

## FIRE DRILL PROCEDURES

**Below are the evacuation procedures when the alarm sounds.** All alarms must be responded to by everyone in the building, *unless* an announcement is made. When the alarm sounds:

- each teacher will take their emergency folder & backpack, and exit the building with their class by the route indicated on the fire exit map (posted in each classroom). **NOTE:** Be prepared to use alternate exit routes if normal exit is compromised.
- teachers will lead their students to the track and line up alphabetically by teacher's last name. Teachers are to remain with their classes.
- all staff and students not assigned to a class at the time of the fire will report to the center field. Attendance will be taken there.
- when classes reach their designated area, teachers will designate a student at the front of the line to hold the teacher name card towards the center of the field. The teacher will take attendance recording anyone who was in class and is now missing on the evacuation attendance form. Completed forms are to be taken to the designated staff member standing under the goal post.
- mobility-challenged students should be taken to the nearest designated exit stairway (Area of Refuge) by a designated assistant. The assistant may stay with the student until help arrives or until immediate danger forces them to evacuate.
- if the fire alarm sounds during unsupervised time (i.e. class change, lunch hour), students are to take the nearest exit and meet the teacher of their last class on the field. Students will see their teacher's name card as outline above. It will be difficult to take accurate attendance at this time as students may be off campus. **Teachers** - in a serious situation, please take note of information given to you about students who may be still in the building. Area Wardens will be checking that the school is clear.
- wait for the "All Clear" buzzer or direction from the administration.

## PROCEDURES FOR FIRE WARDENS

### Procedures for Fire Wardens

1. Wardens who are teachers with classes should direct their classes to meet them in their designated location, and then proceed directly to "sweep" their areas.
2. To "sweep" an area, check all rooms in that area, including washrooms, to make sure that no one is in them. Open all doors to check inside each area, then leave doors closed. Teachers are to have left doors unlocked, but wardens should carry keys to all rooms in their area in case they encounter a locked door.

In a real emergency where the warden is unable to help an injured person to leave the building, he/she should note any injured people and their locations and give that information to command or to fire/rescue workers.

3. Each fire warden will report to the designated staff member at designated location as soon as the "sweep" is complete and will then rejoin his/her class to check and report on attendance.

**NOTE: See attached map for your zones.**