

Fire

1. Activate the school fire alarm system and evacuate the buildings.
2. Call the fire department at 911.
3. If the telephone is out of service, use an emergency phone to report the fire.
4. Follow Fire Emergency Procedures.
5. Immediately after implementing Fire Emergency Procedures, notify the Diocesan Superintendent of Schools.
6. *Do not* re-enter the building unless instructed to do so by authorized personnel. (If the building is not able to be re-entered, activate your plan to move students to another site.)

Fire Emergency Procedures

Every classroom must have an evacuation plan and a backup evacuation plan and practice both.

1. Sound the fire alarm.
2. Evacuate immediately. Do not use elevators.
 - Do not wait for fire patrol members to lead lines or open doors.
 - Do not stop to retrieve personal items.
3. Have teachers ensure that no one is left behind. Shut classroom doors but not windows.
4. Have classes line up at an assigned area a safe distance from the building. Keep students away from fire equipment and hydrants.
5. Have teachers check to see if all are present. If a student is found missing, the teacher should immediately report the missing student to the Principal and a fire fighter. Use assigned patrol inspectors to carry messages between teachers and the Principal.
6. If the Principal determines the emergency will be of a considerable duration or if remaining at the school site presents a hazard, he or she will give directions to follow the alternate site plan.

No one should re-enter the building until the "all clear" signal has sounded.

To be effective, fire drills must be unannounced and unexpected. Each drill should be planned for a different period.