



SCHOOL EMERGENCY POLICY (Old Airport Branch)

Students, faculty and administrators can prepare themselves for emergencies at school in several ways, from conducting regular, emergency-specific drills to make sure the building's infrastructure is up to code. When emergencies do happen, schools need to know how to respond appropriately and recover as quickly and effectively as possible.

Warning and Alerts

Schools typically have a strong warning system in place for fires that will set off alarms throughout the building, turn on a sprinkler system and contact emergency services. Anyone on campus can pull manual fire alarms as well. Always be prepared to evacuate the building immediately, even if you can't see or smell the fire. We have Fire Marshalls Committee as part of the safety team and they have proper and certified training. Fire Marshalls Committee will immediately take action to check and assist students, teachers and all staff to evacuate the building. Fire Evacuation/Exit Plan are posted all around the building.

Getting Prepared

Whether a fire threat comes from inside or outside the building, student and staff safety is the top priority. Smart planning and preparation for various types of fire threats can help schools prevent fires and when prevention is not possible, respond to them appropriately.

- **Plan ahead** – Make sure a sound evacuation and response plan are in place before school begins. The plan should be understood by everyone involved and straightforward in its implementation.
- **Fire Marshalls Committee** - Insures the safety in all areas, check to see if all safety recommendations are being followed. This includes having the proper number of sprinklers, fire alarm pulls, smoke detectors and fire extinguishers in the building.
- **Prominently display Fire Evacuation/Exit Plan**—Laminated fire evacuation/exit plan displayed in prominent places, such as right inside main doors, can help firefighters navigate the school in an emergency.
- **Choose a meeting place** – A fast-moving fire can create chaos, and some students might get separated. Make sure everyone knows where to meet outside, such as a particular parking lot.
- **Provide clear instruction** – Before the first fire drill, make sure all students understand what they must do and why. Go over the rules of evacuation. Go further by practicing “stop, drop and roll.”
- **Practice fire drills** – This should be done at least twice per semester. Help student stay calm by reminding them that it is a drill and that they know what to do.



- **Encourage drills at home** – Reminds student that drills should be practiced at home as well. Teaching them the basics of getting low, touching the door handle before opening a door and how to “stop, drop and roll” can help them educate their family members.