

Fire or Explosion

Discovery:

- Activate the fire alarm system by using the nearest manual fire alarm pull station
- Notify the office
- Initiate the evacuation of students following the posted route and campus crisis procedures
- Use a fire extinguisher if you have been trained to use one
- Do not operate electrical switches if it is a utility fire or possible gas leak
- Follow procedures listed below

OVER

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When Fire Alarm Is Activated:

- Evacuate students by following the posted route and campus crisis plan procedures
- Close the door of the classroom
- Take your class roll book/list
- Use an alternate route if the primary exit is blocked
- Leave the building in an orderly manner without rushing or crowding
- Reconvene students in the pre-determined location at least 300 ft. from the building
- Follow the campus plan for checking parent identification before releasing students to anyone
- Move students to an approved area , upwind of the fire, smoke or vapors

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