

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

FIRE PROCEDURE

- 1 When a fire alarm sounds, do the following:
 - 1.1 Evacuate all students through the nearest safe exit. All staff members available must stay with the students until help arrives.
 - 1.2 Move at least 50 feet from the building, 100 feet would be preferable. Stay out of roadways, sidewalks and pathways which may be needed by emergency vehicles and personnel.
 - 1.3 Account for all people in your unit. If someone is missing, only enter the building if it is safe to do so. Report any missing persons to the emergency crews when they arrive.
 - 1.4 Take students to a safe building and call a member of the administrative staff.

- 2 If you are sure that a false alarm has been pulled, do the following:
 - 2.1 Call the alarm company and notify them that it is a false alarm at numbers posted near telephones.
 - 2.2 Attempt to silence the alarm.
 - 2.3 Notify maintenance so they can reset the alarm.

Title: FIRE PROCEDURE	
Authority: Administrative Staff Institutional Council	Effective Date: Revised: 12/03/97 10/09/96 12/16/97 01/14/98