



---

## Emergency Evacuation Procedures

If any coach/parent discovers a fire or smoke, the coach/parent will report the fire through activation of the fire alarm system, unless there is time and it is safe to do so, the coach/parent will inform the custodial staff who will in turn notify the office. If the fire does not involve the office, the coach/parent will call 911 and report the fire to the fire department.

When the FIRE ALARM IS INITIATED, all coaches/parents (except those designated and trained to use fire extinguishers) are expected to aid players/siblings/students/parents in the evacuation and IMMEDIATELY EXIT THE BUILDING by proceeding to the nearest exit in an orderly fashion. If the nearest exit is blocked by fire or smoke, the coach/parent should proceed to an alternate exit. There should be no running, shouting, pushing, etc. A calm orderly evacuation is the safest for all concerned.

Upon exiting the building, all coaches/parents are to proceed to an area so that they are away from the building, are not hampering access by fire fighters, and can be counted and accounted for. Coaches/parents will account for all of their players/students/siblings/parents to ensure that no one is still in the building and unaccounted for.