

Norwood Elementary School Fire Plan Update  
March 31, 2017

- 1) There will be an adult in the office at all times during the school day.**
- 2) The principal, fireman and custodian will wear walkie-talkies during the school day.**
- 3) Prior to the arrival of students, Mr. Gannon will meet each morning with the fireman and custodian on duty to review the safety plan.**
- 4) If a teacher or staff member notices a dangerous situation, they have the following options:**
  - Activate the RAVE App on their cell phone and call the office using the intercom system.**
  - Dial 911 using their classroom phone and call the office using the intercom system**
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- 5) Office personnel will make the announcement over the intercom for all students and staff to evacuate the building.**
- 6) Designated school personnel and the firefighter will check their assigned areas to make sure every student and staff member has vacated the building safely. After the areas have been inspected and it is confirmed that all staff and students are out of the building, this will be communicated to the fireman via walkie-talkie.**
- 7) The teachers will bring their class rosters outside and take attendance.**
- 8) Mr. Gannon will verify with teachers that every student in their class is accounted for.**
- 9) When firefighters arrive on scene, they take charge.**