

To prepare students and personnel to promptly and safely respond to fires or other disasters, the superintendent or designee will be responsible for formulating an emergency plan for the evacuation of all occupants from each of the district's school buildings.

DISTRICT EMERGENCY PLAN

The district's emergency plan will include the following:

- Procedures for reporting emergencies to the proper responding agencies;
- Procedures for notifying, relocating, or evacuating students, personnel, and other occupants of the building(s);
- Assigned staff duties during emergencies;
- Floor plans including the locations of portable fire extinguishers, other fire extinguishing equipment, manual fire alarm pull stations, and fire alarm control panels; the primary and secondary evacuation routes for each classroom and other areas of occupancy; and locations of interior refuge; and
- Site maps identifying the designated exterior assembly area for each evacuation route.

The district's emergency plan will be submitted to the local fire department for review and input. The superintendent or designee will review and update the emergency plan annually and when structural or occupancy modifications occur.

DUTIES, ASSIGNMENTS AND TRAINING

All school personnel will be trained to perform assigned duties during emergency and evacuation drills. Training will be part of a new employee orientation and will occur at least yearly thereafter. Training will address the following:

- The employee's assigned duty(ies);
- Identification of evacuation routes, refuge areas (interior as well as exterior), and exterior assembly areas;
- Procedures for leading groups of students or assisting individual students to evacuate;
- The locations and proper use of portable fire extinguishers;
- Fire alarm signals; and
- Emergency action(s) which may be required for potential emergency conditions.

- Each teacher/adult must assure that all electrical equipment is shut off before leaving a room.
- Teachers are to bring grade books and check rolls when the class is in the assigned evacuation area. The name of any student not accounted for will be immediately reported to the Building Administrator.

Each school principal or designee has the general responsibility to daily inspect exit facilities to ensure that stairways, doors, and other exits are in proper working condition. Any condition likely to interfere with the safe egress should be corrected immediately. If not possible, then the condition should be reported at once to the proper authority. Particular attention should be given to:

- Keeping all doors unlocked during school hours;
- Keeping doors that protect evacuation paths (e.g., doors on stairway enclosures) closed; under no circumstances are they to be blocked open;
- Keeping outside stairs and fire escape stairs free from all obstructions and clear of snow and ice; and
- Keeping outside exit doors free from any materials that would interfere with rapid escape from the building(s).

EMERGENCY EVACUATION/FIRE DRILLS

Each school building's principal or designee will implement, schedule, and carry out evacuation/fire drills in compliance with the emergency plan.

Evacuation/fire drills are to be conducted at least once each month when school is in session and are to include the complete evacuation of all persons (all students, personnel, and visitors) from the building(s), or portions of the building(s) used for educational purposes. The first Fire Drill of the school year must be completed within ten days of the beginning of classes.

Identified special needs of students and personnel will be considered, analyzed, and incorporated into the school's emergency plan. The drills must include suitable procedures to ensure that all people subject to the drill are able to participate. The drills may be postponed during episodes of severe weather.

Fire drills are to be conducted in a manner that requires the procedures set forth in the emergency plan are followed. During the fire drill the orderly evacuation of the building(s) is to be emphasized over the speed of the evacuation. Fire drills are to include a review of the emergency plan and the manner in which personnel completed their assigned duties.

Fire drills are to be conducted at varying times and simulate the varying conditions that might be encountered in a real fire emergency.

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.

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 have 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.
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.
 - 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
 - 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 personal responsible for maintenance, housekeeping, and controlling fuel hazard sources.

RECORDS

Records shall be maintained of emergency 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.
9. Time required to accomplish a complete evacuation.

These records are to be made available to the fire department for review.

Cross Reference : District Crisis Plan Manual



LEGAL REFERENCE:

Idaho Code Section 33-512, 41-253
IDAPA 08.02.03.160
IDAPA 17.10.01
IDAPA 17.10.08
IDAPA 18.01.50
Life Safety Code Handbook, 2000
Uniform Fire Code, 1997
2006 Idaho Fire Code

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