

FIRE SAFETY PROGRAM**Signal:**

Continuous ringing of fire alarm.

In case of a loss of electrical power, the signal will be a series of blasts on a whistle/horn in the hallways. (Whistle/horn needs to be available).

Steps of Action:

1. Report fire to office/pull alarm/use intercom or phone if available.
2. Close all windows and doors to confine fire.
3. Turn off lights.
4. Evacuate building to assigned place at least 50-100 feet from the building. (see diagram posted in each building)
5. In case of blocked exit, find next closest exit.
6. Take class list of students.
7. Restrooms, hallways, and unoccupied rooms will be checked by staff.
8. Teacher will double-check room to ensure total evacuation.

Personnel Roles:

Principal: Supervise evacuation and check for injuries. Assign roles to auxiliary personnel as needed.

Secretary: Phone 326-4343 and superintendent 326-4116.
Notify other buildings located on site.
Take emergency student list with home phone numbers to command post.

Teacher: Evacuate and remain with students. Take roll.

Auxiliary Staff: Assist with the evacuation.
Report to principal at central command post.
Check bathrooms and other spaces for people.

Fire: 326-4343

Superintendent: 326-4116