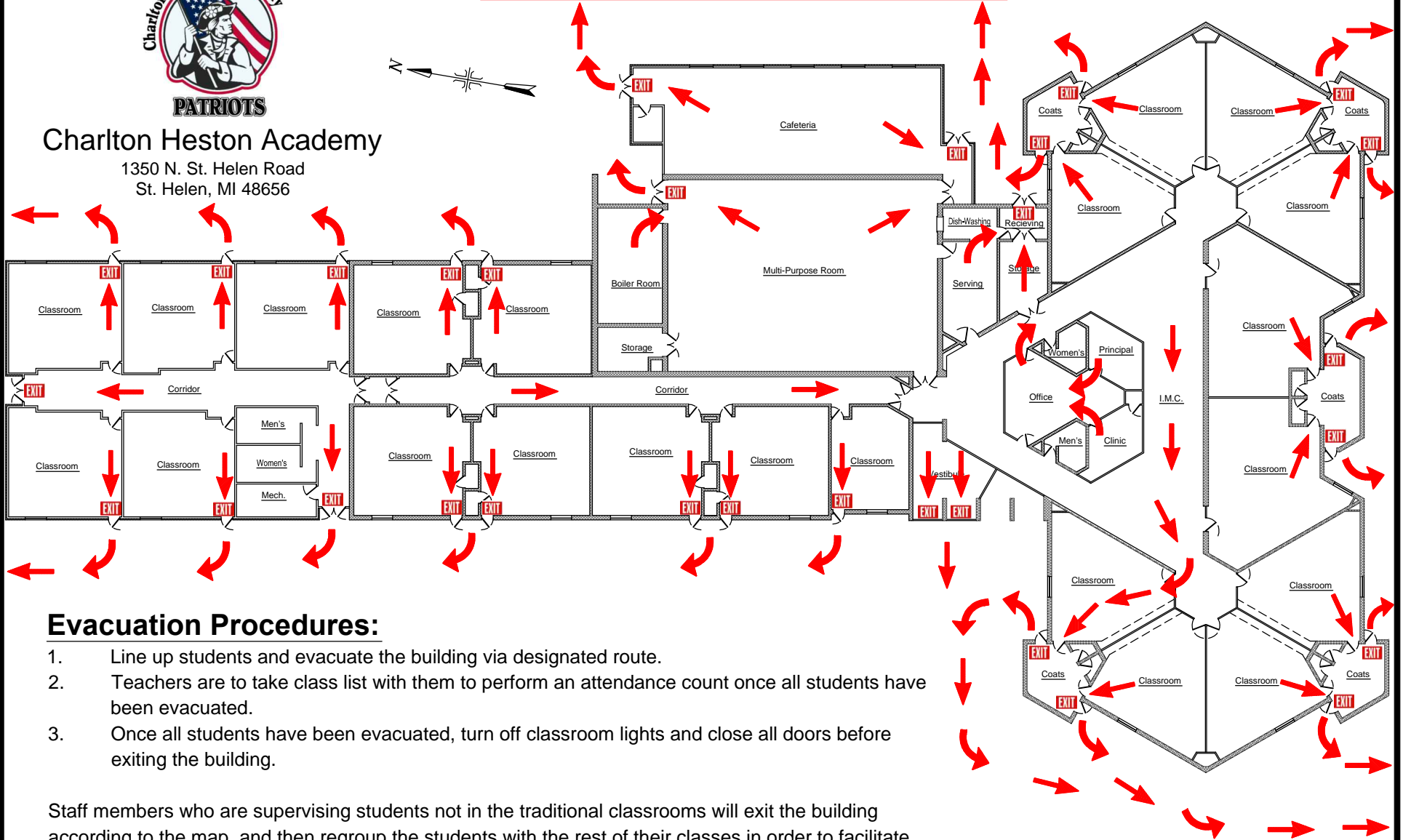




Charlton Heston Academy

1350 N. St. Helen Road
St. Helen, MI 48656

Fire Drill Routes & Procedures



Evacuation Procedures:

1. Line up students and evacuate the building via designated route.
2. Teachers are to take class list with them to perform an attendance count once all students have been evacuated.
3. Once all students have been evacuated, turn off classroom lights and close all doors before exiting the building.

Staff members who are supervising students not in the traditional classrooms will exit the building according to the map, and then regroup the students with the rest of their classes in order to facilitate accurate attendance counts.

M-76 / N. St. Helen Road

Parking Lot Area - Entrance off M-76 / N. St. Helen Road

Prepared By:

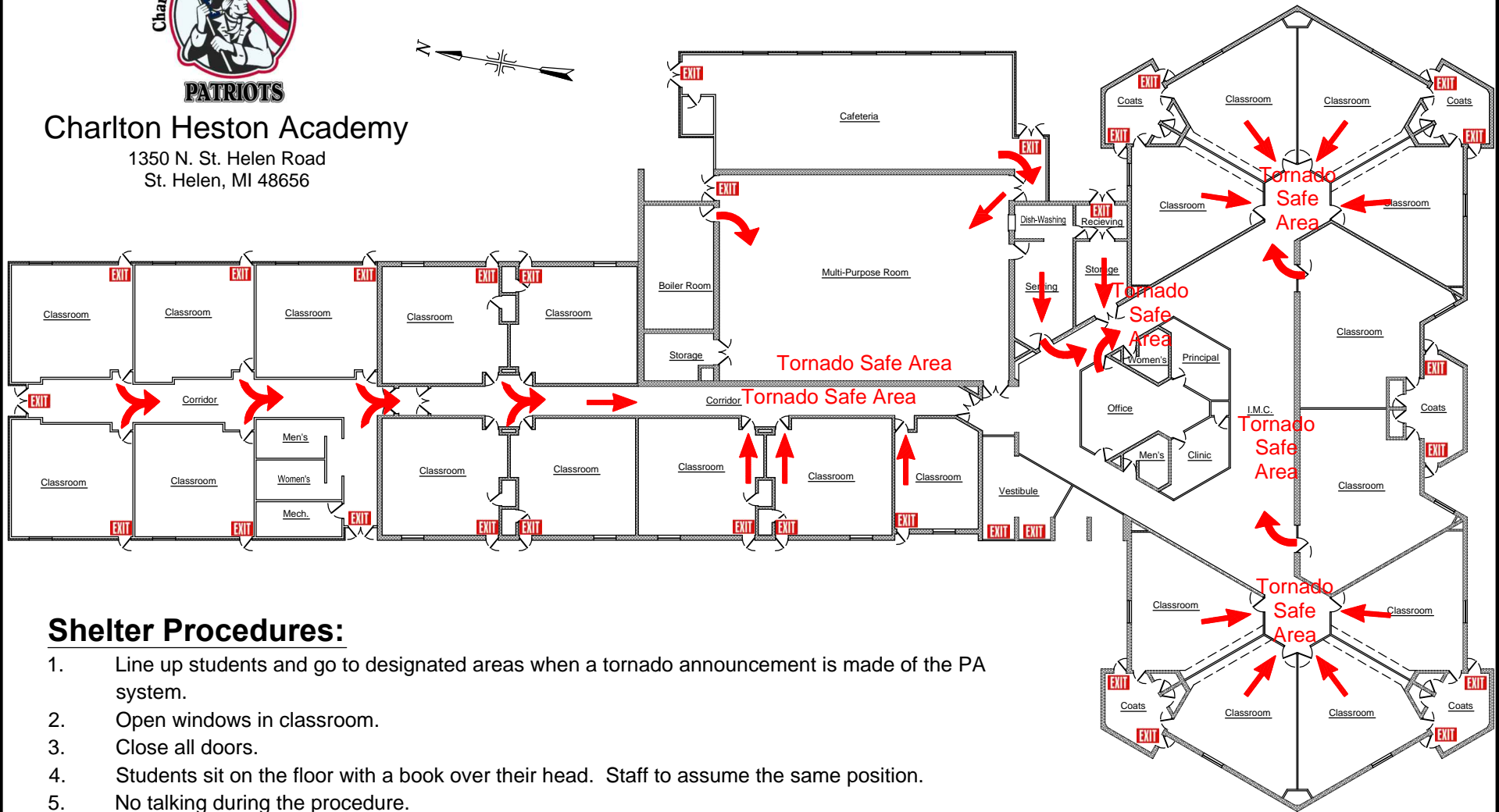




Charlton Heston Academy

1350 N. St. Helen Road
St. Helen, MI 48656

Tornado Drill & Procedures



Shelter Procedures:

1. Line up students and go to designated areas when a tornado announcement is made of the PA system.
2. Open windows in classroom.
3. Close all doors.
4. Students sit on the floor with a book over their head. Staff to assume the same position.
5. No talking during the procedure.
6. When directed by the administrator, return in an orderly (single file) to classrooms.

Staff members who are supervising students not in the traditional classrooms must take students to the nearest designated area at the time the tornado announcement is made.

M-76 / N. St. Helen Road

Parking Lot Area - Entrance off M-76 / N. St. Helen Road

Prepared By:

