

FIRE

- Alarm will sound
- **Gather** emergency material including binder, writing utensil and laptop.
- **Evacuate** the building to assigned area
- **Account** for students based on attendance
- After evacuating, list any students' names on the red card that are missing. If extra students or visitors are in your care, list them also. A green card is used if everyone is accounted for. (If you have a student who needs medical attention, use the yellow card as well.)
- Hold up the appropriate card for your group leader to view/collect. (Only the red and yellow cards are collected.)
- **Wait for further instructions.**

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