

# OUR LADY OF GOOD COUNSEL SCHOOL

## Emergency Procedure

### IF YOU DISCOVER A FIRE

- ACTIVATE a fire alarm pull station
- PHONE 9-1-1 to report a fire at your address
- FIGHT the fire ONLY if it is SMALL and you are NOT alone
- EVACUATE via the nearest safe exit. DO NOT use the elevator lift
- ASSIST persons requiring assistance
- PROCEED to the main entrance (outside) & Report to the fire department

### IF YOU HEAR A FIRE ALARM

- EVACUATE via the nearest safe exit. DO NOT use the elevator lift
- ASSIST persons requiring assistance
- ASSEMBLE clear of the building and arriving fire apparatus
- PHONE 9-1-1 to report a fire at your address

## FIRE DRILL PROCEDURES

Fire drills are an extremely important and serious event and should be treated so at all times by all persons. Any time the fire alarm is sounded in the school, whether or not a drill has been announced, all teachers, students and other persons should assume that there is a fire and should proceed accordingly.

### ROUTINES:

1. At the sound of the fire bell students should cease talking and stand.  
Teacher is to take the class **Emergency Backpack** and **Attendance Clipboard**.
2. On order of the teacher, students are to line up in pairs at the appropriate exit door.
3. The teacher should lead the students from the classroom to the designated fire exit in a quiet, orderly manner. Be prepared to choose an alternate escape route in case of fire or exit blockage.
4. The secretary staff will check the washrooms and medical room to ensure all students have exited the building.
5. Upon exit from the building the students are lead to the paved blacktop area in front of the school building in the area assigned to their grade.
6. Any students who have been separated from the class will leave by the nearest exit and rejoin their class in the designated area.
7. Teachers will make an attendance check immediately and send a messenger to the principal/or designate giving the name of child if missing.
8. Students and teachers will remain outside the school until an indication is given by the principal to re-enter the building.

***It is imperative that teachers ensure that students are quiet and orderly during the entire drill.***