

Fire Alarm

Signal: Fire Alarm

If you see smoke or fire- call 911. Do not wait to be instructed to make the 911 call. Do not attempt to contact an administrator prior to making the 911 call.

When the Fire Alarm goes off staff should take the following steps:

Step 1: Teachers determine immediate threat:

- Is there a visible threat of fire?
- Is there heat in the room? Smoke? Odd smell?
- Listen for announcement on intercom
- Administration should:
 - Review service panel to determine fire location
 - Announce fire location on intercom
 - Announce fire alarm protocol to be followed:
 - Lockdown
 - Modified Lockdown (lockdown while keeping door unlocked)
 - Evacuation/Partial Evacuation
 - Assume command by implementing Incident Command System

Step 2: Teachers decide between two options:

- Evacuate students to a safe location
- Defend in place (modified lockdown)
 - Students and staff follow lockdown/modified lockdown (door unlocked) procedures
 - Continue to monitor and assess fire or other threat

Step 3: Teachers await final instructions:

- Teachers will wait further instructions (if either evacuated or defending in place)
 - Stay or return to classrooms
 - Those who have evacuated will be notified on next steps