

## **GECO Fire Safety** (Revised 2022)

If you discover a fire or smoke in the building, you should alert the occupants by activating one of the red hand pull stations located at each exit door. By manually pulling the station you will sound the horns and strobes throughout the building, initiating an evacuation of the entire building.

If the fire alarm horns and strobes are activated, this means an evacuation has been initiated because of the presence of fire or smoke in the building. **You may call 911 at any time if you need fire or medical assistance.** Immediate evacuation of the building is necessary unless and until those in authority cancel the alarm. Take these steps in the event of an alarm...

- Have your students form a line at the exit door of your room as you tell them, "This is a fire alarm (or drill.) We are going to walk out of the building together." If it is a fire drill, make this clear at this time. Tell students to leave their books and backpacks in the room.
- Quickly make a head count, take your cell phone and any readily available First Aid kit in the room. **If this is a fire drill, make sure no one calls 911.**
- Tell your students to follow you as you WALK out of the building. Ask them to remain calm and quiet.
- You should already be aware of the posted exit route map at your location. Lead your students on an exit route avoiding smoke and fire areas.
- Take your students to the muster area which is the grassy area surrounding the tall Mission Dorado Church sign on Faudree. Verify your head count and have your students remain together with you until those in authority announce a return to the building.

GECO will have fire drills during the school year to help train everyone for an actual emergency.

**GECO adults will be informed of any upcoming fire drills in advance.**