

COUNCIL ROCK SCHOOL
DISTRICT

ADMINISTRATIVE
REGULATIONS

PLAN OF ACTION IN THE EVENT OF A FIRE OR DISASTER

Implementation Fire/Disaster Procedures

In the event of a fire, or should a disaster occur, the principal's first attention should be given to notifying the local fire company and evacuating all pupils and other persons from the building. A double check should be made of all rooms, including the basement, activities rooms, etc. This includes other buildings contiguous to the one on fire.

The principal should appoint one (1) responsible teacher to maintain liaison with the student body. This person is to be in direct charge of the student body. This designation is to be announced to all professional and supportive staff members at the first appropriate opportunity.

The secretary is to call the Superintendent's office immediately. The Superintendent's staff shall:

1. Notify all central office administrative staff.
2. If the situation requires, contact local hospitals, ambulance service(s), and local police departments.
3. Notify other fire companies nearby and alert them to the situation.
4. Notify the district maintenance staff and direct them to report to the building immediately.
5. Contact the transportation contractor and alert him/her to the situation for possible early dismissal and/or relocation of student body.
6. Call the district's insurance agent and alert him/her to the situation. Relay any information or advice s/he might give to the appropriate parties.
7. Call the President of the Board and chairperson of the building committee.
8. Notify the remaining Board members as more information becomes available.
9. Call other building principals and alert them to the situation.

The principal, building custodian(s), and maintenance staff should know where electrical power can be shut off. After pupils and all personnel are evacuated, the custodian is to cut the power. This switch must be clearly marked. Upon the arrival of fire company, the fact that the electrical power has been deactivated is to be conveyed to the fire chief in charge.

The building custodian is to keep the area around the building(s) as free as possible so that fire department vehicles will have no difficulty reaching the fire. Upon the arrival of the firefighters, the custodian should direct them to the fire.

The principal shall consider removing the pupils from the scene to an alternate area (example: nearby church, municipal building, etc.) and/or possible early dismissal.

Having pupils in another building removed from the fire area will expedite transportation, since buses will in all probability not be permitted near the fire area.

All classroom teachers should have their roll book with them and take roll after the pupils have been evacuated. A report of attendance must be made to the teacher in charge.

Parents are to be discouraged from entering a disaster area. If parents or other outsiders enter the scene and create problems, police authorities should be summoned to correct the situation.

Use of alternate facilities will, in all probability, necessitate plans being made to establish space as make-shift classrooms should regular rooms become unusable. The Superintendent and the building principal should include in such plans the following:

1. Find suitable temporary quarters.
2. Alert teachers to change.
3. Arrange for books and equipment at temporary quarters.
4. Arrange for feeding pupils (this might require transportation).
5. Arrange for custodial services.
6. Arrange for special classes.
7. Notification to parents.

Custodians and other personnel may be used to remove supplies, records, equipment, and other movable items provided that:

1. A person's safety would not be endangered.
2. This action would not interfere with the firepersons on the scene.

3. Permission has been granted by the fire company in charge.

The building principal should:

1. Note time fire/disaster was apparently discovered, by whom, and at what location.
2. The time fire personnel arrived.
3. Note which companies responded.

No clean-up should be attempted until the Superintendent gives clearance. A check must first be made with:

1. Insurance agent.
2. Fire chief.

The appropriate building principal should write appropriate "thank you" notes to responding fire companies and other individuals.

The Superintendent and/or staff will also write "thank you" notes to appropriate parties on behalf of the school directors.

The Superintendent and staff will prepare a summary report for the Board.

Implementation of Disaster Press Policy

The Superintendent or designee shall contact the news media and shall be responsible for making certain that the story is related objectively. The media shall be given all available facts on the emergency.

The Superintendent and/or his/her designee shall have complete responsibility for establishing an on-the-scene press headquarters. Only these school district personnel shall release information to the media. They shall determine whether they should guide media representatives or select qualified guides. Under NO circumstances shall individuals or groups be permitted to wander around the facility unless permission has been granted by the Superintendent and only when the area has been cleared by the local fire authorities. In such event, a written pass signed by the Superintendent or his/her designee shall be provided for identification purposes.

Estimates of damages shall be made only by the Superintendent with the assistance of the building principal and in cooperation with proper civil authorities and the district's insurance agent.

The Superintendent and his/her staff shall arrange to have photographs taken for school purposes.

A press conference with the Superintendent, President of the Board, building committee chairperson and building principal shall be arranged in case of a major disaster. Subsequent statements or news releases shall be provided for the communications media.

The following information shall be obtained and made available:

1. The time, cause(s) if known, and location of the emergency.
2. The number of persons involved and extent of the damage.
3. The effect upon instruction and remedial steps being taken or planned.
4. The names and addresses of those persons who might have been injured.
5. A brief history of the facility involved.

Only established facts shall be released. Strict impartiality shall be observed in your contact with representatives from competing newspapers and radio or television.

Outline for Summary Report of Building Fire or Disaster

1. Fact that there was a fire.
 - A. Exact location
 - B. Time and date discovered
2. Which fire companies responded and their arrival time
3. Student body and employe evacuation time
4. Probable cause(s)
5. Assessment of damage
 - A. Personal casualties
 - B. Building
 - C. Building contents
6. Damage repair
 - A. Estimate of time to complete repair and cost data
 - B. Replacement of building contents
7. Insurance coverage
8. Miscellaneous items
 - A. Rumors
 - B. Implications regarding future fire prevention and safety measures