

# ***Fire Safety and Evacuation Plan***

This fire safety and evacuation plan is prepared for

All staff are responsible for helping to maintain a fire safe environment within our school.

All staff are responsible for participating in fire safety evacuation drills.

Principal Signature

Date of Signature

# ***Fire Safety and Evacuation Plan***

**Fire Drills and Evacuation shall be conducted in accordance with the following policy.**

The responsibility for conducting fire drills within our school is assigned to \_\_\_\_\_.

The first fire drill of each school year shall be conducted within 10 days of the start of school. (IFC 408.31.)

Fire drills shall be conducted monthly. (includes partial months) (IFC 405.2)

Fire drills shall be conducted at rotating times including lunch, recess, assembly and gymnastic periods (eg August between 8am – 10am / September 10am – 12 noon / October 12noon – 2pm). (IFC 408.3.3)

Fire drills may be delayed into the next calendar month for up to 10 days because of weather issues. (IFC 408.3.2)

Recording of the required information of the conducting of fire drills shall be completed immediately following the conclusion of the drills by \_\_\_\_\_. (IFC 405.5)

The responding fire department shall be called at \_\_\_\_\_ one hour prior to the conducting of a regular fire drill. (IFC 405.6) (If the responding fire department wants to be notified)

The fire alarm system shall be used to conduct a fire drill. The person conducting a fire drill shall use pull stations or smoke detectors to initiate the alarm system not the test button or drill button in the annunciator panel. (IFC 405.7)

Upon hearing the fire alarm sounding ALL persons within the building shall immediately evacuate. Teachers have direct responsibility to insure that students under their charge exit the building in a calm, quiet and orderly manner. Once outside at the designated assembly area a roll of students shall be taken. When the roll is complete the teacher / responsible person shall report to the Principal at \_\_\_\_\_. (IFC 408.3.4 / 405.8)

An ALL CLEAR signal will be provided to the evacuees by \_\_\_\_\_. (IFC 405.9)

If the fire alarm system becomes non-operational the responsible fire department shall be notified immediately. An alternative method of notifying the occupants should evacuation be needed shall be developed. (IFC 404.3.1)

**Date**

**Signature**

# ***Fire Safety and Evacuation Plan***

Emergency evacuation drills shall be conducted monthly in E (school) occupancies, with the first drill being conducted within ten (10) days of the beginning of classes.

**Section 405.5 IFC 2003 Edition** Records shall be maintained of required emergency evacuation drills and include the following information:

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.
9. Time required to accomplish complete evacuation.

**\* A staff directory or roster may be attached to the fire drill record to indicate staff members participating.**



# ***Fire Safety and Evacuation Plan***

## **Employee Responsibility**

A clear chain of command must be developed including assignment of responsibility when a primary designee is absent from the building.

When a fire alarm sounds the following duties and responsibilities become the highest priority. Everyone in the building shall take immediate action to evacuate the building.

**Principal** – evacuate the building to \_\_\_\_\_. Prepare to receive reports of student evacuations and report to the Fire Department representative upon arrival.

In consultation with the fire department determine if there is a need to release students from school. If there is a need to release students contact the Superintendents office.

Coordinate outside emergency services, such as medical aid and local fire departments.

Directs the shutdown of school operations when required.

Designates an alternative location for temporary housing of students.

**School Secretary** – dial 911 and confirm that the fire alarm has been received by Central Dispatch. After providing information to dispatch – evacuate to the location where the Principal is located to assist in accountability.

**Teacher** – assist students in evacuation and gather at meeting place. When students reach outside designated evacuation point – complete a roll of students and report results of roll to principal.

**Maintenance Director** – locate and obtain the nearest fire extinguisher. Obtain information on where / why the fire alarm is sounding. Report to the area where the fire alarm system was activated. Determine reason for activation and take appropriate action.

**Kitchen Staff** – when a fire alarm sounds immediately turn off all cooking equipment. Locate and obtain the nearest fire extinguisher and report to the fire alarm annunciator panel to determine the location of the fire alarm activation. Report to the area where the fire alarm system was activated. Determine reason for activation and take appropriate action.

## Sample Employee Task Descriptions

# ***Fire Safety and Evacuation Plan***

## **Training Attendance Report**

**I have attended an orientation / update on fire alarm / fire drill and evacuation procedures.**

**Date of Training \_\_\_\_\_ Instructor \_\_\_\_\_**

### **Attendees**

**1. \_\_\_\_\_**

**14. \_\_\_\_\_**

**2. \_\_\_\_\_**

**15. \_\_\_\_\_**

**3. \_\_\_\_\_**

**16. \_\_\_\_\_**

**4. \_\_\_\_\_**

**17. \_\_\_\_\_**

**5. \_\_\_\_\_**

**18. \_\_\_\_\_**

**6. \_\_\_\_\_**

**19. \_\_\_\_\_**

**7. \_\_\_\_\_**

**20. \_\_\_\_\_**

**8. \_\_\_\_\_**

**21. \_\_\_\_\_**

**9. \_\_\_\_\_**

**22. \_\_\_\_\_**

**10. \_\_\_\_\_**

**23. \_\_\_\_\_**

**11. \_\_\_\_\_**

**24. \_\_\_\_\_**

**12. \_\_\_\_\_**

**25. \_\_\_\_\_**

**13. \_\_\_\_\_**

**26. \_\_\_\_\_**

# ***Fire Safety and Evacuation Plan***

## **Fire Protection System Component Maintenance Requirements**

The responsibility for maintenance of all / part of the fire protection system components / safety appliances provided within our school is assigned to \_\_\_\_\_.

Fire alarm – tested monthly Responsible Person/Position \_\_\_\_\_

Fire Safety / Evacuation Plan Maintenance – annual  
Responsible Person/Position \_\_\_\_\_

Fire Safety / Evacuation Plan Training / Orientation  
Responsible Person/Position \_\_\_\_\_

Sprinkler System – tested annually Responsible Person/Position \_\_\_\_\_

Sprinkler System – internal inspection / five years  
Responsible Person/Position \_\_\_\_\_

Smoke Detector System – operational test semi-annual / sensitivity test bi-ennial  
Responsible Person/Position \_\_\_\_\_

Hood Suppression System – test semi-annually  
Responsible Person/Position \_\_\_\_\_

Hood above cooking appliances – filters / weekly / hood plenum area at least annually –  
more often if large amounts of grease accumulates.  
Responsible Person/Position \_\_\_\_\_

Roll up / across fire doors – tested annually  
Responsible Person/Position \_\_\_\_\_

Fire Extinguishers – checked monthly / tagged annually  
Responsible Person/Position \_\_\_\_\_

Fire Walls – whenever someone is allowed in attic space / above ceiling tiles  
Responsible Person/Position \_\_\_\_\_

Emergency Lighting Units – checked monthly  
Responsible Person/Position \_\_\_\_\_

Fire Safety Inspection – monthly Responsible Person/Position \_\_\_\_\_

Exit Signs – replace bulbs as necessary Responsible Person/Position \_\_\_\_\_

**IMMEDIATE ACTION REQUIRED** – if the fire alarm , sprinkler system is not working or  
is turned off – the responding fire department shall be notified immediately.

# ***Fire Safety and Evacuation Plan***

A floor plan shall be developed and updated annually that identifies the locations of the following:

- a. Exits.
- b. Primary evacuation routes.
- c. Secondary evacuation routes.
- d. Accessible egress routes.
- e. Areas of refuge.
- f. Manual fire alarm boxes.
- g. Portable fire extinguishers.
- h. Occupant-use hose stations.
- i. Fire alarm annunciators and controls.

A site plan shall be developed and updated annually that identifies the locations of the following:

- a. The occupancy assembly point.
- b. The locations of fire hydrants.
- c. The normal routes of fire department vehicle access.

A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.

*The facility must develop and include as part of the fire safety and evacuation plan a list of known hazards present in the building.*

*The facility must inform employees of known hazards and risks associated with hazards.*

(Example of hazards – chemicals used in day to day operations for cleaning; chemicals used in teaching methods; wood working shop; auto mechanic shop; welding shop; technical training areas, etc.)

# ***Fire Safety and Evacuation Plan***

## **General Fire Safety Practices**

Exit doors – ALL doors shall be unlocked when any student is in the building. ALL chains and padlocks shall be removed when any student is in the building.

Exit Corridor Use – obstructions within the required width of exit corridors is not allowed. The placement of upholstered furniture in an exit regardless of obstruction is not allowed.

Extension Cords – lightweight extension cords are not allowed. Heavy duty extension cords are allowed for a maximum of 30 days. Cords will not be ran under rugs/carpeting, over nails, through walls or doors.

Multi – Plug Adapters – only adapters with built in circuit overload protection are allowed. There is no chaining of multiple devices together.

Combustible Decorations – are not to be placed in exit corridors.

Candles and open flames shall not be used when school is in session.

Double – keyed dead bolt locking devices are not allowed in any public building.

Artificial decorative vegetation shall be flame resistant or flame retardant. Such flame resistance or flame retardance shall be documented and certified by the manufacturer in an approved manner.

Curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall be flame resistant. The permissible amount of flame-resistant decorative materials shall not exceed 10 percent of the aggregate area of walls and ceilings.

Combustible Storage on Shelves – not closer to the ceiling than 24"

Gasoline / Gasoline powered equipment – not allowed in schools at any time.

LP Gas / Grilles – not allowed in schools at any time.

Doors – with self closing devices are not to be held open / except those designed to release and close upon activation of the fire alarm system.

Fire doors shall have signs indicating the position they are to be maintained (opened or closed).

Paint – maximum of 10 gallons unless in a flammable liquid cabinet.

Dust accumulation (shop areas) – cleaned weekly to prevent accumulation.

Artwork and teaching materials - shall be limited on the walls of corridors to not more than 20 percent of the wall area.

Chemical Storage – chemicals shall be stored in a room which is not accessible to the general student population.

Compressed Gas Cylinders / Tanks shall be secured to prevent falling.

Smoking – facility must determine whether smoking is allowed on campus. If smoking is not allowed on campus – signs shall be posted throughout the campus.

Chemistry / Biology Classroom – chemicals purchased and stored in the chemistry room shall be dated on the container.

The fire safety inspection checklist shall be completed monthly by \_\_\_\_\_.  
Documentation shall be completed. Violations / deficiencies shall be corrected immediately.

# ***Fire Safety and Evacuation Plan***

Material Safety Data Sheets (MSDS) for all hazardous materials shall be readily available on the premises. Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs. Material Safety Data Sheets (MSDS) for applicable hazardous materials shall be kept in a location which is acceptable to both the facility operator and the servicing fire department.

In auditoriums, gymnasiums and similar assembly occupancies an audible announcement shall be made not more than 10 minutes prior to the start of each program to notify the occupants of the location of the exits to be used in the event of a fire or other emergency.

The disconnecting means for each service, feeder or branch circuit originating on a switchboard or panel board shall be legibly and durably marked to indicate its purpose unless such purpose is clearly evident.

An evacuation map shall be developed that indicates primary and secondary evacuation routes as well as the designated evacuation gathering point outside. This map shall be maintained near the exit door of each classroom.

Locking devices – hasps and padlocks are not allowed on any door in a school.

Doors into electrical control panel rooms shall be marked with a plainly visible and legible sign stating ELECTRICAL ROOM or similar approved wording.

The disconnecting means for each service, feeder or branch circuit originating on a switchboard or panel board shall be legibly and durably marked to indicate its purpose unless such purpose is clearly evident.

# ***Fire Safety and Evacuation Plan***

## **Employee Training Requirements**

Orientation – fire safety evacuation plans

Annual – update fire safety evacuation

Construction – review and modify as necessary fire safety evacuation plans.

Construction – fire alarm system / sprinkler system maintained operational

Annual – fire prevention messages

Staff Assigned Fire Suppression Duties

Extinguisher / use

## **General training topics**

Individual roles and responsibilities;

Threats, hazards, and protective actions;

Notification, warning and communications procedures;

Means and procedures for locating family members in an emergency;

Emergency response procedures;

Evacuation, alternative shelter location and accountability procedures;

Location and use of common emergency equipment, and;

Emergency shutdown procedures

# ***Fire Safety and Evacuation Plan***

## **School Event Safety Inspection Checklist**

Name of School \_\_\_\_\_

Person Inspecting \_\_\_\_\_ Date / Event \_\_\_\_\_

*Complete this form by checking the box indicating agreement with statement.*

### **EXITING**

- All exit doors are visible, unobstructed and in working condition.
- All aisles/corridors leading to exits are unobstructed and clear.

### **FIRE ALARMS**

- Fire alarms are fully functional with no trouble lights
- Two (2) or more responsible adults are present at all times as a safety watch (i.e., teacher, chaperone, fire or police officer, etc.)

### **EXIT / EMERGENCY LIGHTS**

- All exit lights are illuminated and functional.
- All emergency lighting is functional.

### **FLAMMABLE DECORATIONS**

- Flammable decorative materials are in compliance with fire codes.
  - Not displayed near potential ignition sources
  - Do not obstruct plain view of exits, fire alarm pull stations, fire extinguishers, or fire hose cabinets.
  - Are made flame retardant.

### **FIRE EXTINGUISHERS**

- Fire extinguishers in activity area have been examined and are ready for immediate use.

### **ELECTRICAL**

- All permanent and temporary appliances and devices are energized by approved methods. i.e. approved by the state fire code and/or the electrical code.

### **CONCESSION AREAS**

- Compressed gas cylinders are secured.
- Fire extinguishers are in place.
- Hood suppression system, where applicable, is in place and fully operational.

### **OCCUPANCY LOADING**

- Accurate occupant load signs are posted.
- Provisions are in place to assure that overcrowding will not occur.

### **OPEN FLAME**

- No open flames are displayed or used in the building.

### **FIRE DEPARTMENT**

- Local Fire Department has been notified of event.