

Cold/Bad Weather Fire Alarms

The following is our plan for students and staff when we have a fire alarm during cold/bad weather.

When the fire alarm sounds, everyone except custodial personnel will evacuate the building.

All custodial personnel will report to the Main Office.

If the trouble area is not in the field house, two custodians will go to the field house and open the outside doors.

When this task is complete they will radio the Building and Grounds Supervisor and inform the appropriate administrator that the field house is ready for occupancy.

AFTER CONFERRING WITH THE SENIOR FIRE OFFICER, IT WILL BE DETERMINED IF IT IS NECESSARY TO MOVE THOSE OUTSIDE INTO THE FIELD HOUSE.

If it is appropriate to move to the field house, custodians will be directed to the outside areas where teachers and students are waiting and indicate to teachers in the area to move the students to the field house.

All security personnel must have radios and take assigned posts, help with students and wait for the all clear announced to inform students and staff when it is safe to reenter the building.

Radio traffic: Keep to a minimum – use radio to answer questions from APO or BGS only.

Little Bison supervisors/staff must carry their radio.

All entry to the field house will be through the outside doors. Staff and students should move toward the field house via the sidewalks only. Be sure that when the students enter the field house that they move to the center of the field house so that those behind them can get in.

**ONE OTHER POINT OF CLARIFICATION:
IN THE PAST, THE ALARM HAS SOUNDED UNTIL IT WAS SAFE TO
RETURN TO THE BUILDING. THE BUFFALO GROVE FIRE DEPARTMENT**

HAS DIRECTED US TO DISCONTINUE THIS PRACTICE. THIS MEANS YOU SHOULD KEEP THE STUDENTS OUTSIDE UNTIL YOU RECEIVE VERBAL INSTRUCTIONS TO BRING THEM BACK INTO THE BUILDING. THIS COMMUNICATION WILL BE DONE VIA THE PUBLIC ADDRESS SYSTEM AND RADIO. ALSO, ADMINISTRATIVE, CUSTODIAL AND SECURITY PERSONNEL WILL BE DIRECTED VIA THE RADIO TO RELAY THE INSTRUCTIONS TO RETURN TO THE BUILDING.

Hopefully, we will not have to use this plan; however, if the situation does arise, we need to be prepared. Your cooperation in implementing this plan, should the time come, is appreciated.