



FIVE ACTION STEPS YOU MUST TAKE WITH EVERY FIRE INCIDENT

In every instance of a fire these five action steps must be taken no matter how small or large the fire incident may be that has occurred in a Cleveland Metropolitan School Building

Examples of combustibles/fire incidents that must be reported immediately:

Firecrackers, lit matches, lighters, paper towels, trash cans, dumpsters, restrooms, storage closets, structural fires

1. Always call 911 (Cleveland Fire Dept.) IMMEDIATELY for any/and all instances of fire in the building to report a fire and give proper notification as part of (**401.3 Emergency Forces Notification**)
 - a. Provide important details including: (1) Type of fire (2) Combustible used (3) Location (4) What extent (5) What is burning (6) Possible breaks in gas/electrical line (7) Special hazards
2. Always call CMSD Radio Dispatch to report the incident to the Division of Safety & Security (216) 838-7777 and for additional assistance.
3. Always establish a contact person for responding emergency providers to speak with and gain additional information regarding the building specifics, hazardous material location, gas and electric shut-off locations.
4. Follow the evacuation procedures as prescribed by the District's Emergency Crisis Plan:
 - a) Students will walk out of the designated exit in a quiet orderly manner. Teachers should check the classroom and be the last individual to leave.
 - b) The classroom windows should be closed. The classroom doors should also be closed, but NOT locked, by the last person to leave the room.
 - c) Students not in the classroom when the alarm sounds, report to their teacher's designated area outside the building. Designated staff will assure that all children are out of the building, checking areas such as restrooms, locker rooms, etc.
 - d) Teachers will take class list of students. The designated secretary will take the student records, sign-out and attendance sheets.
 - e) The fire drill plan for evacuating the building is posted in each classroom throughout the year.
5. Always communicate with staff, students and CMSD Radio Dispatch when the ALL CLEAR status is issued regarding the end of fire or emergency incident to allow for a safe return inside the building.