**Leave the Building Safety Process**

**Purpose:** To teach students how to leave the building during an emergency.

**Time:** 20 – 30 minutes

**Ages:** All ages

**Materials:** Map of School

**Prep:** Determine where your designated meeting places are based on current location.

**Procedure:**

1. Explain to students that the signal to leave the building is voice signal “leave the building” or fire alarm. (Do not pull fire alarm for drills)
   * When students hear this signal you will freeze/stop what you are doing and become absolutely quiet.
   * Staff will direct students to line up and walk to the designated meeting place.
2. Have students practice responding by freezing and becoming quiet / 3x or until they can respond immediately to the signal.
3. Then practice walking to the designated meeting place.
4. Staff should take attendance at meeting place and contact program facilitator updating them of status of students. (ex. Blue group all 18 student accounted)
5. Once you hear the all clear. Staff will proceed back to their original activity.
6. Review with students:
   * What did we do well
   * What do we need to practice again
   * Why do we practice this? (to be safe)
7. If you need additional practice, do so that day and follow up with another practice within the week.