


MSAD #75 Safety and Health Program	<small>LOCATION</small> MSAD 75 School District	<small>PROCEDURE NUMBER</small> MSAD-75-003
	<small>TITLE</small> Safety	<small>DATE</small> 01/07 Rev 1
	Fire Safety & Emergency Evacuation Plan	1910.38 & 1910.39

FIRE SAFETY & EMERGENCY EVACUATION PLAN
Table of Contents

- I. Upon discovery of fire or smoke**
- II. Life Safety Strategies**
- III. Evacuation**
- IV. The Following Have Special Evacuation Criteria**
- V. Evacuation of Disabled**
- VI. Relocation of Students**
- VII. Evacuation Routes:**
- VIII. Fire Hazards Present:**
- IX. Personnel Responsibilities**
- X. Fire/Evacuation Drills**

Reference - MSAD 75 Board Policies
GBE Safety Policy

 MSAD #75 Safety and Health Program	LOCATION MSAD 75 School District	PROCEDURE NUMBER MSAD-75-003
	TITLE Safety	DATE 01/07 Rev 1
	Fire Safety & Emergency Evacuation Plan	1910.38 & 1910.39

I. Upon discovery of fire or smoke:

1. Sound the building's fire alarm. This is done by pulling the nearest fire alarm station. If no fire alarm pull station is close, call the switchboard/operator.
2. Evacuate students and staff according to routes posted in the classroom.
3. Close all classroom and office doors (do not lock doors).
4. Teachers are responsible for accounting for all students. Teachers should take class roster with them when evacuating.
5. Call the fire department by dialing 911.
6. Meet the fire department upon arrival
7. Building re-entry can occur when authorized by fire official in charge or it has been determined that no emergency exists.

II. Life Safety Strategies:

- Total Building Evacuation **(this would be the default choice).**
- Total Building Evacuation with "safe rooms" for disabled.

III. Evacuation:

1. Upon activation of the fire alarm or discovery of smoke or fire, all persons shall evacuate in accordance with the fire evacuation plan.
2. Some staff may stay in the building to perform certain functions as long as it is safe for them to do so.

IV. The Following Have Special Evacuation Criteria:


1. Disabled persons may be taken to "Areas of Refuge" as outlined in the school evacuation plan.

V. Evacuation of Disabled:

1. Upon activation of the fire alarm system, disabled persons are to be moved outside the building or to "Areas of Refuge" inside the building (if not on ground level).
2. Elevators cannot be used during fire emergencies or drills

VI. Relocation of Students:

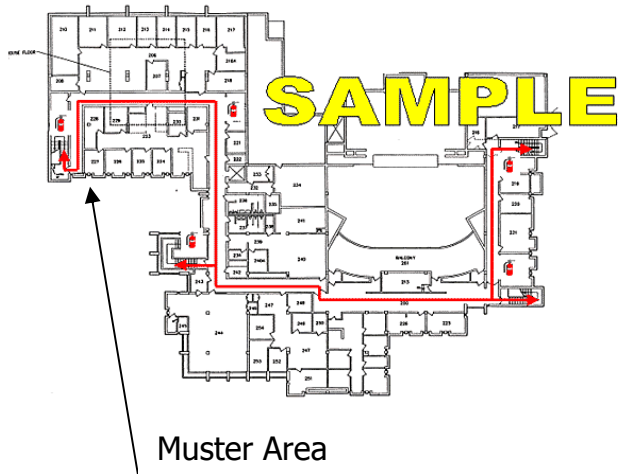
1. Should the fire or other emergency cause the building to be uninhabitable, transportation for students and staff is accomplished by contacting the transportation department
2. A primary relocation center shall be established
3. Secondary relocation center maybe identified.

 MSAD #75 Safety and Health Program	LOCATION	PROCEDURE NUMBER
	MSAD 75 School District	MSAD-75-003
	TITLE	DATE
	Safety	01/07 Rev 1
	Fire Safety & Emergency Evacuation Plan	1910.38 & 1910.39

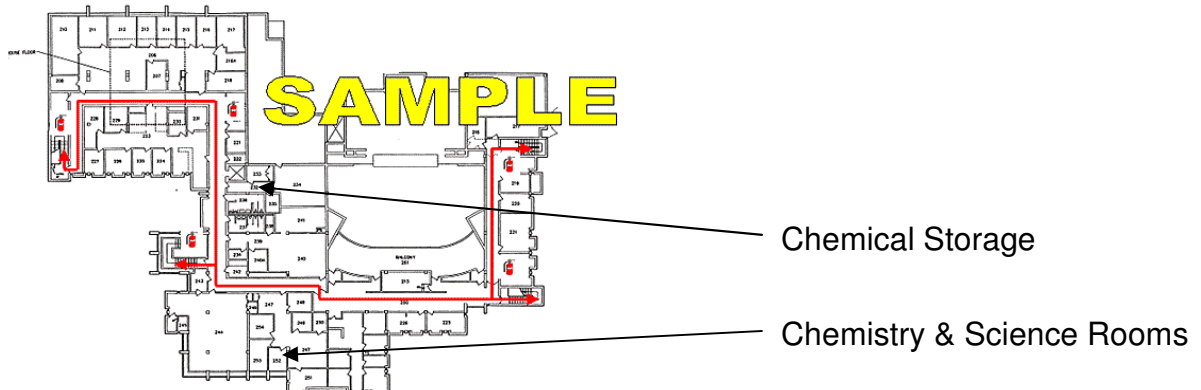
- NOTE: Depending on the number of students and staff, the relocation centers may not be able to accommodate everyone. A determination should be made beforehand as to who goes where if multiple sites are needed (i.e. K-4th grades go to another school; 5-6th grade go to a community center).


4. A person shall be responsible for media notification and contact.

VII. Evacuation Routes: A floor plan showing exits, fire protection, utility shut-offs, and areas of muster.



VIII. Fire Hazards Present: Identify location of fire hazards – kitchens, boiler rooms, shops, labs, etc.>



 MSAD #75 Safety and Health Program	LOCATION MSAD 75 School District	PROCEDURE NUMBER MSAD-75-003
	TITLE Safety	DATE 01/07 Rev 1
	Fire Safety & Emergency Evacuation Plan	1910.38 & 1910.39

IX. Personnel Responsibilities:

1. Teachers:
 - Go over evacuation plan at beginning of school year with students,
 - Signal the students to evacuate upon hearing the fire alarm or seeing smoke or fire,
 - Bring class roster for student accountability,
 - Close doors to classrooms or offices upon evacuating (do not lock the doors),
 - Ensure that all students are evacuating (you may need to check restrooms and other contiguous rooms),
 - Assemble at designated point outside the building,
 - Account for all students,
 - Report any missing students to Principal/Building Supervisor.

2. Other Staff:
 - Evacuate building using the closest exit,
 - Perform other duties as specifically outlined in this plan or as directed by Principal.

3. Principal / Administrator:
 - Ensure activation of alarm,
 - Ensure evacuation of students and staff,
 - Ensure notification of fire department,
 - Ensure that staff are following the fire safety and evacuation plans,
 - Assist the fire department and other emergency responders,
 - Advise the following of the situation (as time permits):
(Superintendent, insurance company, etc)
 - Building Custodian:
 - Determine location of incident (from fire alarm system),
 - Meet fire department
 - Act as liaison with fire department,
 - Provide access to all areas for firefighters.

X. Fire/Evacuation Drills

- In order to protect the health and safety of students and staff and in compliance with the provisions of the Life Safety Code, schools at all levels, K-12, are required to hold two fire drills during the first two weeks of school. State of Maine requires 10 fire drills to be conducted during the school calendar year. Results shall be recorded and

MSAD #75 Safety and Health Program	<small>LOCATION</small> MSAD 75 School District	<small>PROCEDURE NUMBER</small> MSAD-75-003
	<small>TITLE</small> Safety	<small>DATE</small> 01/07 Rev 1
	Fire Safety & Emergency Evacuation Plan	1910.38 & 1910.39

deficiencies noted and corrected.

Each building principal, in cooperation with local fire officials, will develop procedures designed to accomplish the evacuation of school buildings as quickly and efficiently as possible.

Principals shall keep a record of all fire drills held in their schools, stating the date and time the drill was held and the time required for evacuation of the building. This information will be reported to the Superintendent or his/her designee after each drill. Fire officials will be notified before each drill.

Staff members will receive an annual orientation to this plan, and the emergency evacuation routes will be prominently displayed in each classroom. At the beginning of each school year, Principals will ensure that each teacher acquaints the students under his/her care with the designated evacuation routes.