

FIRE EMERGENCY PROCEDURE IN A NUTSHELL

IN THE EVENT OF A FIRE WITHIN THE SCHOOL BUILDING:

Person who notices the fire must sound the fire alarm immediately.

Teachers

- Take class roster
- Evacuate students in orderly fashion
- Remain in room till last student is out. DO NOT close door
- Direct students to the end of the parking lot directly from your fire exit
- Take roll
- Send names of any missing student or adult to D.A.
- Keep students off blacktop area and keep them calm

Students

- First student to arrive at classroom door, hold the door for the rest of the students
- Walk to designated exit in quiet, calm, orderly fashion
- Go to grassy area directly across the parking lot from your exit door
- Stay calm and still

Sign-in staff

- Take full sign-in sheets, building map and class schedules in folder
- Exit the west entrance
- Go to southwest corner of parking lot
- Assist D.A.
- Keep list of any unaccounted for students or adults.

Hall monitors

- Clear your table and chair from the hallway
- Assist with evacuation of students from classes.
 - Nursery Hall monitor: assist with nursery and toddler children
 - Southwest Hall monitor: Monitor the exit through the southwest doors and be the last out, closing the door.

Designated Authority

- Don your hat
- Take walkie talkie
- Proceed to the southwest corner of the parking lot
- Receive list of any unaccounted for students or adults
- Keep contact with fire officials, giving final accountability report as soon as possible
- Receive and give directions as per fire officials
- Signals reentry to building upon the authority of the fire officials.

Steering Committee members will do a physical “sweep” of the rooms to insure that all co-op students and adults have exited the building.