

FIRE ALARM PROCEDURES

1. Noun
2. Noun
3. Adjective
4. Adjective
5. Adverb
6. Noun - Plural
7. Verb
8. Noun
9. Verb - Past Participle
10. Noun
11. Verb
12. Noun
13. Noun

FIRE ALARM PROCEDURES

Who does what?

_____ Noun _____, get the _____ Noun _____, copy of work schedule, and alarm manual. If an there is an _____ Adjective fire, sweep through staff areas and _____ Adjective building _____ Adverb _____. Meet at playground, call 911. In case of a false alarm, make phone calls to notify _____ Noun - Plural _____; 911 - fire department and Simplex. Proceed to playground and give all clear to Adult Services, who will _____ Verb _____ the alarm. Check work schedule make sure _____ Noun _____ is accounted for.

All departments will _____ Verb - Past Participle _____ laminated fire directions and flow charts and meet at the playground.

Youth Services, clear _____ Noun _____ room and children's restrooms, take all unattended children to the playground and stay with them.

Adult Services, clear adult and YA areas, meeting rooms and lobby restrooms. If a false alarm, _____ Verb _____ broken rod and reset lobby panel.

Tech. Services, clear staff areas.

Pages, help Youth Services evacuate children and remain with them.

Volunteers, vacate the building.

Any verification of false alarm needs to be reported to Circ. _____ Noun _____ immediately. Nobody goes into the _____ Noun _____ until the all clear has been given.

