

Teacher's responsibilities during the fire drill:

1. At the sound of the emergency siren, stop what you are doing and line up all your students at the doorway and walk outside as a group along the designated evacuation route and by the designated exit.
2. Do not try to collect your belongings. Bring the attendance list if you can.
3. Line up the students and make sure no one is left behind in the classroom; follow the conductor's instructions to lead the students to the designated exit.
4. Walk. Do not run during the evacuation. Proceed in a calm and orderly manner. Caution should be exercised at the stairway/exit.
5. After exiting the building, teachers and TAs/class coordinators shall keep the class together for the duration of the fire drill and wait for further instructions; take attendance
6. DO not reenter the building until the Emergency Coordinator gives the "all clear" signal.
7. After the all-clear signal is given, the teacher shall lead the class back to the classroom to continue the class or other activities.

List of classes to be evacuated via **Exit A (next to the parking lot south)**

Class	Teacher
Chinese 2-1	祝若昕
Chinese AP	李放
Chinese 9-1	钱寅
Chinese 9-2	韩飞
Chinese 7-1	卢逸
Chinese 8-1	钱寅
Chinese 8-2	韩飞
Chinese 5-1	张旻
Chinese 6-1	李莉
Chinese 6-2	Jessica Chen
CSL-1A	Coco Luo
CSL-1B	Kristal Lin
CSL-2	秦伟
Cybersecurity	Alan Wang
化学基础	郑雅莺

List of classes to be evacuated via **Exit B (back of school building, north)**

Class	Teacher
Chinese 1-1	郑莉
Chinese 1-2	郝茂玲
Chinese Kindergarten-1	季莉莉
Chinese Kindergarten-2	李曼怡
ESL-1	Eric Berman
Chinese 2-2	张怀贞
Chinese 3-1	孙海燕
Chinese 3-2	王国栋
Chinese 4-1	李英
Chinese 4-2	宋佺伽
Knitting club 毛线编织俱乐部	孔嘉怡

List of clubs to be evacuated via **Gym Exit (outside of Gym1)**

Club	Club Manager
Basketball Club	Kirk Huang
Badminton Club	吴猛
Zumba Dance Club	侯小硕

Designated areas and conductors in charge:

First floor & second floor, South, Exit A : Dawei Liu and Yi Lei

First floor & second floor, North, Exit B: Luna Zhang & Jie Gao

Cafeteria Area: Yanli Wang

Gym Area: Jian Xu & Lei Zhu

Outdoor Area In front of cafeteria: Yanan Hou

The responsibilities of all conductors include:

- 1. Make sure that you know the designated exit of the area where you are in charge;**
- 2. Make sure students, teachers, TAs and parents evacuate the building via the designated exit;**
- 3. Direct students, teachers, TAs and parents to the muster points after coming out of the building (areas outlined by traffic cones)**
- 4. Report to Yanan Hou after evacuating from the building;**
- 5. Inform the students, teachers, and parents re-enter the building after an "all clear" signal is given.**