

FIRE SAFETY PLANNING

Catastrophic Risks

Any fire has the potential to have catastrophic results with loss of life and property. A well-prepared plan is the best way to minimize loss associated with fire.

Because each school is unique in its internal characteristics, construction, and community setting, no single plan can be applied to all schools. However, there are definite steps which need to be taken in order to assure optimal preparation for the incidence of fire. The following guidelines are key elements which should be considered when developing any school's Fire Safety Plan:

Procedures in Case of Fire

Specific procedures should be developed and maintained for:

- Notification of the Fire Department
- Evacuation
- Written fire plan
- False alarms
- Floor diagrams

Guidelines should be developed in cooperation with local and/or state fire departments.

Responsibilities of the School Principal/Designee

It is the responsibility of the principal, or his/her designee, to insure that the following procedures are implemented and maintained:

- All students and staff review the school evacuation procedures prepared specifically for that school.
- Drills are conducted per state regulations.
- All staff is instructed on fire exits and emergency facilities.

- Daily inspections should be conducted to assure that all doors, stairways and other exits are unobstructed.
- The fire alarm system is inspected prior to the start of school each day.
- Emergency lighting should be tested at least monthly with a log kept.
- Monitors are appointed to close doors where necessary to prevent the spread of fire and smoke. At least two substitute monitors are designated for each monitor appointment. These are not to be students!
- Teachers and other members of the staff are aware of their duty to search lavatories and other remote areas of the school in the event of a fire.
- All students and staff are accounted for after exiting the building.
- Substitute teachers and any other staff are informed of the type and location of alarms, location of exits and the school's evacuation plan.
- Emergency numbers for fire, ambulance and police are adhered to each telephone in the school. They should be "glow-in-the-dark" type in case of power loss.
- Evacuation diagrams should be color coded and conspicuously posted for all occupants and visitors to see.
- All students and staff are instructed in how to operate pull stations fire alarms or report a fire.
- Designated meeting areas should be assigned to monitors and applicable students. Each monitor should have a specific area of coverage and a specific checklist of students in those areas.
- A current master list of students is maintained.
- Staff are trained in the proper use of fire extinguishers - when and how to use.
- Review "Fire" emergency procedures for your school..