

# SEMINARY OF CHRIST THE KING

## SAFETY PROCEDURES & DRILLS

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### FIRE DRILL PROCEDURE

- At the sound of the fire alarm all students rise from their chairs and await instructions from their professor.
- The student in each class who is designated to do so **by the professor present**, will close all windows and close the door behind him before joining the rest of the class in the hallway line up.
- The professor leads students out of the building through the main exit. Students follow in an orderly fashion -- **DO NOT RUSH OR RUN!**
- The professor assembles students outside away from the buildings to the gym parking lot where roll-call is taken.
- The Rector will check all classrooms and washrooms before leaving the building.
- The Rector will meet professors and students outside and receive roll-call reports from the professors.
- **In case of fire drill:** Students will then follow their professor back into class quietly where classes will resume.
- Each professor should make up a written report, mentioning any problems encountered or tasks left undone and hand it in to the Rector.