

## **Palouse Prairie Charter School**

### **NONINSTRUCTIONAL OPERATIONS**

**8320**

#### Fire Drills and Evacuation Plans

##### Goal

The Board of Directors 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

Regular Fire Drills are required for all occupants. The frequency shall be allowed to be modified in severe climates and the Director 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 stimulate 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 Charter School is at assembly, during the recess or gymnastic 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 Director and be prepared and maintained by the Charter School.

### Fire Evacuation 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;
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/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, relocating, or evacuating occupants.
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. Manual fire alarm boxes;
  - G. Portable fire extinguishers;
  - H. Occupant-use hose stations; and
  - I. 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.
  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 Director whether or not fire department response is required. All employees should be made aware of the location of the 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.

In the event of a fire:

1. If an emergency exists, activate the building alarm and contact the Director. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
  - A. If a minor fire appears controllable, immediately contact, or direct someone in the area to contact the Director.
  - B. On large fires that do not appear controllable, immediately activate the building alarm and contact, or direct someone to contact the Director. Close all doors while exiting the building to reduce oxygen and slow the spread of fire. Do not lock the doors!
2. Assist in the evacuation of the building. Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic.
3. If trapped on a second story or higher, hang an article of clothing out of the window to signal security officers. Anyone trapped in the room should remain close to the floor to avoid smoke.

During an evacuation, direct crowds away from fire hydrants and roadways, and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc. for persons who may be trapped inside. Do not attempt to rescue them. Notify fire department personnel.

Legal Reference: I.C. § 41-253 Adoption of International Fire Code  
I.D.A.P.A. 18.01.50 Rules of the Idaho Department of Insurance, Title 01,  
Chapter 50, “Adoption of the 2006 *International Fire Code*.”  
2006 Idaho Fire Code

Policy History:

Adopted on:

Revised on: 12/12/16