

SEMINARY OF CHRIST THE KING

SAFETY PROCEDURES & DRILLS

SEMINARY OF CHRIST THE KING • PO BOX 3310 • MISSION, BC • V2V 4J5 • PHONE: 604-826-8715 • FAX: 604-826-8725

Fire Drill Procedure

- At the sound of the fire alarm all students rise from their chairs and await instructions from their teacher.
- Students follow their teacher into the main hallway where they line up two by two.
- The student in each class who is designated to do so **by the teacher present**, will close all windows and close the door behind him before joining the rest of the class in the hallway line up.
- The teacher leads students out of the building by nearest exit: rooms 204,205, 206 leave by North end of hallway; 202,203 by lobby exit; 201 by exit West of hall. Students follow in an orderly fashion -- **DO NOT RUSH OR RUN!**
- If anyone present is bound to a wheelchair, three students will assist him, in his wheelchair, in leaving the building by the exit nearest room 201.
- The teacher assembles students outside away from the buildings East of the Lobby area where roll-call is taken.
- The Rector will check all classrooms and washrooms before leaving the building.
- The Rector will meet teachers and students outside and receive roll-call reports from the teachers.
- **In case of fire drill:** Students will then follow their teacher back into class quietly where classes will resume.
- Each teacher should make up a written report, mentioning any problems encountered or tasks left undone and hand it in to the Rector.