

## **Bruneau-Grandview School District #365**

### **NON-INSTRUCTIONAL OPERATIONS**

District Policy 8320

#### District Safety and Emergencies

##### Goal

To create a district wide procedure for district safety and emergency operations. The procedures will train staff and students and provide a metric for evaluation of tasks.

##### Frequency

1. **Fire Drill.** Drills are required for all occupants. Each campus will conduct monthly fire drills, with the first drill completed within ten days of the beginning of class.
2. **Reverse Evacuation Drill.** Drills are required for all occupants. Each campus will conduct monthly reverse evacuation drills, with the first drill completed within ten days of the beginning of class.
3. **Lock Down Drill.** Drills are required for all occupants. Each campus will conduct a quarterly lock down drill, with the first drill completed within 30 days of the beginning of class.
4. **Hall Check Drill.** Drills are required for all occupants. Each campus will conduct a quarterly lock hall check drill, with the first drill completed within 30 days of the beginning of class.

##### Time of drills

Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur. For example, different hours of the day or evening, during the changes of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.

##### Assembly Points

Outdoor assembly areas shall be designated a safe distance from the building being evacuated to avoid interference with fire department operations and to provide for the safety of the students and staff. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

## Record Keeping

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

### Section 1. Fire and Evacuation

Removing students and staff from dangerous situations inside of a building.

### Section 2. Reverse Evacuation

Removing students and staff from dangerous situations outside of a building, back into the security of a building.

### Section 3. Lock Down

Immediately securing students and staff in spaces in response to imminent or active violence in the school. Classroom instruction cannot continue during a lock down.

### Section 4. Hall Check

Immediately securing students and staff in response to potential threat to students, staff, and/or visitors, this may include, but not limited to, a disruptive person, an unknown person on campus, out of control student, a medical issue, or any other unknown situation in and around a school building. Classroom instruction may continue during a hall check.

## Section 1

### Fire Safety and Fire Evacuation Plans

Fire safety and evacuation plans, emergency procedures, and employee training programs shall be approved by the fire code official and be prepared and maintained by the school.

### Fire Evacuation Plan

The District shall ensure the safety and health of students and staff by having in place at all times an emergency evacuation plan. The District will cooperate and coordinate with city, county, and State emergency personnel. The District shall review its emergency evacuation plan annually to

determine whether the procedures in place require modification. The Plan will be posted in the District office as well as in every school building in the District. The Plan will be provided to each staff member at the beginning of the school year. In addition, the District will educate parents and patrons in the District by providing periodic information regarding the Plan.

The evacuation plan must include:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or with a defend-in-place response;
2. Procedures for employees who must remain to operate critical equipment before evacuating;
3. Procedures for accounting for employees and occupants after the evacuation has 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; and
8. A description of the emergency voice or 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 and evacuating occupants or for a defend-in-place response
3. Site plans indicating the following:
  - A. The occupancy assembly point;
  - B. The location of fire hydrants; and
  - 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. Exterior areas for assisted rescue;
  - G. Manual fire alarm boxes;
  - H. Portable fire extinguishers;
  - I. Automatic External Defibrillator (AED);
  - J. Location of building utilities shut off;
  - K. Occupant-use hose stations; and
  - L. 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; and
  7. Identification and assignment of personnel responsible for maintenance, housekeeping, and controlling fuel hazard sources.

#### In the Event of a Fire

All incidents of unintentional fires will be reported to the building principal whether or not fire department response is required. All department heads, supervisors, etc. will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of the location of the fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of emergency evacuation routes for their work area, the location of the fire exit windows, etc.

In the event of a fire:

1. Promptly direct the charge of the fire extinguisher toward the base of the flame. If an emergency exists, activate the building alarm and contact the building principal.
  - A. If a minor fire appears controllable, immediately contact, or direct someone in the area to contact, the building principal.
  - B. For large fires that do not appear controllable, immediately activate the building alarm and contact, or direct someone to contact the building principal. Close all doors while exiting the building to reduce oxygen and slow the spread of fire. Do not lock the doors!

2. Assist in the evacuation of the building. Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic.

During an evacuation, direct crowds away from fire hydrants and roadways, and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc. for persons who may be trapped inside. Notify fire department personnel.

## Section 2

### Reverse Evacuation Plan

The District shall ensure the safety and health of students and staff by having in place at all times a reverse evacuation plan. The District will cooperate and coordinate with city, county, and State emergency personnel. The District shall review its plan annually to determine whether the procedures in place require modification. The Plan will be posted in the District office as well as in every school building in the District. The Plan will be provided to each staff member at the beginning of the school year. In addition, the District will educate parents and patrons in the District by providing periodic information regarding the Plan

## Section 3

### Emergency Lock Down Plan

The District shall ensure the safety and health of students and staff by having in place at all times an emergency lock down plan. The District will cooperate and coordinate with city, county, and State emergency personnel. The District shall review its plan annually to determine whether the procedures in place require modification. The Plan will be posted in the District office as well as in every school building in the District. The Plan will be provided to each staff member at the beginning of the school year. In addition, the District will educate parents and patrons in the District by providing periodic information regarding the Plan

## Section 4

### Hall Check Plan

The District shall ensure the safety and health of students and staff by having in place at all times a Hal Check plan. The District will cooperate and coordinate with city, county, and State emergency personnel. The District shall review its plan annually to determine whether the procedures in place require modification. The Plan will be posted in the District office as well as in every school building in the District. The Plan will be provided to each staff member at the

beginning of the school year. In addition, the District will educate parents and patrons in the District by providing periodic information regarding the Plan

Each District campus shall have an emergency procedure in support of this policy. The procedures shall be labeled as follows: Rimrock – 8320 P-1, Grandview - 8320 P-2, Bruneau – 8320 P-3.

Legal Reference:	I.C. § 41-253	Adoption of International Fire Code
	IDAPA 08.02.03.160	Safe Environment and Discipline
	2012 Idaho Fire Code	

Policy History:

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