

APPENDIX F FIRE

EMERGENCY PROCEDURE – FIRE

1. Immediately initiate Action LEAVE BUILDING.
Responsibility of _____ or _____
2. Notify the appropriate Fire Department.
Responsibility of _____ or _____
3. Notify the Police Department.
Responsibility of _____ or _____
4. Organize a fight of incipient fires until arrival of the Fire Department. (This should be done only to the level that people have been trained. Never risk injury or loss of life. Evacuation is advised.)
Responsibility of _____ or _____
How? _____

5. Ensure that access roads are kept open for emergency vehicles.
Responsibility of _____ or _____
How? _____

6. Teachers report missing students to office. Those not found will be reported to Fire and Law Enforcement Officials.
Responsibility of _____ or _____
7. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
Responsibility of _____ or _____
8. Notify the School District Emergency Preparedness Coordinator or other appropriate District Official.
Responsibility of _____ or _____

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EMERGENCY PROCEDURE – FIRE cont'd

9. Do not allow the return of students or staff members to school buildings until Fire Department Officials declare them safe.

Responsibility of _____ or _____

FIRE NEAR SCHOOL

1. Determine the need to implement any **Action**. If the answer is *no* continue with school routine. Notify appropriate Fire Department to be sure alarm has been given.

Responsibility of _____ or _____

2. If the fire threatens the school execute those **Actions** under “Within School Buildings” 1-9 above.

Responsibility of _____ or _____