**Fire Drill Procedure**

**Notification via Radio (This is a fire drill, exit the building)**

* **Take roster and radio with you.**
* **Line students up and exit the building.**
* **Assemble at large sign in front, if exiting front of the building**
* **Assemble at playground, in back, if exiting the back of the building**
* **Take attendance to verify all students are accounted for.**
* **Report any missing students or adults to TBCS Staff**
* **TBCS staff will notify you when it’s safe to re-enter the building.**

**If remaining outside do not release students to parents until instructed to do so with support of TBCS Staff.**