

## Fire

### During Incident:

- Manually activate the Evacuation signal, if not already activated, and provide additional verbal instructions
- If known, identify what type of fire it is (electrical, chemical, grease, other)
- Keep unnecessary people away from the area
- Consider if it is safe or desirable to shut off power to the area
- Consider if it is safe or desirable to shut off the natural gas
- Teachers should close windows and doors. Do not lock doors
- Be alert to assist any people with special needs, if needed
- Evacuate school occupants quietly and in an orderly fashion following posted directions
- Bring student roster and conduct attendance upon reaching the Evacuation assembly area

### Post Incident:

- The Fire Department's IC will activate the "ALL CLEAR" signal and provide verbal instructions
- Monitor equipment and school systems after restarting
- Conduct damage assessment
- Initiate repairs to fire protection systems
- Determine whether key individuals were debriefed and whether the sequence of events was documented

NOTE: If arson is suspected, inform the responding police and fire personnel. If the fire was extinguished, you still need to report the fire to the fire department for investigation.

<b>Incident Commander</b>	<ul style="list-style-type: none"> <li>• Activate alarm (if not already activated) and initiate the Evacuation of the school</li> <li>• Call 911</li> <li>• Ensure all school occupants Evacuate and safely reach designated Evacuation assembly areas</li> <li>• Ensure all teachers take roll call and report any unaccounted for students or visitors</li> <li>• Announce "ALL CLEAR" when it is safe unless the Fire Department IC is doing so</li> </ul>
<b>Head Custodian</b>	<ul style="list-style-type: none"> <li>• Assist Fire Department personnel locate buildings and building systems on the school grounds</li> <li>• Direct the shutdown of appropriate utility and building systems</li> <li>• Coordinate efforts and act as a liaison to public utilities</li> <li>• Re-activate utilities and systems when appropriate</li> <li>• Help ensure the building is Evacuated</li> </ul>
<b>School Nurse</b>	<ul style="list-style-type: none"> <li>• Assist in the Evacuation of the school and bring portable medical files</li> <li>• Treat injured evacuees</li> <li>• Establish a triage area</li> <li>• Track patient care</li> </ul>
<b>School Counselor</b>	<ul style="list-style-type: none"> <li>• Activate Mental Health Response Team and follow school protocols to assist all students especially vulnerable students</li> </ul>
<b>School Resource Officer</b>	<ul style="list-style-type: none"> <li>• Meet first responders at emergency access points</li> <li>• Confirm the scene is secured</li> <li>• Ensure that only authorized personnel enter the emergency scene</li> <li>• Advise the IC of expected disruption to operations and advisable measures to protect occupants</li> </ul>
<b>Evacuation Coordinator</b>	<ul style="list-style-type: none"> <li>• Direct occupants to the Evacuation areas</li> <li>• Assist teachers in taking attendance</li> <li>• Unaccounted for persons should be reported to the IC</li> <li>• Prepare evacuees for Reunification or re-entry to the school</li> </ul>
<b>Reunification Coordinator</b>	<ul style="list-style-type: none"> <li>• Assist in the Evacuation of the school</li> <li>• Prepare the Reunification site</li> <li>• Direct the Reunification process or assist with the re-entry into the school if an "ALL CLEAR" is announced</li> </ul>

