

Family Resource Agency of North Georgia  
Head Start/Early Head Start Program

## Fire Emergency Plan

When a fire warning is sounded, the following procedure will occur:

<b><u>Procedure</u></b>	<b><u>Person Responsible</u></b>
Notify all staff and children in immediate danger of the fire	Person who discovers
Close the door to the fire room/area	Person who discovers
Evacuate the children, volunteers, and staff, following the designated route.	Teaching Staff
Call 911/Local Fire Department	Center Manager or person in charge
Check building to assure no children are inside	Center Manager or person in charge
Use report # 2315 to assure all children are accounted for	Teaching Staff
Check for any injuries and comfort children	All Staff
Notify Fire Department if any persons not accounted for	Center Manager or person in charge
<u>If small fire occurs, use the fire extinguisher to extinguish fire</u>	

### **Do not attempt to Extinguish a Fire that is out of Control**

Check status of children/adults involved	Center Manager or person in charge
Administer first aid as needed	All Staff
Do not enter building until the "ALL CLEAR" signal is given	All Staff
Notify parents as soon as possible	Teaching Staff
Contact Administrative Office immediately	Center Manager or person in charge
Complete Incident Report (copy to Administrative office and to licensing agency within 24 hours)	Center Manager