

## NON-INSTRUCTIONAL OPERATIONS

8320

### Fire Drills and Evacuation Plans

#### Goal

The Board recognizes the importance of being prepared for emergencies and the role fire drills play in being prepared. The emergency evacuation drill trains staff and students and evaluates their efficiency and effectiveness in carrying out emergency evacuation procedures.

#### Frequency

Monthly fire drills are required for all occupants. The frequency shall be allowed to be modified in severe climates and the fire code official shall have the authority to modify the frequency.

#### First Evacuation Drill

The first evacuation drill of the school year must be completed within ten days of the beginning of classes.

#### Time

Fire drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changes of classes, when the school is at assembly, during the recess or P.E. periods, or during other times to avoid distinction between drills and actual fires.

#### Assembly Points

Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

#### Record Keeping

Records shall be maintained of emergency evacuation drills and include:

1. Identity of the person conducting the drill;
2. Date and time of the drill;
3. Notification method used;

4. Staff members on duty and participating;
5. Number of occupants evacuated;
6. Special conditions simulated;
7. Problems encountered;
8. Weather conditions when occupants were evacuated; and
9. Time required to accomplish a complete evacuation.

### Fire Safety and Fire Evacuation Plans

Fire safety and evacuation plans, emergency procedures, and employee training programs shall be approved by the fire code official and be prepared and maintained by the school.

### Fire Evacuation Plan

The Charter School shall ensure the safety and health of students and staff by having in place at all times an emergency evacuation plan. The School will cooperate and coordinate with city, county, and State emergency personnel. The School shall review its emergency evacuation plan annually to determine whether the procedures in place require modification. The Plan will be posted in the School office as well as in every school building. The Plan will be provided to each staff member at the beginning of the school year. In addition, the School will educate parents and patrons in the School by providing periodic information regarding the Plan.

The fire evacuation plan must include:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only or with a defend-in-place response;
2. Procedures for employees who must remain to operate critical equipment before evacuating;
3. Procedures for accounting for employees and occupants after the evacuation has been completed;
4. Identification and assignment of personnel responsible for rescue or emergency medical aid;
5. The preferred and any alternative means of notifying occupants of a fire or emergency;
6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization;
7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan; and
8. A description of the emergency voice or alarm communication system alert tone and preprogrammed voice messages, where provided.

## Fire Safety Plans

The fire safety plan must include:

1. The procedures for reporting a fire or other emergency;
2. The life safety strategy and procedures for notifying and evacuating occupants or for a defend-in-place response (if applicable);
3. Site plans indicating the following:
  - A. The occupancy assembly point;
  - B. The location of fire hydrants; and
  - C. The normal routes of fire department vehicle access
4. Floor plans identifying the locations of the following:
  - A. Exits;
  - B. Primary evacuation routes;
  - C. Secondary evacuation routes;
  - D. Accessible egress routes;
  - E. Areas of refuge;
  - F. Exterior areas for assisted rescue;
  - G. Manual fire alarm boxes;
  - H. Portable fire extinguishers;
  - I. Occupant-use hose stations; and
  - J. Fire alarm annunciators and controls.
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures;
6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires; and
7. Identification and assignment of personnel responsible for maintenance, housekeeping, and controlling fuel hazard sources.

## In the Event of a Fire

All incidents of unintentional fires will be reported to the Executive Director and/or Principal whether or not fire department response is required. The Executive Director and/or Principal will ensure that all their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of emergency evacuation routes for their work area, the location of the fire exit windows, etc. Do not use any elevators in the event of a fire.

