

Urban Pathways K-5 College Charter School

Board of Trustees Policy

FIRE DRILL POLICY AND PROCEDURES

The Board of Trustees (“Board”) of the Urban Pathways K-5 College Charter School (“Charter School”) recognizes that it is important that the students understand fire safety and evacuation procedures.

The purpose of fire drills is to prepare building staff, students, and visitors for an organized evacuation in case of a fire or other emergency. Fire drills are also an opportunity to systematically identify various fire safety issues as to:

- Allow occupants to familiarize themselves with drill procedures, the location of fire exits, and the sound of the fire alarm.
- Identify problems with the fire alarm system and its components.
- Determine if additional equipment is necessary.
- Monitor evacuation of the building to assess effectiveness, efficiency and safety.
- Document the amount of time it takes to evacuate a building and compliance with drill procedures.
- Ensure Charter School compliance with state and local statutes, laws, and regulations.

When a fire drill is always held in the same way and at the same time, it loses much of its value. When an actual fire happens, and the students cannot follow the exact procedure they have practiced repeatedly, panic may ensue. Therefore, drills should be carefully planned to simulate actual fire conditions. Not only should they be held at varying times, but also students should use different means of exit.

Fire exit drills should be designed to familiarize the occupants with all available means of exit, particularly emergency exits that are not habitually used during the normal

occupancy of the building. Every fire exit drill shall be an exercise in school management for the principal and teachers.

The chief purpose of every drill shows control of classes so that the teachers will form its ranks quickly and silently, halt, turn, or direct it as desired. Great stress shall be laid upon the execution of each drill in a brisk, quiet, and orderly manner.

Running shall be prohibited.

If for any reason a line becomes blocked, some of the students should be taken to another exit in order to prevent panic conditions arising because of inactivity.

In exiting the building, the "Building Evacuation" plan should be followed.

- All visitors shall leave the building immediately following a fire alarm signal.
- Emergency Evacuation Route Maps are posted in each classroom, storage area, meeting room and office. Directions cover the primary evacuation route only. Should this route be blocked, teachers and/or administrators are to lead the children to the nearest safe exit.
- All windows must be closed prior to departing rooms. Once the class has departed the room, the door should be closed.
- During the evacuation, all students are to be in line and silent.
- All teachers, including specialists are to bring their roll book with them as they depart the school.
- Students, staff and visitors will re-enter the building promptly and in orderly fashion when instructed after the drill is completed.

Fire Drills are:

- Unannounced;
- Held monthly per PA Public School Code 24 P.S. § 15-1517;
- Scheduled at various times, but when most occupants are in the building; and
- Well documented.

Charter School Fire Drill Procedure:

1. All directions are to be posted in every classroom.
2. During evacuation, all students are to be in line and silent.

3. All teachers, including specialists, are to bring roll book with them as they depart the school.
4. Directions cover the primary evacuation route only. Should this route be blocked, teachers are to lead children to the nearest safe exit.
5. In an actual evacuation of the school, not a drill, classes will be taken to the David L. Lawrence Convention Center after directed to do so by an Administrator.
6. Close windows.
7. Close doors after departing rooms.
8. Once the class is out of the building and in their designated area, the teacher should take roll making sure all students are present.
9. Once a complete search of the building has determined that no students are in the building and the Chief Executive Officer (“CEO”) gives the all clear signal, the teachers and students may return to their classrooms.

Specific Duties (to be modified according to Charter School’s procedures)

CEO/Principal	Checking front area Internal supervision
Vice Principal:	Collect attendance from classes and report to the CEO/Principal
Designated Teacher:	Check special education
Designated Teacher:	Check bathrooms
Designated Teacher:	Check classrooms
Facilities Manager	Proper maintenance of all appliances for extinguishment of fires and free use of fire exits.

Charter School Fire Drill Maps

Everyone should know closed location of fire alarm boxes and how to operate them.

Should be posted in a highly visible area in every classroom, storage area, meeting room and office.

- Copy of full school floor plan with the following:

- identified hazards--for potential explosion;
 - fire alarms; and
 - fire extinguishers;
- Set of “You’re Here” and evacuation route for all classrooms;
 - Assigned evacuation designations for Charter School rooms;
 - Set of “You’re Here” and evacuation route for all classrooms;
 - Assigned evacuation designations for the Charter School classroom line organization;
 - Fire Safety Training for the Charter School Staff;
 - Everyone should know how to operate the fire extinguisher and fire hoses.
 - Everyone should have a clear understanding of his or her roles and responsibilities.

Fire Safety Training for Charter School Staff:

- Staff should know how to operate the fire extinguisher and fire hoses.
- Staff should have a clear understanding of their roles and responsibilities.
- Staff should know the location of fire alarm boxes and how to operate them.

Duties of Fire Discoverer - RACE

- Rescue Remove all people from immediate danger.
- Alarm Pull the nearest fire alarm.
- Contain Contain the fire by closing any doors that will isolate it. Analyze the situation and determine if the fire is controllable.
- Extinguish If fire is controllable; attempt to extinguish it with a fire extinguisher.

Evacuate Orderly remove all students and staff from the area.

Person on Fire

1. Yell to the victim to STOP, DROP and ROLL.
2. Do not allow victim to run.
3. Roll victim to put out fire or throw a blanket to smother flames.
4. Inform other occupants to leave the immediate area:
 - Designate someone to inform office and nurse of the situation
 - The office should immediately call 9-1-1 for medical backup
5. Perform necessary immediate first-aid on the victim:
 - Smother fire by rolling the victim on the ground
 - Deluge with water
 - As a last resort, spray with dry chemical fire extinguisher
6. After the fire is extinguished, remove hot and smoldering clothing careful not to remove skin along with clothing from the victim.
7. Cool the victim with water or ice packs. Go to emergency shower if close by.
8. Submit an incident report to the main office.

Bus Drills

If the Charter School is or will be using or contracting for school buses for the transportation of children, two emergency evacuation drills on buses during each school year are to be conducted on Charter School grounds. The first is to be conducted during the first week of the first school term and the second during the month of March, and at such other times as the CEO may require. Each bus drill shall include the practice and instruction concerning the location, use and operation of emergency exit doors and fire extinguishers and the proper evacuation of buses in the event of fires or accidents.

Reporting

As required by law, on or before the tenth day of April of each year, the CEO shall certify to the Department of Public Instruction that the required emergency evacuation drills have been held.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.