

Gabriola Fire Drill Procedure

1. All windows and doors (not locked) must be closed.
2. Classes in the gym are to use fire exit doors to the playground.
3. All students should exit through the designated doors of the classroom and school.
4. Pupils are to move toward exits in an orderly fashion (no running or pushing) and without talking
5. Classes will meet on the upper field.
6. Class lists must accompany supervising teacher and an attendance check made. Send runner with slip to Communications coordinator – Karen Dendes, to the designated area – Back stop nearest the school
7. All clear – announced by site manager – Dave Travers or designate

When the fire alarm is activated in the school:

- Give fire department a call indicating a drill will be happening in the next few minutes.
- an employee will immediately clear all telephone lines and remain at the telephone. - Diane
- ***the fire department will immediately contact the school by telephone*** and confirm a fire or false alarm.

Note:

- the classroom teacher will be responsible to see that all students are accounted for. Should any students not be accounted for, the teacher is to notify the Principal or delegate who will initiate a search for the missing student(s). The teacher is to remain with the students.