

As of 7/12/2018

Maunaloa Elementary School

FIRE EVACUATION PLAN

Teachers and staff member must follow these procedures

1. All staff members are asked to assist, in minimizing casualties and executing a smooth evacuation of the buildings in the event of a fire.
2. Please explain the **Fire Exit Plan** to all students and post the plan in your room. Everyone needs to learn the locations of *all* designated areas, in the event that a fire occurs at a time when you are not in your room.
3. Fire drills will be held monthly and all staff members and students are expected to participate in all drills.

4. At the sound of the fire alarm:

a. Turn off everything normally turned off at the end of the day, leave the room and shut the door(s).

b. Proceed to designated areas. Take the safest, shortest route. Move quickly, and in an orderly manner.

c. Once the students have assembled in the designated area, teachers must take a head count of the students under their supervision to be sure all student are accounted for.

d. Teachers and staff member will report missing persons to the Principal, designee, and/ or designated staff member.

e. If your route is blocked, go to one of the other areas.

f. If the fire alarm is sounded at recess or lunch, go to the nearest designated area. Teachers organize students in the area; take a head count; and report numbers to Principal, designee, and/ or designated staff member.

g. If the fire alarm is sounded during an assembly, use all available exits; organize students in designated areas; and remain in area until notified.

h. At the sound of the "all clear" signal, a prolonged ringing of the bell, return to class or as instructed by the Principal, designee, and/ or designated staff member.

5. REMINDERS:

- a. Keep students away from any vehicles or gas tanks near your designated area.
- b. Maintain order in your area. Keep noise level down, so that important instructions can be heard.
- c. Express to your students, the seriousness of the Fire Drill.

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FIRE WATCH DRILL Procedures

This drill is conducted when the school fire alarm is not working for more than 4 hours. Fire pull alarm will be tagged with a "In case of FIRE" label by a school staff.

1. "Fire Watch Drill" will be announced on the school PA system:

a. Turn off everything normally turned off at the end of the day, leave the room and shut the door(s).

b. Teachers/EA/Visitors - proceed to designated areas as the Fire Evacuation Plan. Take the safest, shortest route. Move quickly, and in an orderly manner.

c. Once the students have assembled in the designated area, teachers must take a head count of the students under their supervision to be sure all student are accounted for.

d. Teachers and staff member will report missing persons to the SASA or Principal/TIC, and/or designated staff member.

e. If your route is blocked, go to one of the other areas.

f. If the fire alarm is sounded at recess or lunch, go to the nearest designated area. Teachers organize students in the area; take a head count; and report numbers to SASA or Principal/TIC, designee, and/ or designated staff member.

g. If the Fire Watch announcement is sounded during an assembly, use all available exits; organize students in designated areas; and remain in area until notified.

h. At the sound of the "all clear" signal, a prolonged ringing of the bell, return to class or as instructed by the Principal, designee, and/ or designated staff member.

2. Reminders:

a. Keep students away from any vehicles or gas tanks near your designated area.

b. Maintain order in your area. Keep noise level down, so that important instructions can be heard.

c. Express to your students, the seriousness of the Fire Drill.

3. Responsibilities:

a. Primary: Custodian, Alternate: Meal Clerk/OA/Health aide, place Fire Watch card on all fire alarm prior to drill and remove card from fire alarm after all clear is announced.

b. Office Staff to announce "Fire Watch Drill" on PA system. If not a drill call Hoolehua Fire Department 567-6555.

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