

EDINA HIGH SCHOOL  
SENIOR CLASS GRADUATION PARTY  
EMERGENCY PLAN

Each school has their own emergency plan that governs many types of emergencies for fire, lock downs and weather-related events. Check with your school's principal to ask questions about their plan as it relates to your event. **Emergency plans may have changed since the previous class party.**

Please review with all of your volunteer staff what is expected in the event of a fire, fire alarm or severe weather.

1. Each classroom has an evacuation map near the door. Each adult working in the classroom should review that map and locate the nearest exit or nearest severe weather shelter.
2. If your staff discovers a fire in the classroom or other area of the building;
  - a. Immediately evacuate all persons in that room or area.
  - b. Close the door to the classroom or other area to contain the fire and smoke.
  - c. Let others in your area know about the fire.
  - d. Move to the nearest exit and outside.
  - e. Call 911 to advise the fire department that there is a fire. School Address will be needed when calling from a cell phone (6754 Valley View Road, Edina, MN 55439).
  - f. Notify school officials in the building as they will activate the fire alarm system if not already sounding.
  - g. Once outside, move away from the building and stay out of the drive areas as emergency vehicles will be arriving.
  - h. Do not attempt to fight the fire.
3. If the fire alarm system is activated;
  - a. Your staff shall immediately evacuate all persons from the classroom or area.
  - b. When the room is empty, turn off the lights and close the door. This indicates to school officials that the room has been evacuated and does not need to be searched.
  - c. Move to the nearest exit and outside.
  - d. Move away from the building and stay out of the drive areas as emergency vehicles will be arriving. Engine crew usually responds to loading dock area unless directed elsewhere.
  - e. School officials or your security staff should sweep through restrooms to verify that no one is inside there.
  - f. Everyone is to wait outside until school officials and/or the fire department has given the all clear to re-enter the building.
4. In case of severe weather warnings, seek out severe weather shelters as indicated on the school's emergency plan.



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