

# Killarney School

## Fire Drill Evacuation Routes 2022 - 2023



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

- |                                       |   |
|---------------------------------------|---|
| 1) <u>South Door (East Hall)</u>      | Main door on south side leading to parking lot                                  |
| 2) <u>South Door (West Hall)</u>      | Door on south side of building behind south gym                                 |
| 3) <u>East Door</u>                   | Main door on east side leading to King Avenue                                   |
| 4) <u>West Door (South Hall)</u>      | Door on West side of building from hallway past south gym                       |
| 5) <u>West Door (North Hall)</u>      | Door on West side of building from hallway past K. Poulin's classroom           |
| 6) <u>North Door</u>                  | Door on North side of building leading to bus loading zone past band room       |
| 7) <u>North West Early Years Door</u> | Door leading from hallway past left side of temporary classroom (facing south)  |
| 8) <u>North East Early Years Door</u> | Door leading from hallway past right side of temporary classroom (facing north) |

<p><b>**PLEASE REMEMBER TO TURN OFF LIGHTS AND CLOSE THE CLASSROOM DOOR. **</b> <b>THIS IS A SIGNAL THAT THE ROOM IS EMPTY. TAKE YOUR ATTENDANCE WITH YOU.</b></p>
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- |   |  |
|---|--|
| <b>* Mrs. Wanless' class</b><br><b>Miss Kinley's class</b><br><b>Mrs. Reykdal's class</b> | Will exit through the fire exit doors from their classrooms and muster on the north side of the school.<br><u>Alternate Route</u> – 8) North East Early Years door         |
| <b>Mrs. Taylor's class</b><br><b>Room 4 (Day Care)</b>                                    | Will exit through the fire exit doors from their classrooms and muster on the north side of the school.<br><u>Alternate Route</u> – 7) North West Early Years doors        |
| <b>Music Room (Mrs. Campbell)</b>   | Will exit through the exit door on the North side of the classroom and muster on the north side of the school.<br><u>Alternate Route</u> – 8) North East Early Years doors |
| <b>Miss Little's class</b><br><b>Miss Burr's class</b><br><b>Levelled Literacy office</b> | Will exit through the 8) <u>North East Early Years door</u> and muster on the north side of the school.<br><u>Alternate Route</u> – 5) West Door (North Hall)              |
| <b>Mr. Riley's office</b><br><b>Miss Cable's class</b>                                    | Will exit out the 4) <u>West Door (South Hall)</u> and muster on the West side of the school.<br><u>Alternate Route</u> – 1) South Door (East Hall)                        |
| <b>* Ms. Grant's class</b><br><b>Mr. Manns' class</b>                                     | Will exit out the 2) <u>South Door (West Hall)</u> and muster on the West side of the school.<br><u>Alternate Route</u> – 4) West Door (South Hall)                        |
| <b>K - 6 Resource Area</b><br><b>Clinician office</b><br><b>Conference Room</b>           | Will exit out the 4) <u>West Door (South Hall)</u> and muster on the West side of the school.<br><u>Alternate Route</u> – 2) South Door (West Hall)                        |

*\* Indicates Fire Drill Captain*

## **South Gym**

Will exit through the 1) South Door and muster east of the parking lot, near the bike rack. Gym teacher to take attendance of his/her class at the time.

\* **Mrs. Poulin's** class  
**Ms. Johnson's** class  
**Library** (Mrs. McGill)  
**Mrs. Blahy's** class  
**Mrs. Little's** class  
**Mr. Pugh's** class

Will exit through the 5) West Door (North Hall) and muster on the West side of the school.

Alternate Route - Through Library to 4) West Door (South Hall)

## **Staff Room**

### **Office Staff**

**Ms. Selby's** class

\* **Mrs. Millan's** class

**Mrs. Stasiuk's** class

**Engine Room**

**Shared Services Offices**

Will exit out the 1) South Door and muster east of the parking lot, near the bike rack

Alternate Route – 4) West Door (South Hall)

**Mr. Knight's** class

**Mrs. TK's** class

**Room 37**

Will exit out the 1) South Door and muster east of the parking lot, near the bike rack

Alternate Route – 3) East Door

**Ms. Babutiu's** class

**Mr. Martens'** lab

**Mr. Outhwaite's** Lab

**Life Skills Room**

**High School Resource Room**

**North Gym**

**Nursery School**

**Cafeteria**

\* **Mrs. Lovett's** class

**Miss Cole's** class

**Video Conference room**

**French Room**

Will exit the school through the 3) East Door and muster 50 feet from the school.

Alternate Route – 6) North Door

**Home Ec. Lab** (Mrs. McGill)

\* **I.A. Room** (Miss Payette)

**Band Room** (Mrs. Lawson)

Will use the 6) North Door and muster in the North parking lot.

Alternate Route – 3) East Door

**Mrs. Nichol's** class

Class will exit through Lab 11 Main door and out through the 6) North Door.

Alternate Route – 1) South Door

**\*PLEASE SHUT OFF ALL LIGHTS AND CLOSE DOORS.\***

\* *Indicates Fire Drill Captain*

<b>*Do Your Attendance/Count AND Report to *Captain*</b>
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\*Captains have been assigned for each door as follows:

1) South Door (East Hall)	April Millan	Alternate – Brianne Stasiuk
2) South Door (West Hall)	Naureen Grant	Alternate – Darcy Manns
3) East Door	Wendy Lovett	Alternate – Terrill Outhwaite
4) West Door (South Hall)	Naureen Grant	Alternate – Darcy Manns
5) West Door (North Hall)	Kat Poulin	Alternate – Jessica Johnson
6) North Door	Sam Payette	Alternate – Alison McGill
7) North West Early Years Door	Candace Wanless	Alternate – Kayla Taylor
8) North East Early Years Door	Candace Wanless	Alternate – Kayla Taylor

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

Charlene Leslie – girl’s bathroom downstairs

Darren Knight – boy’s bathroom downstairs

Brianne Stasiuk – boy’s bathroom in main hallway

Karissa Haney – boy’s bathroom in early years

Sarah Kinley/Cari Heinrichs – girl’s bathroom in early years

*\* Indicates Fire Drill Captain*

Early Years Resource – their rooms, Special Needs bathroom, Life Skills 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 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 or Sheri Haney

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

2022 - 2023

Legend:



Washroom



Wheelchair accessible washroom



Door



Entrance/Exit



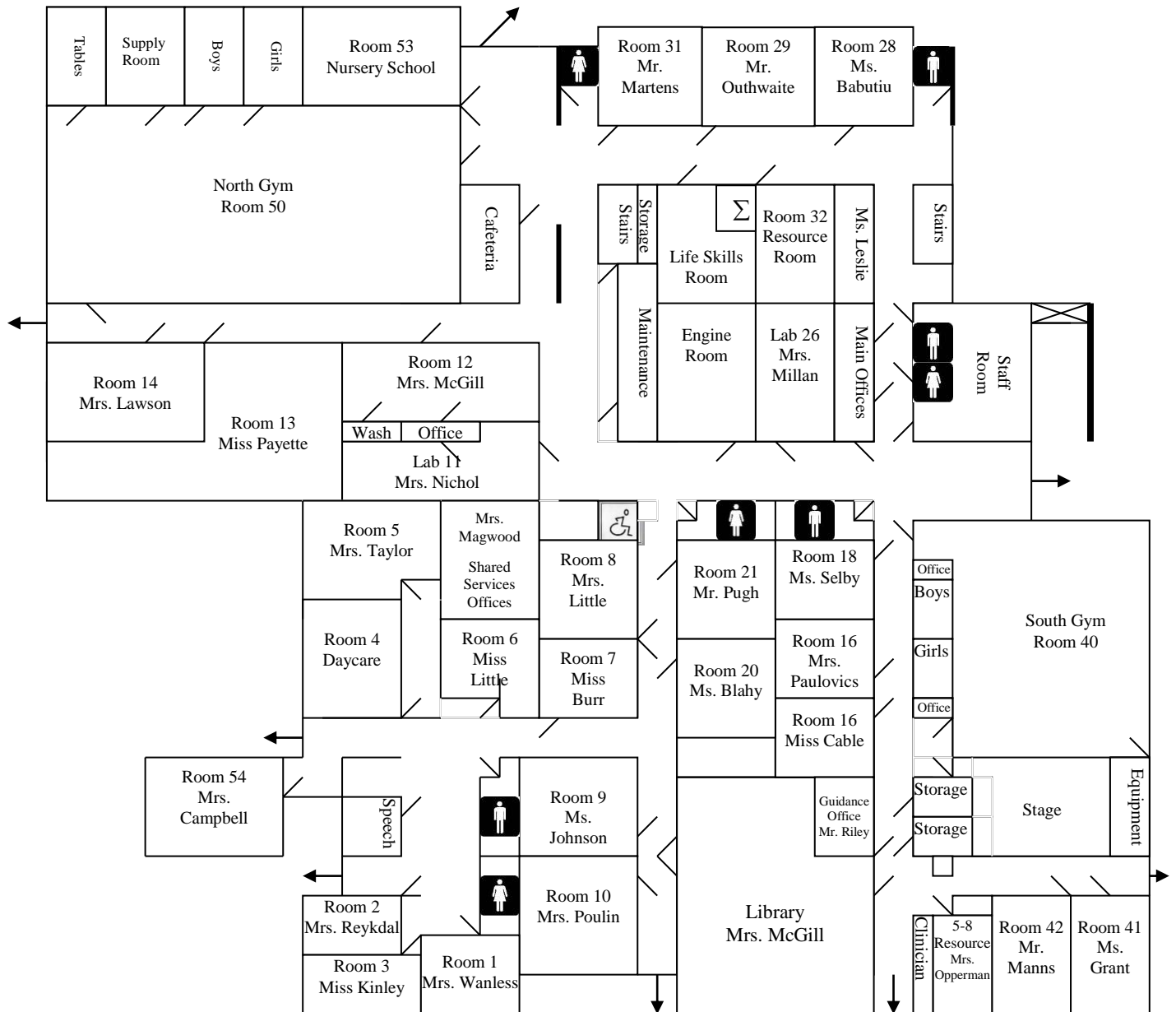
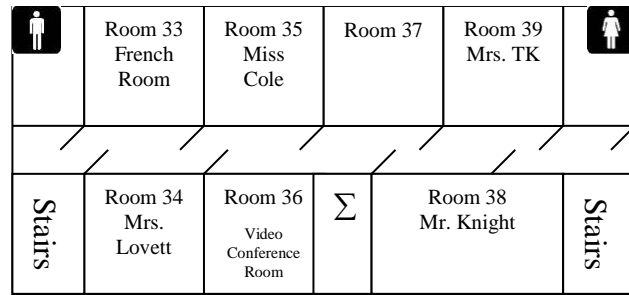
Elevator



Fire Exit



Alternate Exit



### FIRE DRILL CHECK FORM

DOOR: 6) NORTH DOOR

DATE: \_\_\_\_\_

FIRE DRILL CAPTAIN: MISS. SAM PAYETTE

ALTERNATE: MRS. A. MCGILL

Band Room (Mrs. Jean Lawson) \_\_\_\_\_

I.A. Room (Miss Sam Payette) \_\_\_\_\_

Home Ec. Room (Mrs. McGill) \_\_\_\_\_

Mrs. Nichol \_\_\_\_\_

Not at this Exit: \_\_\_\_\_

Comments: \_\_\_\_\_

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**\*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: 6) NORTH DOOR

DATE: \_\_\_\_\_

FIRE DRILL CAPTAIN: MISS SAM PAYETTE

ALTERNATE: MRS. A. MCGILL

Band Room (Mrs. Jean Lawson) \_\_\_\_\_

I.A. Room (Miss. Sam Payette) \_\_\_\_\_

Home Ec. Room (Mrs. McGill) \_\_\_\_\_

Mrs. Nichol \_\_\_\_\_

Not at this Exit: \_\_\_\_\_

Comments: \_\_\_\_\_

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### FIRE DRILL CHECK FORM

DOOR: 4) WEST DOOR (SOUTH HALL)

DATE: \_\_\_\_\_

FIRE DRILL CAPTAIN: MS. N. GRANT

ALTERNATE: MR. D. MANNS

Ms. N. Grant \_\_\_\_\_

Clinician Office \_\_\_\_\_

Mr. D. Manns \_\_\_\_\_

Conference Room \_\_\_\_\_

Miss. J. Cable \_\_\_\_\_

Mr. D. Riley \_\_\_\_\_

K - 6 Resource Room \_\_\_\_\_ Students: \_\_\_\_\_

Not at this Exit: \_\_\_\_\_

Comments: \_\_\_\_\_

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### FIRE DRILL CHECK FORM

DOOR: 4) WEST DOOR (SOUTH HALL)

DATE: \_\_\_\_\_

FIRE DRILL CAPTAIN: MS. N. GRANT

ALTERNATE: MR. D. MANNS

Ms. N. Grant \_\_\_\_\_

Clinician Office \_\_\_\_\_

Mr. D. Manns \_\_\_\_\_

Conference Room \_\_\_\_\_

Miss. J. Cable \_\_\_\_\_

Mr. D. Riley \_\_\_\_\_

K – 6 Resource Room \_\_\_\_\_ Students: \_\_\_\_\_

Not at this Exit: \_\_\_\_\_

Comments: \_\_\_\_\_

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### FIRE DRILL CHECK FORM

DOOR: 8) NORTH EAST EARLY YEARS DOOR

DATE: \_\_\_\_\_

FIRE DRILL CAPTAIN: MRS. C. WANLESS

ALTERNATE: MRS. K. TAYLOR

Mrs. C. Wanless \_\_\_\_\_

Miss K. Little \_\_\_\_\_

Mrs. K. Taylor \_\_\_\_\_

Room 4 (Day care) \_\_\_\_\_

Miss. S. Kinley \_\_\_\_\_

Music Room \_\_\_\_\_

Mrs. K. Reykdal \_\_\_\_\_

Levelled Literacy Room \_\_\_\_\_

Miss. M. Burr \_\_\_\_\_

Not at this Exit: \_\_\_\_\_

Comments: \_\_\_\_\_

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**\*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: 8) NORTH EAST EARLY YEARS DOOR

DATE: \_\_\_\_\_

FIRE DRILL CAPTAIN: MRS. C. WANLESS

ALTERNATE: MRS. K. TAYLOR

Mrs. C. Wanless \_\_\_\_\_

Miss K. Little \_\_\_\_\_

Mrs. K. Taylor \_\_\_\_\_

Room 4 (Day care) \_\_\_\_\_

Miss. S. Kinley \_\_\_\_\_

Music Room \_\_\_\_\_

Mrs. K. Reykdal \_\_\_\_\_

Levelled Literacy Room \_\_\_\_\_

Miss. M. Burr \_\_\_\_\_

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: 1) SOUTH DOOR

DATE: \_\_\_\_\_

FIRE DRILL CAPTAIN: MRS. A. MILLAN

ALTERNATE: MRS. B. STASIUK

Mr. D. Knight \_\_\_\_\_

Mrs. J. Thiessen-Kramer \_\_\_\_\_

Mrs. A. Millan \_\_\_\_\_

Mrs. B. Stasiuk \_\_\_\_\_

South Gym \_\_\_\_\_

Ms. L. Selby \_\_\_\_\_

Shared Services Offices \_\_\_\_\_

Students \_\_\_\_\_

Office Staff & Staff Room \_\_\_\_\_

Students \_\_\_\_\_

Engine Room \_\_\_\_\_

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

DOOR: 1) SOUTH DOOR

DATE: \_\_\_\_\_

FIRE DRILL CAPTAIN: MRS. A. MILLAN

ALTERNATE: MRS. B. STASIUK

Mr. D. Knight \_\_\_\_\_

Mrs. J. Thiessen-Kramer \_\_\_\_\_

Mrs. A. Millan \_\_\_\_\_

Mrs. B. Stasiuk \_\_\_\_\_

South Gym \_\_\_\_\_

Ms. L. Selby \_\_\_\_\_

Shared Services Offices \_\_\_\_\_

Students \_\_\_\_\_

Office Staff & Staff Room \_\_\_\_\_

Students \_\_\_\_\_

Engine Room \_\_\_\_\_

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

DOOR: 5) WEST DOOR (NORTH HALL)

DATE: \_\_\_\_\_

FIRE DRILL CAPTAIN: MRS. K. POULIN

ALTERNATE: MS. J. JOHNSON

Mrs. K. Poulin \_\_\_\_\_

Ms. J. Johnson \_\_\_\_\_

Mrs. A. Blahy \_\_\_\_\_

Mr. M. Pugh \_\_\_\_\_

Mrs. J. Little \_\_\_\_\_

Library \_\_\_\_\_ 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

DOOR: 5) WEST DOOR (NORTH HALL)

DATE: \_\_\_\_\_

FIRE DRILL CAPTAIN: MRS. K. POULIN

ALTERNATE: MS. J. JOHNSON

Mrs. K. Poulin \_\_\_\_\_

Ms. J. Johnson \_\_\_\_\_

Mrs. A. Blahy \_\_\_\_\_

Mr. M. Pugh \_\_\_\_\_

Mrs. J. Little \_\_\_\_\_

Library \_\_\_\_\_ 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

DOOR: 3) EAST DOOR

DATE: \_\_\_\_\_

FIRE DRILL CAPTAIN: MRS. W. LOVETT

ALTERNATE: MR. T. OUTHWAITE

Mrs. W. Lovett \_\_\_\_\_

Mr. D. Martens \_\_\_\_\_

Mr. T. Outhwaite \_\_\_\_\_

Ms. N. Babutiu \_\_\_\_\_

French Room \_\_\_\_\_

Life Skills Room \_\_\_\_\_

Nursery School \_\_\_\_\_

Cafeteria \_\_\_\_\_

North Gym \_\_\_\_\_

Miss. B. Cole/Mrs. Lawson \_\_\_\_\_

Video Conference Room \_\_\_\_\_

Room 37 \_\_\_\_\_

Ms. C. Leslie \_\_\_\_\_ 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**

**1) SOUTH DOOR (EAST HALL)**

**CAPTAIN: MRS. A. MILLAN**

**ALTERNATE: MRS. B. STASIUK**

\_\_\_\_\_

**2) SOUTH DOOR (WEST HALL)**

**CAPTAIN: MS. N. GRANT**

**ALTERNATE: MR. D. MANNS**

\_\_\_\_\_

**3) EAST DOOR**

**CAPTAIN: MRS. W. LOVETT**

**ALTERNATE: MR. T. OUTHWAITE**

\_\_\_\_\_

**4) WEST DOOR (SOUTH HALL)**

**CAPTAIN: MS. N. GRANT**

**ALTERNATE: MR. D. MANNS**

\_\_\_\_\_

**5) WEST DOOR (NORTH HALL)**

**CAPTAIN: MRS. K. POULIN**

**ALTERNATE: MS. J. JOHNSON**

\_\_\_\_\_

**6) NORTH DOOR**

**CAPTAIN: MISS. S. PAYETTE**

**ALTERNATE: MRS. A. MCGILL**

\_\_\_\_\_

**7) NORTH WEST & 8) NORTH EAST EARLY YEARS DOORS**

**CAPTAIN: MRS. C. WANLESS**

**ALTERNATE: MRS. K. TAYLOR**

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