

FIRE

1. If you discover a fire, alert the entire center, and call 911.
2. Tell your supervisor:
 - a. Where the fire is
 - b. How extensive it is
 - c. Type of fire if known (electrical, paper, chemical)
3. If you hear the fire alarm.
 - a. Immediately follow evacuation procedure.
 - b. Test closed doors with your hand. If they are hot, there is likely a fire on the other side of the door. If door or doorhandle is hot, use the alternate evacuation route.
4. After evacuation, and if fire is small and contained, one staff member should try to put the fire out with the extinguisher.
5. Stay in the evacuation area until the Emergency Charge instructs you to return.

NO ONE WILL RE-ENTER A BURNING BUILDING

NOTE: This section should be filled out for each classroom.

The closest pull box is:

The closest telephone is:

The closest fire extinguisher is:

The fire extinguisher must be recharged every year:

The closest exit is: _____

FIRE EMERGENCY CHARGE RESPONSIBILITY

1. Evacuation procedure!
2. Call Fire Department.
3. Check all areas (that you can check safely) to assure evacuation is complete.
4. Close doors and windows as you check if it can be done quickly.
5. Assure that the disaster kit is taken out.
6. Turn off gas.
7. Account for all children and personnel. (Teachers will have taken roll).
8. Determine if there are injuries.
9. Give instructions for First Aid. Assign someone to set up a station and treat the injured.
10. Direct firefighters to engulfed areas.
11. Have facility information ready for Fire Chief.
12. Direct paramedics to injured people.
13. If damage is extensive, initiate name tag procedure.
14. Dispatch someone to a phone to start calling parents/guardians of injured children and families of injured staff.
15. Determine if relocation is appropriate - follow procedure.
16. Advise everyone of what is going on.
17. Work closely with Fire Chief to coordinate efforts.