

Killarney School

Fire Drill

Evacuation Routes

2018 - 2019

All students and staff will exit the building through one of the following exits:

<u>South Door (East Hall)</u>	Main door on south side leading to parking lot
<u>South Door (West Hall)</u>	Door on south side of building behind south gym
<u>East Door</u>	Main door on east side leading to King Avenue
<u>West Door (South Hall)</u>	Door on West side of building from hallway past south gym
<u>West Door (North Hall)</u>	Door on West side of building from hallway past K. Moody's classroom
<u>North Door</u>	Door on North side of building leading to bus loading zone past band room
<u>North West Early Years Door</u>	Door leading from hallway past left side of temporary classroom (facing south)
<u>North East Early Years Door</u>	Door leading from hallway past right side of temporary classroom (facing north)

****PLEASE REMEMBER TO TURN OFF LIGHTS AND CLOSE THE CLASSROOM DOOR. ****
THIS IS A SIGNAL THAT THE ROOM IS EMPTY. TAKE YOUR ATTENDANCE WITH YOU.

Mrs. Witherspoon's class Mrs. Magwood's class Mrs. Sutherland's class	Will exit through the fire exit doors from their classrooms and muster on the north side of the school. <u>Alternate Route</u> – North East Early Years doors
Mrs. Forsythe's class Room 4 (Day Care)	Will exit through the fire exit doors from their classrooms and muster on the north side of the school. <u>Alternate Route</u> – North West Early Years doors
Music Room	Will exit through the exit door on the North side of the classroom and muster on the North Side of the school. <u>Alternate Route</u> – North East Early Years doors
Mrs. Riley's class Mrs. Wanless' class Levelled Literacy office	Will exit through the <u>North East Early Years door</u> and muster on the north side of the school. <u>Alternate Route</u> – West Door (North Hall)
Mr. Riley Mr. Bartley's class	Will exit out the <u>West Door (South Hall)</u> and muster on the West side of the school. <u>Alternate Route</u> - South Door (East Hall)
Mrs. Opperman's class Ms. Grant's class	Will exit out the <u>South Door (West Hall)</u> and muster on the West side of the school. <u>Alternate Route</u> - West Door (South Hall)
Middle Years Resource Area Clinician office Conference Room	Will exit out the <u>West Door (South Hall)</u> and muster on the West side of the school. <u>Alternate Route</u> – South Door (West Hall)

South Gym

Will exit through the South doors and muster east of the parking lot, near the bike rack. Gym teacher to take attendance of his/her class at the time.

Miss Moody's class
Mrs. Korman's class
Mrs. Little's class
Library
Mr. Pugh's class
Mrs. Shiels' class

Will exit through the West Door (North Hall) and muster on the West side of the school.
Alternate Route - Through Library to West Door (South Hall)

Staff Room
Office Staff
Mrs. Millan's class
Mrs. Stasiuk's class
Lab 26
Engine Room
Early Years Resource

Will exit out the South doors and muster east of the parking lot, near the bike rack
Alternate Route - West doors, south hall

Mr. Knight's class
Mrs. Thiessen-Kramer's class
Room 37

Will exit out the South doors and muster east of the parking lot, near the bike rack
Alternate Route - East doors

Sr. High Resource room
Mr. Hudson's Bio Lab
Nursery School
North Gym
Mrs. Nichol's class
Video Conference room
Mrs. Lovett's class
Mme. Jamault's French Room
Life Skills Room
Mr. Hudson's Chem lab
Mr. Outhwaite's class
Cafeteria

Will exit the school through the East doors and muster 50 ft. from the school.
Alternate Route - North Door

Home Ec. Lab
I.A. Room
Band Room

Will use the North Door and muster in the North parking lot.
Alternate Route - East Doors

Lab #11

Class will exit through Lab 11 Main door and out through the North Doors.
Alternate Route - South Doors

PLEASE SHUT OFF ALL LIGHTS AND CLOSE DOORS.

Do YOUR ATTENDANCE/COUNT AND REPORT TO CAPTAIN

Captains have been assigned for each door as follows:

South Door	April Millan	Alternate – Brianne Stasiuk
West door (South Hall)	Naureen Grant	Alternate – Paula Opperman
South Door (West Hall)	Naureen Grant	Alternate – Paula Opperman
West door (North Hall)	Jana Little	Alternate – Kat Moody
North West door (Early Years)	Christi Magwood	Alternate – Tristan Sutherland
North East door (Early Years)	Christi Magwood	Alternate – Tristan Sutherland
North Door	Greg Forsythe	Alternate – Erica Hilhorst
East Door	Wendy Lovett	Alternate – Terrill Outhwaite

It is the duty of the captain to check off (from advice of the classroom teacher) that all students have exited the building. Classroom teachers are to advise the captain that all are accounted for or “John” is missing - he went to the washroom. This information should be recorded by the captain. Captains will report to the administration of the school on the form provided. This information will be used to determine re-entry.

CAPTAINS QUICKLY SEND ONE (1) RUNNER TO MISS BYLO AND MRS. LAMONT AT KING AVENUE.
RUNNERS ARE TO STAY WITH THE SECRETARIES AND WAIT FOR FURTHER INSTRUCTION.

Students are to muster by classroom groups facing the school and remain quiet and orderly (This will be reported on by captains). **Groups mustering near the front of the school should keep a good distance away from the secretaries so they can be easily seen by the runners.**

Students will be allowed to re-enter the building only after the signal is given from administration. The secretaries will send notification with the runners back to their respective captains. If deemed necessary, notification will be given that all students and staff are to evacuate the property and proceed to the New Life Assembly church.

Once the building managers have heard from all captains indicating that all are accounted for **and** it has been determined that it is safe to re-enter the building, students & staff will be notified.

A map of the pertinent classroom area is posted near the exit door in each area and exit routes are clearly marked with a red marker. This should be drawn to the attention of the students.

Other Building Checks:

Office Staff – sick room

Gym teachers – change rooms

Jen Thiessen-Kramer – girl’s bathroom upstairs

Wendy Lovett – boy’s bathroom upstairs

Patrick Hudson – girl’s bathroom downstairs

Darren Knight – boy’s bathroom downstairs

Brianne Stasiuk – boy’s bathroom in main hallway

Kim Riley – boy’s bathroom in early years

Sandy Witherspoon – girl’s bathroom in early years

Early Years Resource – their rooms, Special Needs bathroom and girl’s bathroom in main hallway

Noon Hour Procedure

Should the fire bell ring between 12:05 & 12:50 students should exit the North Gym in the following manner:

- Students seated on the north-west side should leave the North Gym through the door on the North West corner exit out through the NORTH Door
- Students seated on the south-east side shall use the main door and exit through the EAST Doors

Students in bathrooms and other areas other than classrooms are to exit through the nearest exit and report to the Captain at that exit.

Students with teachers or other staff personnel other than classroom teachers are the responsibility of those staff members.

Students should exit the building in a quiet and orderly fashion without running. Should doors need to be held open, the first two students at the doors should hold them open until all students have proceeded through. They should then re-join the group. Students should muster by grade at least 50 ft. from the door. Once attendance has been taken, duty teachers will then escort students to the playground. Students who exit through South doors should line-up on the east side of the south parking lot, near the bike rack.

Duty teachers check your specific areas - classroom, bathrooms, labs, hallways etc. Check your area to see that everyone is out.

Evacuate to Church Procedure

Teachers are to carry their attendance records with them to facilitate the accounting for students. Information regarding the accounting of students must be relayed to the principals as per a fire drill.

Students will evacuate the building as per a fire drill. If deemed necessary, under the direction of administration and supervision of the teachers, students proceed to the New Life Assembly Church. A signal will be given to the runner who reports to the secretaries indicating to evacuate to the church. A copy of the Nominal Roll & Emergency Plan as well as a key to the New Life Assembly will be taken by the secretaries. A copy of the key to the New Life Assembly and the Nominal Roll will be kept at the Turtle Mountain School Division Office.

Crosswalk supervisors have been assigned for each corner of the route to the New Life Assembly Church and stop traffic as follows:







King Avenue & Fletcher Street:	Darren Knight	Alternate: Jennifer Thiessen-Kramer
King Avenue & Finlay Street:	Terrill Outhwaite	Alternate: Erica Hilhorst

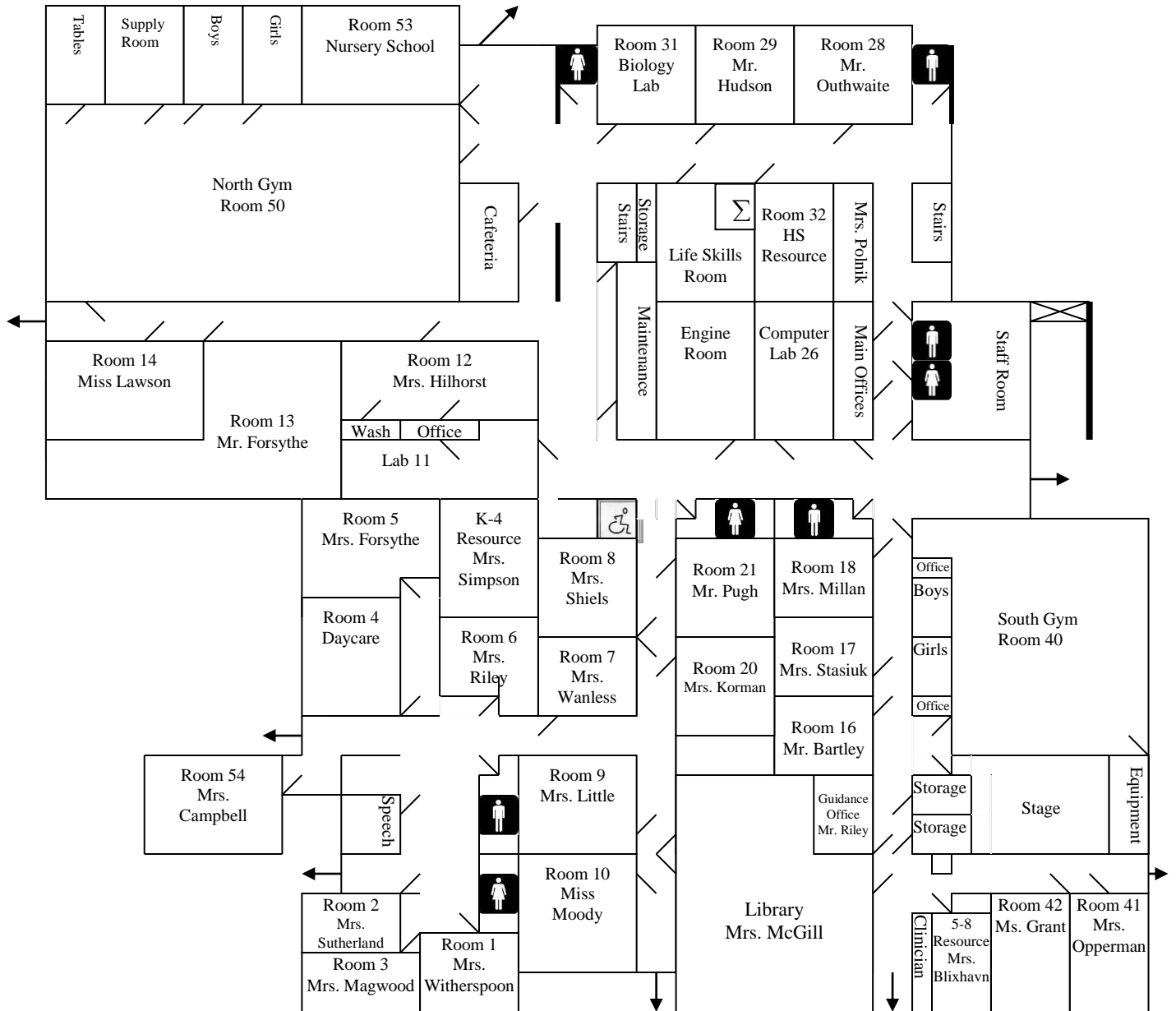
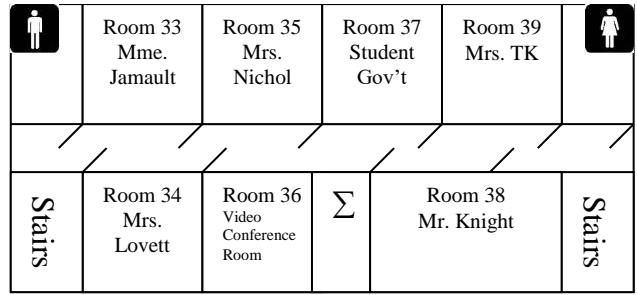
Once at the New Life Assembly Church, Grade 9 to 12 students will go to the basement and report to the same teacher they evacuated with. Kindergarten to Grade 8 students will meet with their homeroom teacher upstairs. Attendance will be taken again and reported to the secretaries. Communication will be made to the Division Office from the New Life Assembly by a teacher designated by the principal. Parents will be contacted from the New Life Assembly and if necessary the Turtle Mountain School Division office.

There are some emergencies (e.g. chemical spills) where evacuation of the building will not be a reasonable course of action. In such cases, students and staff will remain in the school building until notified by the proper authorities of any action that should be taken. The custodians will shut down all air handling units and make sure the bathroom fans are turned off.

KILLARNEY COLLEGIATE
2018 – 2019

Legend:

-  Washroom
-  Wheelchair accessible washroom
-  Door
-  Entrance/Exit
-  Elevator
-  Fire Exit



FIRE DRILL CHECK FORM

DOOR: NORTH DOOR DATE: _____

FIRE DRILL CAPTAIN: MR. G. FORSYTHE ALTERNATE: MRS. E. HILHORST

Band Room _____

I.A. Room _____

Home Ec. Room _____

Lab 11 _____

Not at this Exit: _____

Comments: _____

***Please send this sheet with a runner to the Secretaries on the Front Lawn.
The runner will report back to you when it is clear to enter the building.**

FIRE DRILL CHECK FORM

DOOR: NORTH DOOR DATE: _____

FIRE DRILL CAPTAIN: MR. G. FORSYTHE ALTERNATE: MRS. E. HILHORST

Band Room _____

I.A. Room _____

Home Ec. Room _____

Lab 11 _____

Not at this Exit: _____

Comments: _____

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FIRE DRILL CHECK FORM

DOOR: WEST DOOR (SOUTH HALL) DATE: _____

FIRE DRILL CAPTAIN: MS. N. GRANT ALTERNATE: MRS. P. OPPERMAN

Ms. N. Grant _____ Clinician Office _____

Mr. D. Riley _____

Mr. J. Bartley _____

Mrs. P. Opperman _____

Middle Years Resource Room _____ Students: _____

Not at this Exit: _____

Comments: _____

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FIRE DRILL CHECK FORM

DOOR: NORTH EAST EARLY YEARS DOOR DATE: _____

FIRE DRILL CAPTAIN: MRS. C. MAGWOOD

ALTERNATE: MRS. T. SUTHERLAND

Mrs. M. Forsythe _____ Mrs. C. Wanless _____

Mrs. L. Campbell _____ Mrs. Witherspoon _____

Mrs. C. Magwood _____ Room 4 (Daycare) _____

Mrs. K. Riley _____ Levelled Literacy Room _____

Mrs. T. Sutherland _____

Not at this Exit: _____

Comments: _____

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FIRE DRILL CHECK FORM

DOOR: SOUTH DOOR DATE: _____

FIRE DRILL CAPTAIN: MRS. A. MILLAN ALTERNATE: MRS. B. STASIUK

Mr. D. Knight _____ Room 37 _____

Mrs. A. Millan _____ Lab 26 _____

Mrs. B. Stasiuk _____ South Gym _____

Mrs. J. Thiessen-Kramer _____

Early Years Resource _____ Students _____

Office Staff & Staffroom _____ Students _____

Sensory Room _____ Students _____

Not at this Exit: _____

Comments: _____

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The runner will report back to you when it is clear to enter the building.**

FIRE DRILL CHECK FORM

DOOR: WEST DOOR (NORTH HALL) DATE: _____

FIRE DRILL CAPTAIN: MRS. J. LITTLE

ALTERNATE: MISS K. MOODY

Miss K. Moody _____

Mrs. J. Little _____

Mrs. T. Korman _____

Mrs. L. Shiels _____

Mr. M. Pugh _____

Library _____ Students _____

Not at this Exit: _____

Comments: _____

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The runner will report back to you when it is clear to enter the building.**

FIRE DRILL CHECK FORM

DOOR: EAST DOOR DATE: _____

FIRE DRILL CAPTAIN: MRS. W. LOVETT ALTERNATE: MR. T. OUTHWAITE

Mrs. W. Lovett _____ Mrs. K. Nichol _____

Mr. T. Outhwaite _____ Mr. P. Hudson _____

Mme. K. Jamault _____ North Gym _____

Nursery School _____ Room 30 _____

Video Conference Room _____ Cafeteria _____

Sr. High Resource Room _____ Students _____

Mrs. K. Polnik _____ Students _____

Not at this Exit: _____

Comments: _____

***Please send this sheet with a runner to the Secretaries on the Front Lawn.
The runner will report back to you when it is clear to enter the building.**

FIRE DRILL CHECK FORM

FIRE DRILL CAPTAIN: MR. G. FORSYTHE
ALTERNATE: MRS. E. HILHORST

FIRE DRILL CAPTAIN: MS. N. GRANT
ALTERNATE: MRS. P. OPPERMAN

FIRE DRILL CAPTAIN: MRS. C. MAGWOOD
ALTERNATE: MRS. T. SUTHERLAND

FIRE DRILL CAPTAIN: MRS. A. MILLAN
ALTERNATE: MRS. B. STASIUK

FIRE DRILL CAPTAIN: MRS. W. LOVETT
ALTERNATE: MR. T. OUTHWAITE

FIRE DRILL CAPTAIN: MRS. J. LITTLE
ALTERNATE: MISS K. MOODY
