

FIRE

“Evacuate the Building”

DATE / /

Whoever observes open flames, smells or sees smoke, or experiences excessive heat radiating from an adjoining wall, ceiling, or floor should immediately notify the office and activate the nearby fire alarm.

TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
	Call 911		
√ TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
	Pull the fire alarm and call 911		
	Evacuate the area/building and use fire extinguisher if appropriate		
	Notify the principal/designee		
√ TIME	PRINCIPAL OR DESIGNEE	NAME OF CONTACT	CONTACT NO.
	Pull fire alarm and call 911		
	Evacuate the building		
	Set up Command Post at pre-designated site		
	Ensure accountability of all students and staff		
	Gather information from staff regarding location of fire		
	Delegate roles for transport of students to secondary site		
	Meet with Fire Department at Command Post and pass on information regarding accountability of staff and students, location of fire		
	Notify superintendent		
√ TIME	SCHOOL CRISIS TEAM	NAME OF CONTACT	CONTACT NO.
	Assist principal or designee with evacuation in role as designated		
√ TIME	SCHOOL COUNSELOR	NAME OF CONTACT	CONTACT NO.
	After an event, set up debriefs as needed		
√ TIME	SCHOOL NURSE	NAME OF CONTACT	CONTACT NO.
	Evacuate students in nurse's office and hand off to a teacher		
	Collect First Aid Kit and report to Command Post		
	Be prepared to treat injuries		
	Set up casualty collection site, if necessary		
	Triage injured for additional medical attention		
√ TIME	SCHOOL RESOURCE OFFICER	NAME OF CONTACT	CONTACT NO.
	Help with evacuation and securing of affected area		
√ TIME	MAIN OFFICE SECRETARY	NAME OF CONTACT	CONTACT NO.
	Call bus company if needed		
	Forward phones to secondary answering site		
	Direct transport of students to secondary site		
	Contact secondary site personnel		
√ TIME	CUSTODIAN/MAINTENANCE STAFF	NAME OF CONTACT	CONTACT NO.
	IF SAFE, go to alarm panel to determine the location of the fire.		
	Communicate location of fire to principal		
	Stay with principal or designee to assist Fire Department with layout of school		

FIRE (CONTINUED)

√	TIME	RELOCATION SITE MANAGER	NAME OF CONTACT	CONTACT NO.
		Determine order of students to load into the buses		
√	TIME	COMMUNICATION COORDINATOR	NAME OF CONTACT	CONTACT NO.
		After consultation with law enforcement agency in charge of the scene, prepare a written statement for staff to read to students and send to parent(s)/guardian(s) describing the known facts and procedures for accessing support		
		When communicating with the media, always coordinate with law enforcement before disseminating a consistent and predetermined statement		