

Sample Checklist for Fire/Explosion

DIRECTIONS: Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

DATE: _____

Action Item	Completed
Fire Procedures:	
Upon detection of smoke or fire or a report of a fire, sound fire alarm immediately.	
Call 911 to request Fire Department and Rescue/Ambulance assistance.	
Evacuate building.	
Investigate source of fire or alarm activation.	
Extinguish or control fire with fire extinguishers only if it can be done without injury to staff or others.	
Assigned staff member (s) shall assist physically impaired occupants located on floors above or below ground level, and: <ul style="list-style-type: none"> • Move handicapped persons to a windowed room, • Close all doors in the area, and • Remain with the handicapped person (s) until help arrives. 	
Implement Incident Command System.	
Establish Incident Command Post at designated safe location.	
Notify Superintendent.	
Fire Department arrives on scene.	
The school Incident Commander turns over command to the ranking fire officer as the overall Incident Commander.	
Brief Fire Incident Commander of the situation facts upon arrival at the school including location of injured staff and students, building damage, and special sources of hazard (i.e., hazardous materials and power supply sources).	
The school Incident Commander should report to the Joint Incident Command Post.	
If injuries have occurred, School Nurse and staff, with appropriate training, provide first aid until help arrives.	
If damage to building occurs, Facilities Manager implements Building Loss Procedures.	
In coordination with Incident Commander, Administration makes decision on cancellation or resumption of routine school operations.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	

Evacuation Procedures:	
Determine evacuation procedure in conjunction with Incident Commander.	
If evacuation is to an off-site location, notify Transportation Director.	
Teachers bring class list/roll books.	
All staff and students are accounted for by attendance being taken again when everyone has reached the assembly area. Missing student (s) and staff is reported to the principal/designee or the emergency personnel.	
Reunification:	
Reunification Plan is activated.	
Communications:	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
Cautions/Notes:	
Incident Command will work closely with the fire and medical personnel once they arrive on the scene.	