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School District of Philadelphia

Policy and Procedures

Subject	Fire Safety
Classification	In Case of Fire, Smoke, Unusual Odors, or Fumes
Date Issued	April 1997
Policy Number	110.0
Issued by	THE OFFICE FOR SCHOOL SAFETY
Supersedes	Policy & Procedure 110.0
Review Before	November 1986

THE PRINCIPAL OR OTHER DESIGNATED PERSONS MUST:

A. Immediately

- 1.) Sound the school fire alarm and evacuate the building.
- 2.) First obtain outside phone line dial 911 and say, "I want to report a fire," or "I see/smell smoke, unusual odors or fumes," and give location and name of school.

NOTE: No fire box within a school building is connected with the Philadelphia Fire Department.

B. As Soon as Possible

- 1.) Notify School Police Dispatcher at 875-3623
- 2.) Notify the Area Facilities Manager, who is to notify promptly the Office of Facilities Services.
- 3.) Notify the Cluster Leader, who is to notify promptly School Facilities.
- 4.) After the incident has been resolved, notify the Incident Control Desk and file a Serious Incident Report. (Please see Section #111.1)

TEACHERS AND OTHER STAFF MEMBERS MUST:

A. In Case of Fire

- 1.) Remove all pupils from the immediate area and carry roll book/class list.
- 2.) Sound the nearest fire alarm in the building and begin evacuation.
- 3.) If possible, notify the school office immediately.

B. In Case of Smoke, Unusual Odors, or Fumes

- 1.) Remove students from immediate area and notify office immediately.

C. In Case of an Incipient Fire Extinguished by School Personnel

- 1.) Notify the school office immediately. (See #110.1 "Limited Response Procedure")

THE CUSTODIAL STAFF MUST:

- A. Sound the building fire alarm

- B. Notify office immediately

- C. Determine the place of origin and extent of the fire, and if possible fight the fire with equipment at hand (portable fire extinguisher ♦ first aid hose line from standpipe).

- D. Check plant equipment to minimize danger of explosion, gas leaks, or fumes.

- E. Make certain that the Philadelphia Fire Department has been notified.

- F. Maintain and secure the site of the fire: preserve all evidence for the Philadelphia Fire Department.

- G. Notify Area Facilities Manager of situation.



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School District of Philadelphia Policy and Procedures

Subject	Fire Safety
Classification	Responding to the Fire Alarm
Date Issued	April 1997
Policy Number	110.1
Issued by	The Office for School Safety
Supersedes	Policy & Procedure 110.1
Review Before	November 1986

A. Immediate Response

1.) THE SCHOOL RESPONSE TO EVERY FIRE ALARM MUST BE ON THE ASSUMPTION OF AN ACTUAL FIRE.

2.) When the fire alarm sounds, pupils are to stop all activity immediately and proceed with the evacuation as directed by the teacher or other person in charge.

B. Teacher Responsibility

- 1.) Teachers are to carry rollbook/class list and account for attendance.
- 2.) Teachers are responsible for conducting all pupils in their charge to a place of safety.
- 3.) Visitors are to be directed to a place of safety outside the building.

C. Classroom Corridor Doors

- 1.) Teachers and others must make certain that all classroom doors are closed when classes evacuate building.
- 2.) It is not necessary to close windows, pull down shades, turn off lights, etc., evacuate promptly.
 (Note: Classrooms not in use should be kept locked at all times.)

D. Order and Control

- 1.) A safe, orderly, quiet evacuation of the building is essential.
- 2.) Persons are to walk rapidly and not run.
- 3.) Control is more important than speed.
- 4.) The building is to be evacuated as rapidly as possible, but always under good control.
- 5.) The safety of the entire group requires strict obedience to leaders, complete control, and conformity to directions.

E. Inspection of Classrooms

The principal is to arrange for the inspection of classrooms and other areas by members of the staff to insure that the evacuation of the building has been completed.

F. Return Signal

- 1.) Teachers and pupils are to remain at assigned places until the return signal is given.
- 2.) No one is to re-enter the building until the official return signal has been given.

G. Bomb Threats / Evacuation Procedure

- 1.) If principal or administrator has information or reason to believe that a device has been placed somewhere in the building:
 - a.) Sound the fire alarm and evacuate the building the same as in a fire drill. (Do not announce that the evacuation is due to a bomb threat.)
 - b.) If the device is founded, sound the fire alarm the same as in a fire drill; however, staff members must be stationed to redirect students from that particular area, i.e., device is found in northeast corner of building, that entire area is off limits for evacuation purposes.
 - c.) This same caution prevails when students evacuate to the exterior of building, i.e., device is found in northeast corner of building, do not allow students to line-up in that area of the school yard, etc.
 - d.) Do not reenter building until clearance is received from person in-charge of operation, i.e., School Police Supervisor, Bomb Squad, etc.



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School District of Philadelphia Policy and Procedures

Subject	Fire Safety
Classification	Limited Response Procedures - Incipient Fires
Date Issued	April 1997
Policy Number	110.2
Issued by	The Office for School Safety
Supersedes	Policy & Procedure 110.2 November 1986
Review Before	

A. If an incipient fire has been extinguished by school personnel, without the aid of the Philadelphia Fire Department, or if evidence of a self-extinguished fire is found, the following procedures must be observed.

- 1.) Call the Fire Marshal's Office, Philadelphia Fire Department, at 686-1362 - 65, between the hours of 8:30 a.m. and 5:00 p.m.
- 2.) Describe situation and request a "Limited Response".
- 3.) Maintain and secure site of incident - preserve all evidence until the arrival of the local fire company or City Fire Marshal.
- 4.) A local fire company will be dispatched without lights or sirens to make an immediate investigation of the fire scene.
- 5.) Meet the responding fire company at the main door and escort them to fire scene.

B. The following information is required by the School District Fire Safety Specialist and for notification of the Serious Incident Report (see section 111.1):

- 1.) Time fire occurred.
- 2.) Who discovered the fire.
- 3.) Who extinguished the fire.
- 4.) Nature of the fire.
- 5.) Location of the fire.
- 6.) Names, addresses, date of birth of witnesses or persons having information about the fire.
- 7.) Name of person reporting the fire.

C. An incipient fire extinguished by the **Building Engineer** must be reported in the same manner.

- 1.) Information and details about the fire incident are to be reported to the principal.
- 2.) The principal is to follow the procedures listed in "A", page 1 of 110.2.

D. The custodian is to notify the Area Facilities Manager of all cases of fire, and a follow-up phone report to the School District Fire Safety Specialist at 456-3155 - 57.

**IN CASE OF FIRE
AND - OTHER**

EMERGENCIES

DIAL

9 - 1 - 1

LIMITED RESPONSE

**Between 8:30AM and 5:00PM to report a fire extinguished
without aid of fire department, Call Fire Marshal's Office.**

PHILADELPHIA FIRE DEPARTMENT

686-1362 - 65



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School District of Philadelphia Policy and Procedures

Subject	Fire Safety
Classification	Planning the Fire Drill
Date Issued	April 1997
Policy Number	110.3
Issued by	The Office for School Safety
Supersedes	Policy & Procedure 110.3 November 1986
Review Before	

A. Preparation of Plans


- 1.) Cluster Leaders are to review annually with all principals the subject of fire drills and fire prevention in the schools.
- 2.) Planning for fire drills in schools is the responsibility of the principal, and all plans are to be approved by the cluster leader.
 - a.) In School District facilities other than schools, planning for fire drills is the responsibility of the administrator in charge, and all plans are to be approved by the administrator's immediate superior.
 - b.) School District Fire Safety Unit personnel are available for assistance in developing plans for fire drills and may be contacted at 456-3155 - 58.
 - c.) Evacuation of handicapped, comprehensive day care, teen / parent program (see section #110.4).
- 3.) Changes in fire drill plans are to be submitted promptly for approval to the cluster leader, or to other administrators, as indicated.
- 4.) The status of all fire drill plans is to be reported annually, as noted above, in September.
- 5.) Copies of approved fire drill plans are to be available in designated places of the main office in every School District facility.

B. Assignment of Duties

- 1.) All members of the staff are to be assigned responsibilities during fire drills by the principal, i.e., assist in the evacuation of pre-school, handicapped, nurseries, etc.
- 2.) Although the custodian is subject to the direction of the principal during fire drills, the custodian must perform important duties in connection with plant maintenance and operation.
- 3.) In secondary schools, Assistant Principal is to assume charge of a fire drill during the absence of the principal.
- 4.) In elementary schools, the principal must designate a person in charge during the absence of the principal.
- 5.) Pupils may be assigned responsibilities that do not expose them, in any way, to potential hazards; junior fire patrol members, for example, may be used to help direct traffic in the school yard.
- 6.) Teachers are to instruct each class in fire drill regulations and procedures for each room, or area in which it meets.
- 7.) Substitute teachers and other substitute personnel must be informed by the principal, or designee, of their responsibilities and of all other fire drill regulations and procedures.
- 8.) Visiting School District personnel and all other guests in a facility must participate in a scheduled fire drill and may be requested by the principal to assist, if necessary.
- 9.) Early in the school year, all school personnel are to engage in a systematic evaluation of the performance of the fire drill, i.e., overcrowded stairways, bottlenecks, etc.

10.) School District Fire Safety Unit personnel are available for any needed assistance, 456-3155 - 58

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F. Return Signal

- 1.) Teachers and pupils are to remain at assigned places until the return signal is given.
- 2.) No one is to re-enter the building until the official return signal has been given.

G. Bomb Threats / Evacuation Procedure

- 1.) If principal or administrator has information or reason to believe that a device has been placed somewhere in the building:
 - a.) Sound the fire alarm and evacuate the building the same as in a fire drill. (Do not announce that the evacuation is due to a bomb threat.)
 - b.) If the device is founded, sound the fire alarm the same as in a fire drill; however, staff members must be stationed to redirect students from that particular area, i.e., device is found in northeast corner of building, that entire area is off limits for evacuation purposes.
 - c.) This same caution prevails when students evacuate to the exterior of building, i.e., device is found in northeast corner of building, do not allow students to line-up in that area of the school yard, etc.
 - d.) Do not reenter building until clearance is received from person in-charge of operation, i.e., School Police Supervisor, Bomb Squad, etc.



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School District of Philadelphia Policy and Procedures

Subject	Fire Safety
Classification	Responding to the Fire Alarm
Date Issued	April 1997
Policy Number	110.1
Issued by	The Office for School Safety
Supersedes	Policy & Procedure 110.1
Review Before	November 1986

A. Immediate Response

1.) THE SCHOOL RESPONSE TO EVERY FIRE ALARM MUST BE ON THE ASSUMPTION OF AN ACTUAL FIRE.

2.) When the fire alarm sounds, pupils are to stop all activity immediately and proceed with the evacuation as directed by the teacher or other person in charge.

B. Teacher Responsibility

- 1.) Teachers are to carry rollbook/class list and account for attendance.
- 2.) Teachers are responsible for conducting all pupils in their charge to a place of safety.
- 3.) Visitors are to be directed to a place of safety outside the building.

C. Classroom Corridor Doors

- 1.) Teachers and others must make certain that all classroom doors are closed when classes evacuate building.
- 2.) It is not necessary to close windows, pull down shades, turn off lights, etc., evacuate promptly.
(Note: Classrooms not in use should be kept locked at all times.)

D. Order and Control

- 1.) A safe, orderly, quiet evacuation of the building is essential.
- 2.) Persons are to walk rapidly and not run.
- 3.) Control is more important than speed.
- 4.) The building is to be evacuated as rapidly as possible, but always under good control.
- 5.) The safety of the entire group requires strict obedience to leaders, complete control, and conformity to directions.

E. Inspection of Classrooms

The principal is to arrange for the inspection of classrooms and other areas by members of the staff to insure that the evacuation of the building has been completed.

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School District of Philadelphia Policy and Procedures

Subject	Fire Safety
Classification	School Fire Drill
Date Issued	April 1997
Policy Number	110.4
Issued by	The Office for School Safety
Supersedes	Policy & Procedure 110.4 November 1986
Review Before	

Pupils and other personnel must be trained to leave the building in an orderly manner and to go to a place of safety on the ground outside. The fire drill is to be practiced frequently enough to insure, in times of emergency, the highest degree of obedience, order and control in the mass evacuation of the building. Every fire drill must be conducted on the assumption that an emergency exists.

PROCEDURES

A. Frequency

- 1.) There shall be at least two (2) fire exit drills during the first two (2) weeks of the school term and eight (8) additional fire exit drills per year. In climates where the weather is severe during the winter months, at least six (6) drills shall be held at the beginning of the school term and four (4) drills after the winter months to complete the ten (10) required drills.
- 2.) Additional fire drills beyond these requirements are to be held, when needed to insure a high degree of order and control.
- 3.) City Fire Prevention Code, Fo703.3, requires that a record be kept and made available on request by License and Inspection, Fire Department, etc. Record must note all pertinent information, i.e., date, time, weather, etc. (see attached form).
- 4.) Fire drills are to be held at irregular intervals and at different times during the school day.
- 5.) Fire drills are not to be announced in advance to all staff and pupils except for very special circumstances, such as conducting the first organizational drill of the school year, or for obtaining outer clothing on a cold day.
 - a.) Advance notice of a drill is to be given to persons in charge of the cafeteria, and to the custodian.
 - b.) Advance notice is not to be given more than one (1) hour prior to calling the drill.
 - c.) In the absence of advance notice, it must be assumed an emergency exists.
 - d.) Whenever necessary, because of weather conditions, principals may make provisions for pupils to have their outer clothing with them when the fire drill is called.
 - e.) Pupils are not to go to other parts of the building for clothing or for any other reason after an alarm has sounded.
- 6.) The fire drill signal is the sounding of a fire alarm system pull station.
 - a.) Fire alarms are not to be sounded during the school session for any other purpose other than fire emergency or fire drills.

A. Fire Alarm

- 1.) Classroom bells are not to be used for fire signals
- 2.) Teachers must notify the school office when the fire alarm is not loud enough and not clearly heard.

B. Distance From the School Building

- 1.) Pupils are to be stationed outside the school building so as not to interfere with the use of fire hydrants or the access of firemen to the building and yard.
 - a.) Pupil lines are to be formed at least fifty (50) feet from the building if possible.
 - b.) Crossing streets is not recommended in any fire drill / evacuation plan.
 - c.) Specific plans must be made for each school situation, including the responsibilities of staff members and the removal of pupils to a more remote area.
 - d.) If assistance is required in formulating fire drill / evacuation plan, contact School District Fire Safety Unit at 456-3155 - 58.

Note: Teachers must carry roll book / class list and must account for pupil attendance during fire drills.

C. Testing of the Fire Alarm System

- 1.) The custodian is responsible for the daily testing of the fire alarms before 7:30AM.
- 2.) A different station is to be tested each day.
- 3.) A log sheet is to be kept of the daily testing.
- 4.) The principal must be notified immediately if the alarm system is, or may be, inoperative for any reason.
- 5.) Area Facilities Manager must be notified immediately so that necessary repair can be effected.
- 6.) School District Fire Safety Unit must be notified immediately of any inoperative fire alarm system at 456-3155 - 58.

D. Posting of Routes

- 1.) Fire drill procedures pertaining to each room and all other school areas must be posted conspicuously.
- 2.) The directions must include the exit route to be used.
- 3.) Keep posted routes simple and direct, i.e., "Enter Hall - Turn Left to Exit B", "Enter Corridor - Turn Right to Fire Tower", etc.

E. Handicapped Pupils Evacuation / Fire Drill Guidelines


- o Do not use elevators in a fire emergency evacuation.
- o Position handicapped persons in a smoke protected area and allow for the free flow of ambulatory student body.
- o If necessary, designate someone to be of service in assisting the handicapped.
- o Accountability - Post the names and the number of handicapped, listing their permanent or temporary locations, in the Main Office.
- o Contact the local fire company after the evacuation plan has been developed, and arrange for them to evaluate the plan and to observe a drill.
- o Designate a staff member to act as liaison with the first arriving fire company, who will provide the officer with the number and locations of the handicapped persons requiring assistance.
- o Fire drills, as such, will not necessarily require the complete evacuation of the handicapped on each and every drill.
- o Wherever possible, prime consideration should be given to the utilization of ground level classrooms in rostering - classrooms that are in close proximity to exits.
- o For any additional assistance, contact School District Fire Safety Unit at 456-3155 - 58.

F. Child Care, Pre-School, Teen / Parent Centers, etc. Guidelines for Evacuation / Fire Drill.

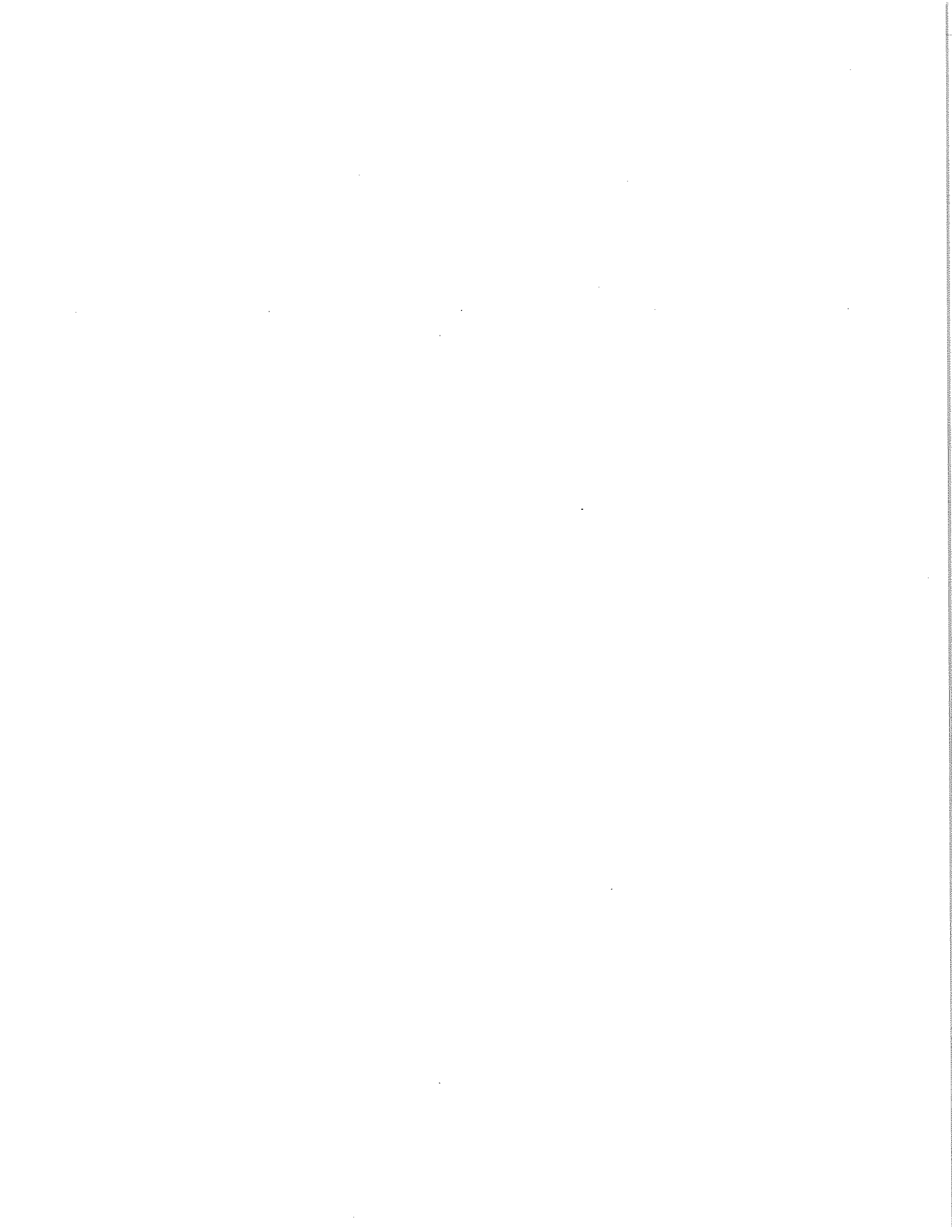
- 1.) The school principal is to contact the local fire company after the evacuation plan has been developed.
- 2.) Request that plan be evaluated by the fire company and have a drill observed.
- 3.) Supervisor in-charge of the program must ensure, on a daily basis, that an adequate amount of responsible people are assigned to assist in any evacuation.
- 4.) An attendance sheet listing amount of infants, toddlers, etc., must be posted in the Nursery and Main Office on a daily basis. This information must be made available to the first responding fire company.
- 5.) Teen parents are to evacuate the building with their class. They are not to respond to the Nursery.
- 6.) Remember, elevators are not to be used in a fire / evacuation emergency. It is recommended that these type programs be located on ground floor level, in close proximity to primary and secondary means of egress.

DEPARTMENT OF LICENSES AND INSPECTIONS
 SCHOOL DISTRICT OF PHILADELPHIA FIRE DRILL RECORD
 (These records must be maintained and made available upon request.)

Date of Drill	Time of Drill	Weather Conditions (Snow, rain, etc.)	Number of Occupants Evacuated	Total Amount of Time For Evacuation

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School District of Philadelphia Policy and Procedures

Subject	Fire Safety
Classification	Maintain Safe Exit Routes
Date Issued	April 1997
Policy Number	110.5
Issued by	The Office for School Safety
Supersedes	Policy & Procedure 110.5 November 1986
Review Before	

A.Routes of Exit

- 1.)Pupil traffic is to be divided among the different safe routes of exit.
- 2.)Inside stairways equipped with smoke-stop doors are safer routes of exit than stairways not so equipped.
- 3.)Smoke-stop doors must be kept closed when not in use and at no time are they to be wedged open.

B.Lines

- 1.)Double lines to be used to evacuate when possible.
- 2.)Single lines of traffic are recommended on stairs to facilitate the evacuation of several floors at one time.

C.Exit Doors

- 1.)The City Fire Prevention Code, Fo608.3, requires that during the period of occupancy of a school facility, no exit door is to be locked, bolted, or otherwise fastened which prevents the door from being opened from the inside by the use of the panic release device.
- 2.)The term "exit doors" is not limited to doors that directly lead to the outside, but also includes all doors along each emergency escape route including the doors of classrooms; gymnasiums, I.M.C., auditoriums, cafeterias, etc.
- 3.)This regulation applies to both halves of double exit doors (see diagram on page 2).
- 4.)Slide bolts used for securing exit doors after hours must have a hole in the slide carriage to accept a lock. These slide bolts / carriages must be locked in the open position when the building is occupied.
- 5.)The term "occupied" :
 - a.)As it relates to an individual room, including auditoriums, gymnasiums, etc., include the presence of a single person.
 - b.)As it relates to the school building, includes not only the regular school day, but also all times before and after school when extra-curricular activities are in progress.



- 6.)Other security considerations do not supersede fire code requirements. If an exit door panic bar is not operational, expedited repairs must be made. A broken door may not be locked, bolted or chained.

D.Escape Routes

- 1.)The City Fire Prevention Code, Section Fo608.3, requires that:
 - a.)Unobstructed access to exits must be maintained at all times in rooms, halls and on stairways.
 - b.)Fire escapes, fire towers, stairways, yard gates, entrances and approaches to the building are to be kept free from obstruction at all times and clear of ice and snow. The storage or placement of any material under stairs, in fire towers, etc., is strictly prohibited.
 - c.)The storage or placement of any flammable materials in any location where their burning would obstruct or render egress from the building hazardous is strictly prohibited.
 - d.)If fire tower has evidence of pigeon droppings, request that openings be screened.

E.Fire Exit Lights

- 1.)Fire exit lights must be kept lit during the hours when the school facility is occupied.
- 2.)All passages are to be kept well lighted to ensure a safe, expedient egress.

F.Alternate Exits

- 1.)In an actual fire, exits may be rendered unusable by reason of smoke, obstruction or other hazards.
- 2.)To prepare for such emergencies, variations from the regular plan of exit must be provided by the principal and incorporated in fire drills.
 - a.)An exit may be designated as unusable at any particular time to test the ability of staff and pupils to evacuate the building by an alternate route.
 - b.)No physical obstruction is to be used to block an exit.

G.Responsibility and Enforcement

- 1.)Representatives of the Philadelphia Fire Department and the Department of Licenses and Inspections are authorized to issue fines of one hundred dollars (\$100.00) for each violation (each door is a separate violation even if it is in the same bank of doors). If the fine is not paid within ten (10) days, the matter will be listed for trial and the potential fine and costs increased to a minimum of one hundred and seventy-eight dollars (\$178.00), and a maximum of three hundred and twenty-eight dollars (\$328.00) per violation.
- 2.)The building engineer is responsible for seeing that every exterior exit door is properly opened each morning and re-locked at the close of activity each school day.
- 3.)Teachers, librarians, counselors, nurses, cafeteria and gym supervisors are responsible for maintaining unlocked and unobstructed exits during all periods of occupancy of their respective rooms.
- 4.)The principal, assistant principal, administrative assistant, teacher-in-charge, or other acting school administrator, is responsible for overseeing that all of the above requirements are followed. The Fire Code and School District Policy provide for final responsibility of the principal, or other person in supervisory control of the building.
- 5.)The principal shall institute disciplinary action against any employee or student who willfully or recklessly violates any of the terms of this policy, whether or not a citation is issued.

H.Questions

Any questions as to potential violations of the policy should be addressed to the Officer for School Safety / Fire Safety Unit at 456-3155 - 58.

I.Dissemination of Information

The policies, regulations, and procedures contained in Policy and Procedure #110.5 must be made known to all members of the school family (i.e., staff, pupils, and parents) at the beginning of each year and as often during the school year as necessary.

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School District of Philadelphia Policy and Procedures

Subject	Fire Safety
Classification	Providing for Special Situations
Date Issued	April 1997
Policy Number	110.6
Issued by	The Office for School Safety
Supersedes	Policy & Procedure 110.6 November 1986
Review Before	

A.Lunchroom

- 1.)If the fire alarm sounds while lunch is being served, food distribution to pupils and staff is to stop immediately.
 - a.)It is the obligation and responsibility of personnel in the building to assist in the orderly evacuation of the school.
 - b.)At the sounding of the fire alarm, all staff members are to report to their assigned fire drill responsibility.
- 2.)An evacuation plan for the lunchroom is to be developed by the principal and is to include:
 - a.)Assignment of personnel involved in the lunch program; e.g., food services personnel, N.T.A. ♦s, etc.
 - b.)Identification and posting of exit routes.
 - c.)Designation of pupil groupings in the lunchroom and exit routes assigned to each groupings.
 - d.)Identification of pupil stations outside the building.
 - e.)Posting of fire drill procedures in conspicuous places in the lunchroom.

B.Recesses

- 1.)After the fire alarm is sounded inside the building, the yard bell is to be rung immediately to halt playground activity.
- 2.)Personnel on yard duty are to direct pupils to places of safety.
- 3.)Personnel in charge of basement or other recess areas are to direct pupils to form lines and leave the building.
- 4.)Teachers of classes at recess are to proceed immediately to the yard to take charge of their classes and to account for every pupil.

C.Regular Dismissal Times

- 1.)The use of the fire alarm in place of the regular bell at dismissal time is prohibited.
- 2.)If, however, the alarm is sounded at the regular dismissal time because of an actual fire, the entire fire drill procedure is to be followed.
- 3.)Teachers must accompany classes or groups to a safe place outside the building and remain with them until a signal to disperse is given.
- 4.)Care is to be exercised to avoid congestion of pupils at yard exits.
- 5.)Safety patrol posts are to be manned prior to the dispersal signal.
- 6.)Protection against traffic hazards must be assured.

D.Infirmary and Other Medical Services Areas

- 1.) All school personnel involved in medical services are responsible for the safe removal and care of pupils in their charge at the time of the fire drill.
- 2.) All fire drill directions must be followed by medical services personnel.

E. Class Changes

- 1.) Pupils must form lines promptly and use the nearest available exit.
- 2.) School Personnel are to direct pupils to designated retention areas.

F. Pupils Not With Class Groups

- 1.) Pupils not with their class groups at the time the alarm is sounded; e.g., pupils on special assignment, on errands, or in lavatories, are to join the nearest class group and exit with them.
- 2.) These pupils are to join their regular classes outside the building to facilitate the checking of attendance by their teachers.

G. Administrative Offices

- 1.) Personnel in school offices are responsible for the safe removal and care of pupils and others in the offices at the time of the fire drill.
- 2.) All personnel are to leave the building, unless assigned to emergency duty in connection with the fire drill.

H. Special Meetings in Auditorium, Library, Gymnasium, and Other Meeting Places

- 1.) Persons attending meetings are to be informed of proper procedures for safe exit in case of emergencies.
- 2.) Announcements and / or printed directions may be used to inform persons.

I. Elevators

- 1.) Elevators are not to be used as a means of egress during fire drills.
- 2.) All elevators are to be stopped at the street floor, with the power turned off and doors closed.
- 3.) Passengers are to proceed as quickly as possible to the nearest fire exit.

J. Before and After School

- 1.) Particular care must be taken to clear the facility when the fire alarm is sounded before or after the regular school hours.
- 2.) This responsibility is to be shared with members of the custodial staff.

K. Anticipate Special Needs

- 1.) In planning and practicing the fire drill, special attention is to be directed toward the safe removal and care of groups or individuals in other than classroom activities.
- 2.) Safe routes out of all special areas must be clearly indicated, and arrangements made for orderly exit.
- 3.) This responsibility is to be assigned to a reliable adult.

L. Other Special Situations

Complete directions to cover situations unique to the school must be provided by the principal.

M. Portable Classroom Trailers

- 1.) Fire drill instructions are to be posted in each portable or off-site building.
- 2.) If an emergency should occur in the portable, pull the alarm upon exiting -- this will cause the alarm to also sound in the main building (coded signal will indicate to principal / staff that alarm is being transmitted from a portable building).
- 3.) If the fire alarm is sounded for the main building, the teachers in the portables will also evacuate as per fire drill instructions.

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School District of Philadelphia Policy and Procedures

Subject	Fire Safety
Classification	Fire and Other Emergencies Near the School
Date Issued	April 1997
Policy Number	110.7
Issued by	The Office for School Safety
Supersedes	Policy & Procedure 110.7 November 1986
Review Before	

- A. In the event of a fire or other emergency near the school, the principal or designee must consult with the Philadelphia Fire Department to determine what action is to be taken to insure the safety of school personnel.
- B. The retention of pupils for safety reasons, beyond the normal dismissal time, under the school supervision, may be required.
- C. The principal is to inform the cluster leader and the area facilities manager immediately of the recommendation of the Philadelphia Fire Department.
- D. When it becomes necessary, or advisable, to dismiss pupils from school, supervision must be provided to divert them from the area of the fire or emergency.

The School District of Philadelphia
440 N. Broad Street
Philadelphia PA 19130
215-400-4000
ask.philasd.org

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