

Fire

Signals---Sound Fire Alarm

- Evaluate the building. Students must be at least 500 feet away from the building. Follow evacuation routes posted in each classroom.

Steps of Action

- Report fire to office, pull alarm and use intercom, if available
- Evacuate occupants of the building to assigned places at least 500 feet from building
- No children can assist other children
- Adults not supervising children need to help with children in the Toddler Room
- In the case of inclement weather move to St. Aloysius Church

Roles

Administrators

- Supervise evacuation and check for injuries
- Assign roles to auxiliary persons, as needed.
- Keep fire lanes open
- Administer first aid

Secretary

- Alert fire department by calling 911
- Take student emergency information forms

Teachers

- Evacuate
- Take class attendance list
- Report to designated area and call roll

All Staff

- All staff is authorized to pull the fire alarm if deemed necessary and all staff is authorized to call 911
- All staff is authorized to use a fire extinguisher if needed
- Check restrooms and other areas for students and faculty.
- Report to the principal when the area is clear

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