

Fire Evacuation and Safety Plans

404.3.1. Fire Evacuation Plans

1. Please refer to building layout plans to view each classroom's evacuation route. Each layout will be taped next to the front door and next to the back emergency door in Classroom A.
2. Discovery does not have any critical equipment to operate prior to evacuation.
3. Teachers must take attendance in the morning and keep their attendance records close to the exit. At the time of an emergency or fire drill, the lead teacher will take the attendance chart outside and take the classroom's attendance (including the teachers). The Directors (Alex or Mike Dlott) will account for all employees and check in with teachers about students after evacuation.
4. In each classroom, the lead teacher as well as Alex Dlott (the Director) is responsible for rescue or emergency medical aid at the time of an emergency.
5. The preferred method of notifying the school of a fire is the fire alarm. The alternative method is a whistle. If staff members hear a whistle, they must evacuate the school.
6. The preferred method of reporting fires to the fire department is the fire alarm. The alternative method is calling 911 on our Discovery phone or the Director's cell phone. In the case of any non-fire emergency, our staff will call 911 using our Discovery phone (primary) and a cell phone (alternative).
7. Please contact Alex or Mike Dlott (Directors) for further information or explanation of duties under the plan.

404.3.2 Fire Safety Plans

1. At the time of a fire, the fire alarm will ring. An alternative procedure will be calling 911 on our landline.
2. In the case of a fire, teachers will line up students near the emergency exit door. Each student will hold their ring (a strand of connected 10 rings to keep kids safe outside) inside the classroom, as they walk outside and at the assembly point. Before exiting, the teachers will take their attendance sheets, emergency contact information for students, and emergency/first aid bags. One teacher will lead the line and the second will stay at the end of the line and the class will exit. If any child needs to be carried the teacher in the back of line will do so. If more than 1 child needs to be carried, both teachers will carry children outside. The class will quietly walk to their assigned assembly point. Teachers will take attendance once they have reached their assembly point. Teachers will stay in their assembly point until it is clear to go back inside or dismiss students from the assembly point if that is necessary.
3. Please refer to site plans for the following:
 - a. The occupancy assembly point
 - b. Location of fire hydrants
 - c. The normal routes of fire department vehicle access
4. Please see floor plans 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
5. The Directors, Alex and Mike Dlott, will be responsible for maintenance of systems and equipment installed to prevent or control fires.