



EVACUATION PLANS

1. **Fire Drill**—As required by law, we shall conduct a fire drill at least once a month. The building is to be cleared of all personnel. When the alarm is given, all pupils are to move quickly under the direction of their teacher to the exit assigned to their rooms. In case your assigned exit is blocked, use the next nearest exit. When you are out of the building, take your assigned place, which shall be far enough away from the building to be safe from falling debris and out of the way of firemen.

FIRE DRILL INSTRUCTIONS

SIGNAL: TWO SHORT RINGS IS THE SIGNAL FOR A FIRE DRILL

Upon hearing the signal, scholars should leave with a dependable scholar leading, and the teachers should be the last to leave the room to a place designated for safety. Scholars should march rapidly and in a single file. Teachers should see that order is maintained and that scholars remain together once they are outside the building and also upon their return. (Roll call is required of all teachers.) Everyone will remain in the assembled area until further instructions are given from administrators or security. Teachers will also wait for the ALL CLEAR instructions to return to the building and normal classroom routines.

PRINCIPAL'S OFFICE, COUNSELORS, 142, 143, 144, 145 (South Exit-Main Entrance Parking Lot)

ASSISTANT PRINCIPAL'S OFFICE, Lab 120, 121, 122, 123, 124, 125, 126, 127, 133 (North Exit-Raymond Road/Forest Hill Road)

SCIENCE, 114, 115, 116, 117, 119, 301, 304-Exit South Towards Bus Parking Lot

CAFETERIA, 112-Exit exterior, move toward scholar parking areas/main hall doors, move past attendance office

ART AND HOME ECONOMICS-140, 141, 142, 401, 402, 403-West exit to parking lot

Rooms 236, 237, 242, 244, 246, 247-South exit-downstairs to parking lot through main entrance

ROOM NUMBERS 226, 227, 228, 229, 230, 231, 234, 238, and 239—West exit-downstairs and out double doors to parking lot near Raymond Road 406, 407, 408 exit downstairs near front parking lot.

ROOM NUMBERS 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, and 220-East exit-downstairs and out double doors to bus parking lot. 305 and 308 exit downstairs to outside back parking lot by bus area also.

ROOM NUMBERS 201, 202, 203, 204, 205, 206, 207, 208, and computer lab-South exit-downstairs and out to main entrance parking lot

BAND HALL-Exit main doors towards coliseum parking lot.



Forest Hill Security Posts

<input type="checkbox"/> Security Garrett	Front Parking lot at Raymond Road
<input type="checkbox"/> Security Lipsey	Football field area and teacher parking lot
<input type="checkbox"/> SSO	Back parking lot at Forest Hill Road
<input type="checkbox"/> SSO	Parking Lot by Loading Dock
<input type="checkbox"/>	

Forest Hill Administrator Post

<input type="checkbox"/> Hampton	Back parking lot area/football field
<input type="checkbox"/> Dr. Blake	Parking Lot by Loading Dock
<input type="checkbox"/> Edwards	Raymond and Forest Hill Road
<input type="checkbox"/> Sylvester	Front parking lot
<input type="checkbox"/> Dr. Bradley	Parking Lot by Band Hall

Fire Drill Procedure
For
Forest Hill High School Library

- When the fire drill alert has sounded (**Two Short Rings and Announcement is made**), scholars in the library will exit the library and proceed to the right. They will proceed down the stairs into the commons area and leave the building through the front doors. We will move down the hill across the parking lot to the band hall parking lot (the one behind the band hall).
- Scholars are to remain with TEACHER in the parking lot.
- Scholars will remain together as TEACHER takes names and finds out the classroom you came from.
- As soon as possible, let the teachers know that their scholars are safe with TEACHER.

All teachers must:

- *Make sure all scholars exit your classroom. Therefore you should be the last to leave the classroom.*
- *Take your roll book with you.*
- *Scholars should exit your class in an orderly line moving rapidly.*
- *Make sure all scholars know where they are to meet you outside the building. Find a point that all scholars can recognize and get to it quickly.*
- *Check your roll to assure all scholars are with you.*

Forest Hill High School

Tornado Drill Procedures

Tornado Drill—During adverse weather warning period, building occupants should be seated on the floor with their backs to the corridor walls. Coats and jackets, when available, could be used to cover heads, arms, and legs so as to reduce the injuries caused from flying glass and other debris. All doors and windows in both exterior and interior walls should be closed.

TORNADO DRILL INSTRUCTIONS

SIGNAL: SUSTAINED RINGING OF THE BELL

****Teachers** at the sound of the tornado alarm and after announcement usher your scholars out the classroom door and as far down the hallway as you can get them, without being exposed to open areas such as the commons or large windows. Take your grade book so that you can check roll once you have the scholars seated and quiet. It is important to remain quiet to hear administrative instructions. After taking cover instructions, remain until ALL clear instructions are given and to return to classroom and normal school activity.

****All scholars will be assigned to halls on lower level. No scholars should be in the classroom or in any large open area.**

Classes that are up stairs will come to the bottom floor immediately!!

- Classes that are located on the Math hall room 201-209 use front stairwell leading to commons and proceed to the cafeteria side of the building
- Classes that are located on the Social Studies hall 210-215 and new wing 305-308 use East stairwell by new wing
- Classes that are located on the Social Studies hall 216-220 use back stairwell
- Classes that are located on the English hall 226-232 use Back stairwell
- Classes that are located on the English hall 232-239 and new wing 406-408 use West stairwell by new wing
- Classes that are located on the Library hall use front stairwell leading into commons
- Classes that are located in the Eva Ferguson Building use the hallways in the building and sit your classes next to your assigned rooms.
- Classes in the gym go to the room located under the gym floor for protection

- Classes located in band hall remain there and sit next to exterior walls
- Cafeteria workers will move to storage room in cafeteria.

TORNADO PROCEDURES CONT..

- ✓ Teachers make sure to sit your scholars as far down the hallway as possible. This helps the upstairs classes find a place to sit much faster.
- ✓ Scholars are to be seated with their backs against the wall, knees in an upright position, and hands over their heads.
- ✓ No scholars are allowed to go to the restroom if there is a problem with a scholar that does not want to comply and alert the administrators that are in your hallway for assistance.
- ✓ If a drill were to occur during lunch teachers simply walk out of the cafeteria orderly and proceed down the hallway the cafeteria is on and find an open space next to the wall and be seated.
- ✓ Tell the scholars not to worry if they have received a tray. They will still get to eat.

DISASTER PLAN—Since each school is equipped with a radio from the Jackson-Hinds Emergency Operation Center for alert signals and messages, the administration at Forest Hill High School felt it necessary to develop an emergency plan in case of disaster.

Should any scholar, teacher, staff or any other person(s) receive injuries, the following procedures are to be followed:

Immediate care shall be given by the following trained personnel:

Mr. Hampton	Mrs. Sylvester
Officer Lipsy	Dr. Blake
Mrs. Edwards	

Telephones will not be available to anyone except personnel listed above. The principal or her designee will call all emergency vehicles from his office. The assistant principals only will assist her. Please do not make any of these calls more confusing by taking it upon yourself to make contact.

An administrator must be notified once contact is made and direction given as to where the person(s) will be taken for further treatment.

Forest Hill Administration Post:

- ✓ Hampton Front office (monitor weather radio)

- ✓ Sylvester 1st floor west hall (elective hall)
- ✓ Bradley Front foyer area
- ✓ Blake 1st floor east hall (science hall)

Forest Hill High School

Lock Down Procedure

- Lock down phrases will be given to faculty. When this phrase is read over the intercom all teachers will begin lock down procedures.
- Items listed are needed for Lock down procedure
 1. Class roll
 2. Red/ Blue
- When the Lock down signal has been given all teachers must lock their doors and close all blinds. *If a teacher sees a scholar in the hallway before they lock down the teacher needs to pull that scholar into his/her classroom.
- After the doors are locked the teacher is to immediately call roll and locate every scholar.
- If every scholar is accounted for the teacher needs to simply place the green sheet under the doorway and into the hallway.
- If there is a scholar that is missing from a teachers' classroom then the teacher needs to place that scholars' name and the date on the red sheet of paper and place the sheet of paper under the doorway and into the hallway. (We need to know this so we can locate the individual and make sure he/she is safe and accounted for.)
- If a teacher has taken a scholar out of the hallway and placed that scholar in his or her room during the lockdown procedure the teacher who has the scholar in their classroom needs to put that scholars name, grade, the class he/she is supposed to be in on the red sheet and place it under the door way into the hall.
- **The teacher should:**



LOCK THE DOOR



GET ALL SCHOLARS OUT OF DESK AND ON THE FLOOR AWAY
FROM WINDOWS/DOORS



TURN LIGHTS OFF



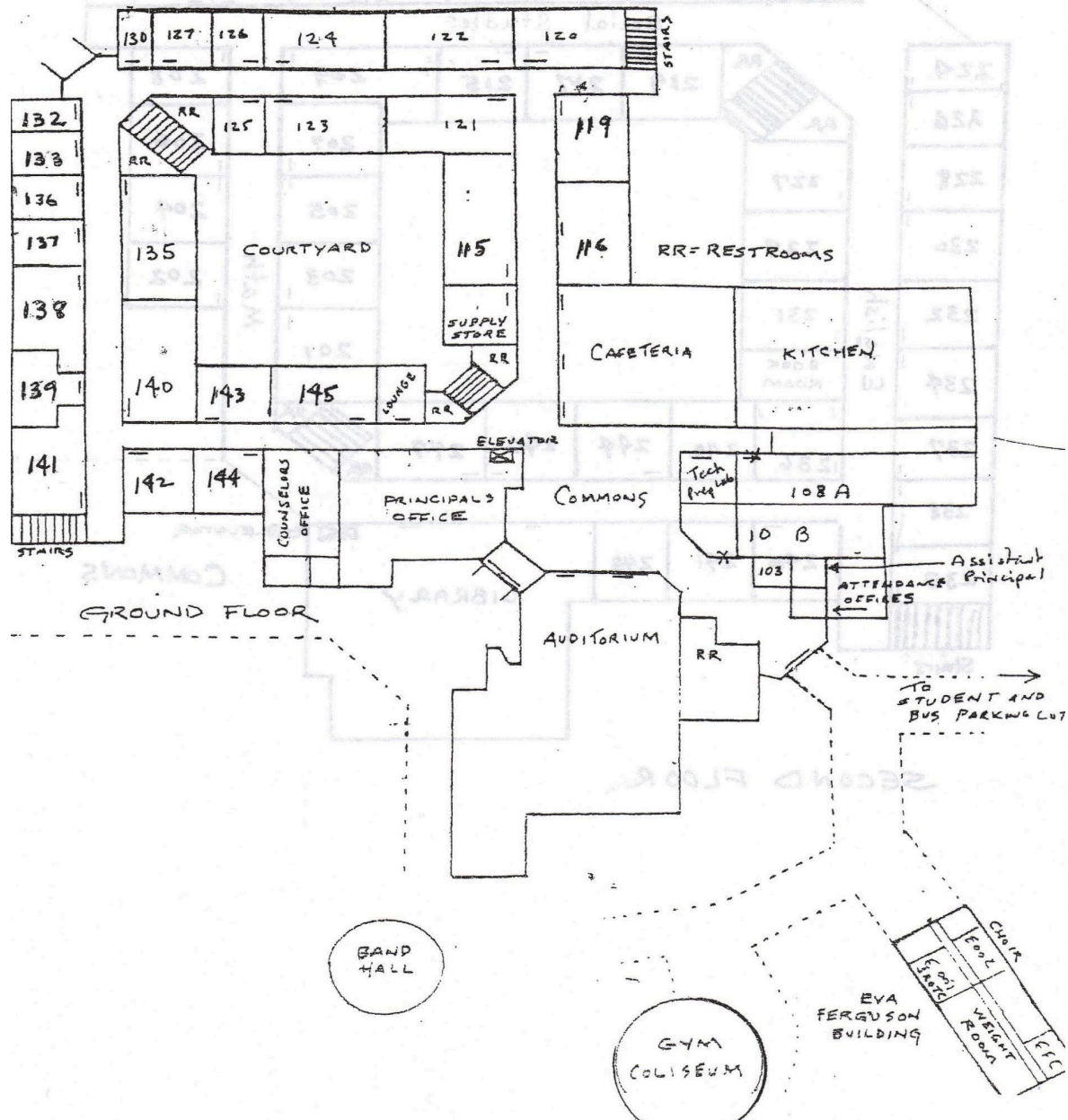
CLOSE BLINDS

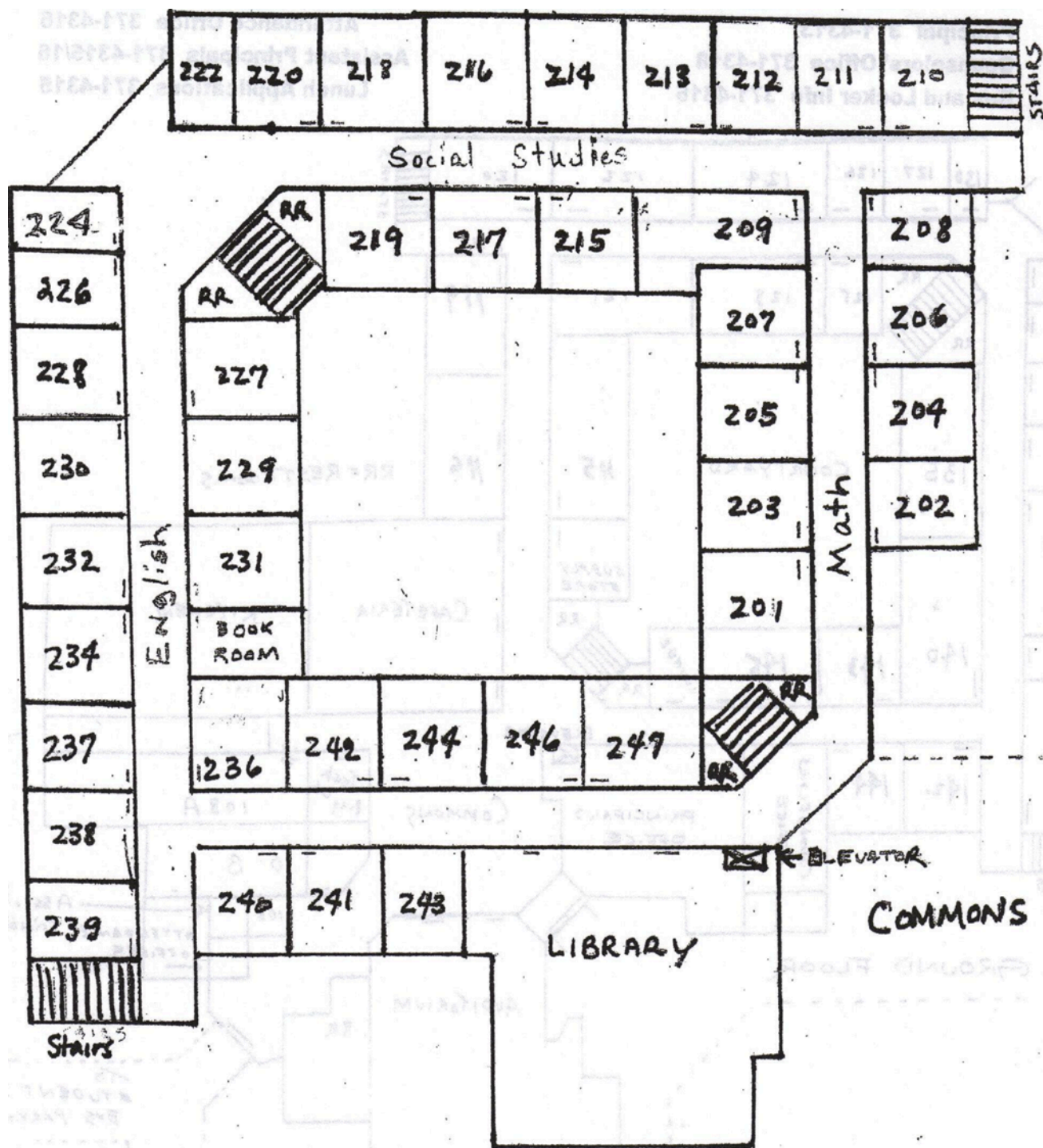


REMAIN IN CLASSROOM OR SECURE AREA UNTIL FURTHER
INSTRUCTIONS ARE PROVIDED BY PRINCIPAL OR LAW
ENFORCEMENT

- Once the lock down has concluded the administration or law enforcement will make an announcement ALL CLEAR then and only then can you let scholars who are not supposed to be in your class leave to go back to their class of origin and return to normal procedures.
- After the conclusion of the lockdown please pick-up and store the red and blue pieces of paper for the next lock down event. Keep the lock down material in a folder next to the door at all times for easy access.

****** The Lock down procedure is for the safety of the scholars and the safety of the faculty and staff. Lock down will only work if the teachers adhere to the plan and follow it to the letter.**





SECOND FLOOR