

Regulation 8210R.2

Instruction

SCHOOL BUILDING FIRE EMERGENCIES

Overview

The safety of all persons is the priority. Steps to be taken in preparation for and in response to fire emergencies are described in law, in Commissioner's Regulations, in the District's *Emergency Management Plan* and *Quick Reference Guide*, and in these regulations. District and building level administrators are responsible for knowing all pertinent procedures, for communicating and coordinating roles and responses with one another and with outside agencies (police, fire, etc.), and for preparing staff and students to respond quickly and safely to emergencies. In addition, with the safety of individuals as the overarching concern, administrators are authorized and expected to apply situational judgments to the unique situational variables that any emergency may pose.

Preparation and Drill

1. Building and district level administrators, along with officials from the police and fire departments, will review respective emergency roles and assure clarity of understanding.
2. Building administrators will instruct students and staff in the following:
 - a. Procedures to follow in fire emergencies or drills
 - b. The seriousness with which emergencies/drills must be regarded
 - c. How communications will occur once a drill or emergency is under way.
3. Building administrators will designate areas outside the building to which students, staff, and other building occupants will report during building evacuations.
4. Pursuant to Education Law 808, building administrators will conduct at least eight (8) fire drills between September and December 1, and an additional four (4) drills during the school year.
5. Students will be specifically informed of their responsibility for strictly following drill/emergency procedures, and that disciplinary consequences may result from infractions.
6. Building administrators will develop procedures and assign roles for evacuating the disabled, and for assuring that the building is cleared and that vital communications channels are functional during fire drills/emergencies.
7. For each building, building and district administrators must have a plan for protecting students and staff from inclement weather during emergencies. Administrators must also be prepared to communicate the activation of that plan quickly and effectively to all involved.

Actual Emergencies

1. In a fire emergency, (or suspected emergency), *anyone* is authorized and expected to pull and alarm without delay or hesitation.
2. All persons not assigned specific drill/emergency roles must evacuate the building immediately, proceed to designated areas, and await further directions.

3. Teachers in class will lead their students and take their class registers. Teachers or other staff not in class at the time will evacuate the building and assist in student supervision.
4. Designated staff members will assure the building is cleared and carry out other roles as assigned (e.g., evacuation of disabled).
5. Building and district administrators will collaborate with fire officials in locating the source of the emergency.
6. Fire officials will determine when it is safe to re-enter a building and will inform the administrator(s). Administrators will activate the all-clear signal.
7. In the event of inclement weather, administrators will activate and communicate the procedures for sheltering students and staff.

Established: 1999

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