

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 3.202 (C) Fire Alarm Delayed Evacuation Plan

November 13, 2024

Fire Alarm Delayed Evacuation Procedures

Recent legislation (Public Chapter 563) has passed which requires each LEA, to develop and implement a procedure for determining the cause of a fire alarm activation, including the potential for an active shooter event. It is imperative that all school personnel be prepared to safely evacuate all students and staff from a school facility when a fire alarm is activated. Although an activated fire alarm signals the need for an immediate facility evacuation, it is equally important to determine if the activated fire alarm is legitimate. The following concerns should be considered when a fire alarm is activated at a school facility:

Evacuation Protocol - It is essential to understand that an immediate building evacuation during a fire event is preferred and that a building evacuation has the greatest potential to keep all parties safe and alive during a fire event. Remaining in a building that is on fire, for even a short duration, increases the possibility of a person suffering a smoke-related injury or being trapped.

Locating the Fire Source – It is further essential that Building Administration, SRO's and other designated staff immediately locate the source that activated the fire alarm. Staff may initiate a Raptor Fire Alarm if they are aware of the source. The team will report to the identified area and specifically look for evidence of smoke, flames or unusual odors that are associated with fire. **Confirmation to evacuate the building should be provided as soon as possible.**

Raptor Emergency Response System Confirmation – A Raptor Fire Alarm notification will serve as confirmation that a school fire alarm is legitimate and that the building evacuation plan is to be implemented immediately.

Evacuation Steps once a Raptor Fire Alarm is Implemented:

1. **Potential Fire Source Confirmed** – Building Administration, SRO's or other Staff will immediately implement a Raptor Fire Alarm when the need for a building evacuation has been confirmed. Staff are encouraged to use the Raptor Group Text Feature to provide additional information.
2. **Unable to Confirm Fire Source** – If staff are unable to confirm the source that activated the building's primary fire alarm and **no dangers have been identified**, a Raptor Fire Alarm will be immediately activated to initiate a building evacuation. The Raptor Group Text will be utilized to provide additional information.
3. Building Administrators, SRO's and other designated staff will terminate the fire evacuation using Raptor and the PA system once the ORFD gives the directive to end the evacuation.

Primary Building Fire Alarm System – It is essential that all staff understand that the building's primary fire-alarm system is the method that will be used to implement a fire alarm. The primary alarm system is activated by physically activating a pull station or receiving a message from a sensor to implement a fire alarm.

The Raptor Fire Alarm System will only be used to confirm a building evacuation should be implemented. Staff will take the following steps when a fire alarm is Activated:

Step One - Staff will prepare students to implement a building evacuation.

Step Two - Staff will delay implementing a building evacuation until a Raptor Fire Alarm notice is received. Building Administration, SRO's or other designated staff will be responsible for initiating and terminating a Raptor Fire Alarm. The Raptor Fire Alarm will serve as confirmation to implement a building evacuation. **Any staff member that identifies a fire, smoke, flames, or odors associated with fire, should activate a Raptor Fire Alarm and should immediately use the Raptor Group Texting Feature to communicate information regarding the potential fire source and its location.**

Step Three - Staff will immediately implement a facility evacuation once a Raptor Fire Alarm is activated.

Step Four – Students and staff are to stage in an area that is a safe distance from the building in an area that will not interfere with the Oak Ridge Fire Department and other potential emergency responders.

Step Five – All students and staff are to be accounted for using the Raptor Emergency Response Accountability Feature.

Raptor Emergency Response System Confirmation – A Raptor Fire Alarm or Drill notification will serve as confirmation that an activated school fire alarm is legitimate. **An immediate building evacuation is to be implemented once the Raptor confirmation is received.**

Other Relevant Information:

1. School staff are to prepare for a potential school evacuation by reviewing the designated classroom evacuation route.
2. Evacuation maps are to be posted in each classroom.
3. A special evacuation plan is to be written for students who are unable to evacuate the building without staff assistance.
4. Custodial staff will shut down facility utilities and building systems as appropriate.
5. Be prepared to activate an off-campus relocation as needed.
6. Notify the district reunification team if student reunification is warranted.

Substitute Teacher and School Volunteer Fire Alarm Response and Evacuation Training – The following action will be taken to prepare substitutes and volunteers to respond properly during a fire alarm:

1. How to properly respond to a fire alarm and evacuation protocols will be shared at our annual Substitute Orientation.
2. Administrative Procedure 3.202 C Fire Alarm Delayed Evacuation Plan, will be reviewed during the annual Substitute Orientation meeting.
3. The following documents will be placed in daily substitute and volunteer folders:
 - A. Board Policy, Emergency Preparedness Plan, 3.202
 - B. School Evacuation Route Map
 - C. Administrative Procedure 3.202 C Fire Alarm Delayed Evacuation Plan.
 - D. Administrative Procedure 3.201 Safety – Lockdown Levels and Procedures
4. Building administration will review the information above with building volunteers annually.

Building Visitors – School administration, SRO's and staff will be responsible for guiding visitors out of a school facility during an evacuation. Evacuation Route Plans are posted in each classroom and other common student areas.