

# Fire Protocol

Though school buildings are built to higher standards than residential or commercial structures of the same construction type, ALL of them because of contents and/or construction type are subject to the effects of fire.

Accordingly, the following should be observed when a fire is observed, or alarm sounded:

1. Pull the fire alarm if not already activated
2. Assure evacuation to basketball court begins
3. Confirm fire and call 9-1-1 to report fire
4. If fire not located by propane tank, or electrical box send staff to shut off
5. Activate Command Post (Command Staff members report to Command Post)
  - a) Collect accountability reports from teachers
  - b) If any missing students, activate Search and Rescue team
6. Assign staff member to close parking lot to assure fire lane is clear and to direct emergency vehicles upon arrival. Only emergency vehicles should be in the parking lot.

If fire is substantial enough to decide upon school closure, relocate to off-site

  - a) evacuation area and activate Student Release team and begin release process as parents arrive.
7. Follow up and assess status of people and buildings:
  - a) Number of students and staff/other adults injured
  - b) Number of students and staff/other adults dead
  - c) Number of students and staff/other adults unaccounted for
  - d) What utilities are working/not working
  - e) What buildings are habitable/uninhabitable
  - f) What further assistance (personnel, supplies, services), if any, you require.
  - g) Continue follow-up contacts to advise number of students released.
  - h) Police will need emergency information card, plus descriptions (as detailed as possible) or mission person(s).