

GREAT FUTURES START HERE.



Team Tailgate

Fire Safety & Procedures

As California continues to face challenges with wildfires, the Antelope Valley Boys & Girls Club is committed to ensuring the safety and well-being of our Club members and Club staff. As Club staff, we play a crucial role in preventing fires, responding to emergencies, and ensuring that our members are safely evacuated when necessary. Just as Smokey the Bear says, "Only you can prevent forest fires." With that quote in mind, we can do our best to prevent building fires and minimize harm during a fire. It's essential to remember the main tips for preventing and escaping during a fire. It is not only important to know why and where a fire may occur but also how to protect yourself or others during a fire.

Please keep in mind that the following is general information and resources that are intended for people of all ages in all situations. For additional information or questions, please contact your supervisor.

Fire Drill Procedures

Fire Department Contact Number – Palmdale (661) 947-8700 Lancaster – (661) 946-0471

Once a month, each site will conduct an emergency fire drill. This will be conducted by the Site Coordinator with the assistance of any staff on hand during that time. Each site will have a posted evacuation route at the front desk area (or a specific location within the classroom), and will refer to that when teaching the kids how to evacuate in case of emergency (should be mirrored to the school procedures.) Each site will keep current membership applications on file in a travel-size tote container, or folder; they will be responsible for taking this file, along with the emergency kit outside with them in case of an emergency. Emergency books should be on site at all times, within reach and in each area AVBGC operates.

What to have:

- Have a quick print list of kids in attendance for each day (sign in sheet).
- Have whistles for each staff person.
- Each staff person should have a radio, and cell phone at all times (personal phone should be used for emergencies only).
- Know where each fire extinguisher is located and how to operate properly.
- Have a pre-planned escape route printed and taught to the kids in monthly fire drills (school policy).
- Have access to current applications with emergency contact numbers, easily removed from site in case of fire or emergency (emergency kit).

Procedure:

- Locate emergency supplies and procedures. (School sites should mirror the school emergency procedures).

Fire Department Contact Number – Palmdale (661) 947-8700 Lancaster – (661) 946-0471

- Staff must immediately gather their entire group, verify kid counts and evacuate to an empty field or lot clear of the building.
- Keep students in orderly, silent lines. Once outside do not allow anyone to re-enter buildings.
- The Site Coordinator should be free at all times in order to inform each staff member of what is taking place and assist as needed. Radios should always be utilized to maintain ongoing communication with other groups.
- Site Coordinators and support staff are to ensure each kid is accounted for (Staff are expected to do a headcount periodically, and be aware at all times of the number of children they are supervising).
- Site Coordinators will do a sweep, and roll call to be sure kids and staff are also accounted by name.
- Calls are to be made in the following order to Emergency personnel, Program Directors, and parents. Program Directors must contact the Director of Operations once notified, DOO will then contact the school admin.
- Children are to be kept contained and engaged until an approved parent/guardian picks them up. It is important that we keep ourselves, as well as our members calm and comfortable during a stressful situation.
- Staff must limit responses to parents during incidents. Allow the Site Coordinator or Program Director to update parents on a situation with only the necessary information.

Lockdown Procedures

A lockdown can serve several functions during an emergency. If presented with a threat, staff should follow the below lockdown procedures. A threat may include an outside intruder, any individual displaying inappropriate or intimidating behavior (including parents or guardians), a shooting, fight, or neighborhood disturbance, etc.

- Call 911, or other appropriate authorities. If you are in doubt, call 911. It is always better to be on the safe side.
- At the same time, staff should be gathering all members into the classroom(s) and locking doors once all members and staff are accounted for. As a reminder, school gates should be locked at all times.
- Move away from windows and doors. Keep students on the floor with the lights off. Keep students as quiet as possible.
- The Site Coordinator should be free at all times in order to inform each staff member of what is taking place and assist as needed (including gathering kids who may not be in their group). Radios should only be utilized when sound will not draw unwanted attention to your group. Shut off as needed. During lockdown situations, staff correspondence should take place over the phone or silently (text) as needed.
- Site Coordinators and support staff are to ensure each kid is accounted for (Staff are expected to do a headcount periodically, and be aware at all times of the amount of children they are supervising.)
- Site Coordinators will do roll call to be sure kids and staff are also accounted by name (by phone or radio if groups are in separate rooms.)
- Staff and kids are to remain on lockdown until notified by authorities, school admin, or the

Fire Department Contact Number – Palmdale (661) 947-8700 Lancaster – (661) 946-0471

Program Director who will determine that the threat has been cleared. Ignore fire alarm activation.

- Once given an all clear, children are to be kept contained and engaged until an approved parent/guardian picks them up. It is important that we keep ourselves, as well as our members calm and comfortable during a stressful situation.
- Staff must limit responses to parents during incidents. Allow the Site Coordinator, or Program Director to update parents on a situation with only the necessary information.
- **SCRIPT:** If you get calls, tell families protective measures are in place and reaffirm that children are safe. Instruct parents/guardians not to come to the school, and that a follow-up call will be placed when the lockdown ends.

Site Coordinators are to present their evacuation/fire/lockdown drill plans to staff meetings regularly for updating and or discussion.

Fire Triangle

The Fire Triangle is used as a model for conveying the components of a fire: Heat, Fuel, and Oxygen. Without one of the three components, the fire will be extinguished.

- **Heat** can be generated by a cigarette, an electrical current, or a home theatre. To extinguish heat, a cooling agent such as water or a retardant such as a fire extinguisher can be used.
- **Fuel** can be anything that is flammable, such as wood, paper, fabric, etc. If fuel is taken away or used up, the fire will be extinguished.
- **Oxygen** is needed for a fire to start and continue. One recommendation for extinguishing a small fire is to smother it with a non-flammable blanket,



How to be Prepared

- | | |
|---|---|
| - Make sure the property has clear and accessible escape routes | - Point out fire-fighting equipment (i.e. fire extinguishers) around the property |
| - Create and share evacuation plans with other staff and members | - Ensure that fire-extinguishers are serviced and charged |
| - Have all emergency contacts and roll call sheets accessible in case of evacuation | - Be mindful of all plugged in electrical appliances |
| - Look for potential areas of ignition or heat | - Practice fire drills with students and coworkers |

In the Event of a Fire

- | | |
|---|---|
| - React immediately if an alarm sounds or you see smoke. EVACUATE and meet at the assembly spot | - Touch doors and door knobs to ensure they are not hot, as it is an indication of a fire on the other side of the door |
|---|---|

Fire Department Contact Number – Palmdale (661) 947-8700 Lancaster – (661) 946-0471

- Remain calm and evacuate staff and members orderly but hastily
- Pull the fire alarm to alert others to evacuate and to alert the fire department
- Stay low to the ground and cover your face with a cloth to limit the inhale of smoke

- If someone's clothes catch fire don't forget to **Stop, Drop, and Roll**

- Only use a fire extinguisher if the fire is small, contained, and you feel comfortable using one

How to Use a Fire Extinguisher

Only use a fire extinguisher if the fire is small and contained and you feel comfortable and understand how to use an extinguisher. However, you should keep in mind that there is a slim possibility that you may not be able to put out the flames. If so, you should flee to safety and alert the authorities.

To use a fire extinguisher

Pull – This means removing the safety pin from the extinguisher handle

Aim – Aim the opening, nozzle, horn, or cone at the base of the flame

Squeeze – Gradually squeeze the trigger handle to release the content of the extinguisher

Sweep – Gently sweep from side to side.

Stay Prepared and Stay Safe!

Fire safety is a shared responsibility that requires vigilance, preparation, and regular practice. By adhering to fire prevention measures, understanding emergency procedures, and participating in monthly drills, we can create a safe and secure environment for everyone. Prevention, preparedness, and teamwork are key to effectively managing fire emergencies and protecting the lives of everyone in the facility.