

# Fire Emergency and/or Explosion

## STAFF

- Evacuate students when you hear the fire alarm.
- Evacuate by pre-designed primary or alternate evacuation route to assembly area.
- Take class attendance roster with you.
- Leave building in an orderly manner.
  - ▶ Do not allow students to rush or crowd each other.
- Students should be evacuated at least 300 feet, or recommended 1,000 feet, from building and out of the way of emergency vehicles.
- Take attendance when students are reassembled.
  - ▶ Report any missing students to the Principal's Office immediately.

## PRINCIPAL'S OFFICE

- Sound fire alarm to signal an evacuation.
  - ▶ Use P.A. announcement if an alternate evacuation route or assembly area is to be used.
- Call 911 or Local Police to report incident.
- Evacuate all staff and students by pre-designed evacuation route to assembly area.
- Pre-appointed staff members should search building for remaining students (stragglers).
- Assist police and EMS with emergency information.
- Notify Superintendent's Office to advise:
  - ▶ Location of assembly area and/or
  - ▶ Possible transportation needs moving students to another building site.
- Collect total attendance roster.
  - ▶ Pre-appointed staff should assist police with search of any missing staff and/or student(s).