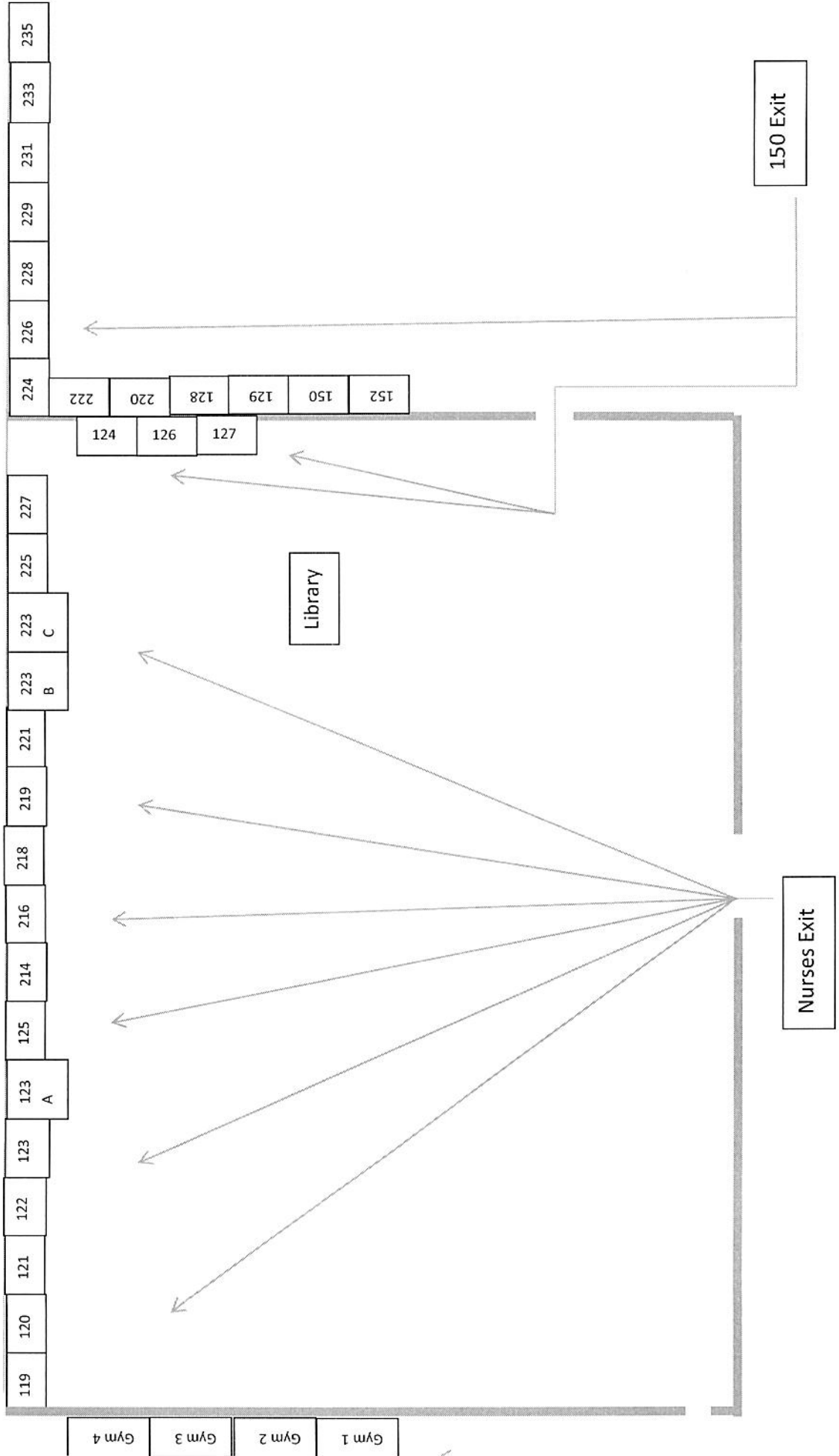
# Ovenfield High School

## 1st floor

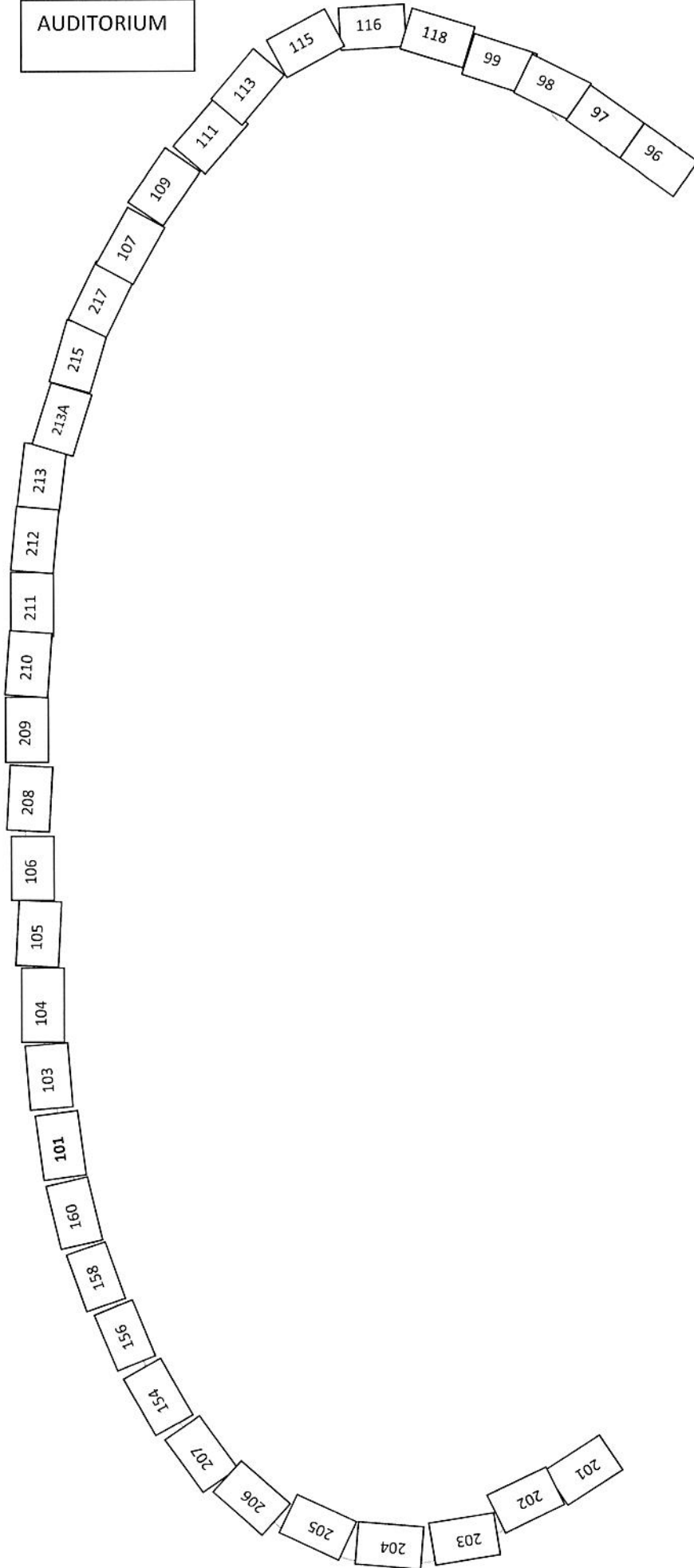


*Newfield High School*  
*2nd floor*





AUDITORIUM



MAIN ENTRANCE

LOTE EXIT

AUD	95	94	93	Café A	Café B	130	131	132	133	135	136	138	140	141	142
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Guam

Courtyard

Music Wing