



Board Approval Date: November 21, 2013

Fire Safety Procedures

Procedures:

In case of fire, remain calm.

Sound the fire alarm by pulling the manual stations located at each exit in the upper hallway.

Leave the building immediately.

Dial 911 for the Fire Department.

Exit the building down main stairwell and proceed to northwest corner by the garbage bins on grassy area.

If primary exit is not accessible, exit by rear stairwell and proceed to the northwest corner by garbage bins on grassy area.

Students will exit in an orderly and quiet manner being led by teachers and volunteers.

Remain at this location until clearance has been given by authorities.

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

Staff Responsibilities:

Principal or designate will call 911.

Teachers and volunteers will lead and follow students through the fire exits, take the attendance register and ensure that all in attendance are accounted for. If a student is unaccounted for, they will notify the Principal immediately who will inform Fire Department.

Principal and teachers will have their cell phones for communication.

Principal will check all rooms to ensure that all have exited the school before leaving the building.

Principal will wait for the Fire Department at the front entrance to provide details.

If an alternative location is required, **staff** will precede to lead students to the McDonald's Restaurant across the street.

If a fire extinguisher is needed, one is located in the kitchen area and one at each exit in the upper hallway.