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| **1.1 Standard Operating Procedure- Fire Safety/ Evacuation** |

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| **Purpose:** For expected smoke/fire within the school

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| **Steps to be completed** | **Person Responsible** |
| Step 1: Upon hearing the alarm, all children, staff, volunteers, and visitors will evacuate, via designated exit doors or windows, to a designated safe area. | All Staff |
| Step 2: The designated area is the playground until further notice. | All Staff |
| Step 3: Teacher and/or designated staff will bring their class folder and first aid bag. | teachers |
| Step 4: At the completion of the evacuation all students and staff will be accounted for. Any not counted will be reported to the Senior Director. | Senior Diretor, teachers |
| Step 5: if all students and staff are counted for, a signal by thumbs up will be shown. | Teachers or designee  |
| Step 6: Once fire company has arrived and determined the alarm is real, further evacuation will be done at 235 North Ave. (Dayhab building) per firemen.  | Senior Director |
| Step 7: Second count of students and staff will be done and reported. | teachers |
| Step 8: All will remain at 235 North Ave until students are sent home or the building is deemed safe to enter. | All staff |

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| Additional Notes: Evacuation routes are posted in every room by the door within Keuka Lake School |
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