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| **Fire Alarm Delayed Evacuation** | **Administrative Procedure 4003** |
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**APPROVED Rutherford County: November 19, 2024**

**APPROVED SPSTN-EA 3/27/25**

This procedure is to ensure the safety and security of all students, teachers, and staff members of each school. This procedure will provide guidance to administrators and key designated staff members of how to respond if a fire alarm is triggered during an unscheduled time. This procedure was created with the partnership of Rutherford County Schools, Rutherford County Sheriff’s Office, and Rutherford County Fire and Rescue Department.

**INVESTIGATION TO UNSCHEDULED FIRE ALARM**

1. If a fire alarm is triggered during a school day that is unscheduled, an announcement will be made immediately by School Administrators by utilizing two-way radios, PA intercoms, and school messenger. Administrators will make an announcement that all students and staff shall shelter in place until given the ALL CLEAR or to EVACUATE.
2. The SRO and an Administrator/ or designee will start to investigate immediately to find the cause of the fire alarm activation. There are several resources that can be utilized to include Avigilon cameras, teachers, or other staff members within the building.
	1. The SRO and Administrator will be looking for anything that would involve the signs of fire, active shooter, or other incident taking place within the school.
	2. The custodian or/their designee will be responsible for checking the alarm panel to find the source of the alarm activation. If the individual checking the alarm panel is not able to easily discern where the source of the alarm, the administrator will be notified, and the local fire agency will have check if reconfiguration of the alarm panel is needed.
	3. The SRO and Administrator/or designee will be sure to have knowledge of the primary and alternate routes of egress from the area.
	4. The SRO and Administrator/or designee must be trained to look for indicators of fire or other hazardous conditions, and must immediately, upon an alarm, check the local areas adjacent to where the delayed evacuation is designed.
3. The amount of time will be reasonable to the person that is making the decision and the circumstances that are presented. The SRO or administrator will confer to determine whether it is an accidental activation has taken place.
	1. If it is safe to do so and there is no threat, the administrator will begin the evacuation process.

**EVACUATION**

1. If an EVACUATE is given, Administrators will activate RAPTOR and start the process of evacuation of the school.
	1. Students and staff shall evacuate to their pre-determined locations and start the accountability process immediately.
		1. This will include utilizing RAPTOR and paper/pencil method for redundancy.
	2. Once the building has been cleared and deemed safe by **Fire Personnel**, all students, teachers, and staff may re-enter the building.
	3. RAPTOR will then be closed.
	4. Administrators will fill out an evaluation that will be then submitted to the School Safety Office.

**TRAINING**

1. Schools shall annually train all school staff, including substitutes, part-time staff, and school volunteers, on the procedures developed for responding to a fire alarm.
	1. RCS District Wide School Safety Team will ensure the coordination of this procedure that will then be carried out by the principal assigned School Safety Team.
	2. This procedure will also be included in the 2024-2025 Emergency Operations Plan (EOP) for each school.