

St. Odilia School Policy and Information Manual

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Fire Safety

Policy Statement

Fire drills are held periodically to insure the safe and orderly exodus of students should such an emergency arise. A minimum of three (3) will be held each year. The procedure requested by the Fire Department will be followed as to notification, etc.

Procedure

Everyone should carefully follow the general directives for conducting fire drills as listed below:

1. Each teacher should have posted in their room near the door a notice which states the exit to be used for fire drills and the place designated for the room on the playground area.
2. Each teacher should have in a convenient place a list of the students in their class, which will be used to conduct the roll call.
3. Students must make their exit through a designated doorway.
4. Assign the student nearest the door to lead the group to a place of safety. The teacher shall be the last one leaving the school room. Windows and doors should be closed.
5. Roll must be called before returning to the building. If a student is missing, the nearest firefighter is to be notified at once – in case of a real fire.
6. Fire drills must be conducted in silence and in an orderly manner.
7. Students must move quickly without confusion.
8. Students should keep their hands at their sides. No pushing at any time.
9. Teachers and students should remain outside until the all-clear signal, one long bell, is given.

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Students in the east half of the South Wing exit via the east door. The second floor uses the right-hand door and the first floor uses the left-hand side.

Students in the west half of the South Wing exit via the south door, second floor using the left-hand door and first floor using the right.

In the North Wing, east end rooms are cleared via the east door (same procedure as South Wing), and west end rooms are vacated via the north door.

At the suggestion of the firefighter, students go downstairs double file in order to save time.

An individual evacuation plan will be developed for each student with limited mobility.

