



## **Fire Safety Procedures**

### **Procedures:**

**In case of fire, remain calm.**

**Sound the fire alarm by pulling the manual stations located closest to the school room: either at south emergency exit or north main exit. (note: The fire department will respond when the alarm is sounded)**

**Leave the building immediately closing doors behind you to contain fire.**

### **Dial 911, for the Fire Department**

Exit building to rear parking lot on northeast end of the property through the south emergency exit. Or if blocked, through the North main entrance and proceed to far northeast corner of parking lot. If it is deemed preferable, staff can lead the group to proceed to southeast, front parking lot.

Principal checks bathrooms for any remaining children.

Students will exit in an orderly and quiet manner, led by staff and volunteers.

Students will remain at designated location until clearance has been given by authorities.

### **Staff Responsibilities:**

Principal or designate will call 911

Staff and volunteers lead and follow students through exit doors,

take attendance register and ensure that all in attendance are accounted for. If a student is not accounted for, they will notify the principal immediately, who will inform fire department.

Staff and principal will have their cell phones for communication.

Principal will wait for fire department at entrance to Hope Academy or at front of building to provide details.

Hope Academy will conduct 3 fire drills in the fall and 3 fire drills in the spring. All fire drills will be logged and filed in main office.