

**Interoffice Memorandum
Los Angeles Unified School District
Florence Nightingale Middle School**

DATE: August 20, 2026
TO: Staff
FROM: A. Guzman Jr., AP
Cc: T. Hailey, Principal
SUBJECT: FIRE DRILL on August 25, 2026

BACKGROUND AND OBJECTIVES

We will have a Fire Drill on Tuesday, August 25, 2026, at 8:45 am. This drill will allow us to practice using the evacuation routes and meeting in the emergency assembly areas. Our school must carry out a fire drill monthly to ensure everyone's safety during a real emergency.

The Emergency Drill objectives are:

- to acquaint students and staff with the signal for a fire alarm: a series of bells and pauses will be used as follows:
 - ✓ a ten-second bell followed by
 - ✓ a five-second pause

Fire Evacuation Procedures:

The signal for the drill to begin will be the PA Announcement below at **8:45 a.m.**, followed by the series of bells and pauses.

You will hear the following announcement:

"Your attention, please. This is a fire drill. We need to evacuate all buildings when you hear the alarm. Teachers are to take their students and rosters to the Emergency Assembly Area and report to their designated section. Students are to remain with their teacher. Teachers need to close the classroom door when all the students have exited. This is a drill."

1. When the signal for the fire alarm is given, form a single line outside the classroom (a double line may be used for large classes).
2. Check to see that every student has exited the classroom. Close all doors to prevent the spread of smoke or fire.
3. Classes will walk quietly in single-file line to the designated Emergency Assembly Area and must be actively supervised by the classroom teacher at all times.
4. Please see the Modified Emergency Area Assignments document for your assigned area on the blacktop. Your students should form a double line in that designated section of the Emergency Assembly Area.
5. Take and report attendance. Please remember to have a pen and your RED emergency folder containing the five-column roster, this memo, and the missing/absent student form. **If you have a conference period during the drill, check in at the Command Center, write "Conference Period" on the missing/absent student form, and promptly hand it to the person checking you in.**

*All teachers are responsible for accounting for all students by promptly submitting the Missing Students/Absent Students form to the counselor, who will pass by and pick it up.

6. Wait for the “All Clear” announcement or signal. Teachers, please make sure students bring their belongings. At the end of the drill, they will be released to their next period.

All out-of-classroom **support staff** are to guide students to the assigned area as you make your way to the command center (near the STEM building).