

EVACUATIONS

Building Evacuations:

- All building evacuations will occur upon notification from the Director.
- When the building evacuation is announced, leave by the nearest exit and alert others to do the same.
- ASSIST PEOPLE WITH DISABILITIES IN EXITING THE BUILDING.
- Once outside, proceed to the designated area (Parking lot exit on 57th Street).
- Keep street, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Know your assembly points (Parking lot exit on 57th Street).
- Familiarize yourself with evacuation plans posted in the building.
- DO NOT return to an evacuated building unless instructed to do so.
- IMPORTANT: After an evacuation, report to your designated assembly point area and remain in the designated area until an accurate headcount is taken.*

Campus Evacuation:

Evacuation of all or part of the school grounds will be announced by the Director or Acting Director.

- All persons are to immediately vacate the site in question and relocate to the designated area (Parking lot exit on 57th Street).
- *Designated Assembly Areas:
 - **508 Building – Paved parking lot at the end of 57th Street.**

EMERGENCY RESPONSE POLICIES AND PROCEDURES

FIRES:

A fire is the most likely disaster that may affect the school and is perhaps the most deadly one. The following measures should be reviewed and utilized in the event there is a fire at any location.

There are basically two types of fires: Minor fires, which can be extinguished with a fire extinguisher, and major fires, which require assistance from Fire Department Personnel. Both however, call for calm, immediate action by the person discovering the fire.

If you smell smoke or have any other indication of fire:

- Immediately contact the Director or Acting Director. Describe what you have observed and give your name and exact location.
- Alert others in the immediate area to prepare for evacuation and assist individuals who may need assistance in exiting the building.
- Wait outside the building for responding emergency personnel and be prepared to provide additional information and your observations.

If flames are observed:

- Upon discovery of a small fire, activate the nearest fire alarm
- Alarm pulls are locations:
 - **508 Building - in lobby on first floor next to men's restroom door and office door, on second floor next to room 205 and janitor closet, in the basement on wall beside library closet and a crossed from room B-1.**

Contact 9-1-1.

Fire Extinguisher locations:

- **508 Building – First floor in Main entrance, lobby next to office door, Rooms 101, 102, 103; on second floor in lobby, rooms 201, 202, 203, 204, and 205; in basement Room B-1, in lobby next to room B-1 door and library storage door, kitchen.**

If the fire gets out of control or you judge the fire to be too large to attempt to extinguish single-handedly, call for help immediately and leave the area.

Immediately evacuate the area. Call 9-1-1 and report the fire, giving information as requested by the dispatcher. Do not hang up until instructed to do so.

Fire Evacuation Procedures

If you hear an alarm sound:

- Evacuate the building immediately and assist people with disabilities in exiting the building.
- If smoke is present, keep low to the floor.
 - Before opening the door, feel the upper portion of the door. If the upper door or doorknob is hot, **DO NOT OPEN THE DOOR.**
- If the door or doorknob is not hot, brace yourself against the door and open it slightly.
- If heat or heavy smoke is encountered in the corridor, close the door and stay in the room.
- Keep the door closed, and if your windows are the type that can be raised or lowered, open the top slightly to let out the heat and smoke, open the bottom slightly to let in fresh air.
- Seal the cracks around the door with clothing, tape, or other material, soaking it in water if available.
- Hang an object out the window, such as a shirt, jacket, towel or anything that will attract attention.
- If you can leave the room, close the doors behind you as you move to the nearest exit or stairway. This will hinder the spread of smoke and fire and lessen the damage.
- If the nearest exit is blocked, go to an alternate exit. If all exits are blocked, go to a room furthest from the fire, close the door and follow procedures listed above.
- After leaving the building, **DO NOT RE-ENTER.** Stay clear of responding emergency equipment and personnel.
- **DO NOT** attempt to return to the structure to retrieve any items until the building is cleared by either school officials or the fire department.