

Fire – Emergency Response

Be Prepared for the Unexpected

An emergency situation can happen at any time. Your best defense is to be prepared by knowing what to do in an emergency.

EMERGENCY NUMBERS

Fire: 911

Superintendent of Schools: 000-000-0000

Deputy Director of Education: 000-000-0000

Director of Education: 000-000-0000

Manager of Facilities & Transportation: 000-000-0000

Employees should all know:

- Where the nearest evacuation route is
- Where to go once they have evacuated the building
- Who the fire wardens are
- What the emergency alarms sound like
- Where fire alarm pull stations are located
- Where fire extinguishers are located
- Who has been trained to use a fire extinguisher
- Where the nearest first aid kit is located
- Who has been trained in first aid

PROCEDURE

1. Sound the school fire alarm when the fire is discovered.
2. Teacher and students will evacuate the building following evacuation routes.
3. Teachers and students will go to their designated area and take roll call.
4. Any missing students should be reported immediately to administration.
5. Call 911.
6. Do not re-enter the school building until instructed to do so by fire fighters.
7. Staff is to remain with students until the situation has been remedied.
8. If the school building cannot be entered within a reasonable time, send students and staff to the emergency Evacuation Site, if applicable. If transportation is required contact the Manager of Facilities & Transportation.
9. Notify the Superintendent of schools (division specific).

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Safety Talk Discussion

Be Accountable: Choose safety - work safe - and go home injury free!