

Shoreline Schools - Emergency Procedures

Fire or Fire Alarm

SCHOOL RESOURCES

- School Evacuation Plan
- Inclement Weather Procedures

COMMUNITY RESOURCES

- Fire Department/EMS
- Rescue/Ambulance
- Building Official and Fire Marshal
- Insurance Company Representative

RESPONSE ACTIONS

1. Upon detection of smoke or fire or a report of a fire, sound fire alarm immediately; **Call 9-9-1-1**. If alarm is activated from an unknown source, proceed as if there was an actual fire.
2. Evacuate building using the established Fire Evacuation Plan.
3. Investigate source of fire or alarm activation within scope of training. If alarm is activated from an unknown source, proceed as if there was an actual fire. Trained persons may use fire extinguishers to control small fires only if it can be done without injury to staff or others.
4. Implement Building Emergency Plan.
5. Establish an Incident Command Center at a safe location.
6. Notify Superintendent's Office.
7. Complete Incident Report Form. If injury or damage has occurred, refer to Medical Emergency or Multiple Casualty Incident Procedures.
8. Make recommendation on cancellation or resumption of routine school operations.
9. Develop and implement a Community Notification Plan.

RELATED RESPONSE EMERGENCIES

Type of Emergency

- Explosion
- Hazardous Materials Incident – On Site
- Medical Emergency
- Multiple Casualty Incident
- Power Outage – Utilities Disruption