

**MSK RESPONSIBILITIES & PROCEDURES IN CASE OF A  
FIRE/EMERGENCY DURING SPECIAL EVENTS  
2022-2023**

**RESPONSIBILITIES OF MSK STAFF**

- When MSK hosts special events anywhere on the property (i.e. concerts, fairs, parent education workshops, etc.), all visitors will be instructed about Fire Emergency procedures and points of exit throughout the school, at the start of the event.
- Ensure that the emergency procedures contained in the Fire Safety Plan are prominently displayed in the classrooms and common areas throughout the school.
- Assist visitors and/or children in exiting the building in a safe and timely manner.
- Check to ensure that the washrooms have been checked, lights turned off and doors closed prior to exiting the building.
- MSK staff will designate specific responsibilities to each other in case of a fire/emergency prior to the event time, as well as review Fire/Emergency protocol.

**FIRE DRILL PROCEDURES**

1. **STOP THE EVENT IMMEDIATELY!**

2. Instruct visitors and/or children on the **appropriate exit route to be used**. These routes and alternates are as follows:

- Toddler Lavender:** exit out Toddler Lavender classroom door to corridor and proceed to the Vestibule Exit.  
Alternate: proceed to alternate exits via through the Office.
- Toddler Rose:** exit out Toddler Rose classroom door to corridor and proceed to the Exterior Vestibule Exit Door.  
Alternate: proceed to alternate exit via through the Office.
- Casa Yellow:** exit out Vestibule Exit Door onto round-about driveway. Alternate: exit out Casa Red Exit door.
- Casa Blue:** exit out Casa Blue door onto the round-about driveway. Alternate: back exit door to back playground, exit playground gates
- Casa Red:** exit out Casa Red Exit Door onto round-about driveway. Alternate: exit out classroom door, proceed via hallway, to Back Door Exit to back playground, exit playground gates.
- Lower Elementary A:** exit classroom door, proceed to the side playground Exit gate. Alternate: exit out via Exit door at top of gym stairs
- Lower Elementary B:** exit classroom door, proceed down hallway to stairs to Exterior Vestibule Door exit.  
Alternate: exit out via the exterior fire stairs
- Upper Elementary:** exit classroom door, proceed down hallway to stairs to Exterior Vestibule Door exit.  
Alternate: exit out via the exterior fire stairs
- Gym:** exit out of door in the gym, proceed upstairs onto back playground, exit playground gates. Alternate: exit gym doors, proceed upstairs to main hallway and to exit doors in office
- **Kitchen Area:** exit out the Back Door Exit to back playground, exit playground gates. Alternate: Exit out via Vestibule Exit door at top of gym stairs.

3. Visitors and /or children do not **delay** by getting dressed in outdoor clothing or collecting personal belongings.

4. Visitors and/or children must keep in line, avoid crowding, no running and refrain from talking.

5. Ensure that any visitor or child who may be **physically incapable of exiting** out, has a **designated person** who will be responsible for helping the person exit from the building.

6. A staff member will **check the washrooms and cubby area** for visitors and/or children

7. **Exit through appropriate exit**, as indicated above, and on your classroom Fire Evacuation procedure plan. Proceed to the **“SAFE AREA”** (see below) away from the school.

8. After the visitors and/or children have left the room, a staff person shall **ensure no visitor and/or students are left behind**, and **take all Attendance Books, Emergency Contacts**, then join the visitors and/or children.

9. The **last staff person** to leave the room **must close all windows, turn off lights, and close the door behind them**.

10. If you encounter heavy smoke in the hallway, exit through an alternate safe exit.

11. **Walk briskly** to the **“SAFE AREA”**, ensuring that everyone remains calm and orderly. **Take attendance** and report **any unaccounted visitors and/or children or medical issues to the Office Staff person** who will then inform the responding Fire Department Officer.

12. Do not return to the building until it is declared safe to do so by a fire official

**SAFE AREA:**

The **“SAFE AREA”** is the grass area on the south side of the driveway at the entrance into the school, on the left side of the fence facing Highway 27. (SEE MAP INDICATING EXIT ROUTE). Ensure that all visitors and/or children walk along the south side of the driveway, in the yellow safety zone toward the main entrance.

Once on the Safe Area have the visitors and/or children remain calm and quiet. At this time MSK Staff will do an attendance check to ensure all visitors and/or children are accounted for and confirm with Administration.

In the event that anyone is missing, the Principal or Administrator will inform the fire officer

Remain in the Safe Area until Administration has informed you that all is clear to go back into the building or to proceed to an Emergency Shelter: Villagio Ristorante (110 Nashville Rd.) See Map for all locations

## **UPON DISCOVERY OF FIRE/EMERGENCY, PLEASE FOLLOW THESE PROCEDURES:**

- Assist anyone in immediate danger.
- Try to isolate any burning area by closing the door
- Sound the alarm and then call 911
- Assemble students for evacuation to the “SAFE AREA” (SEE SITE MAP).
- Leave the area immediately. Use appropriate exits (as indicated below). Close windows and doors behind you. **Take the Attendance Books and Emergency Forms with you** in emergency backpack.
- Do not return to the school until it is declared “safe” by a fire official.

### IF YOU CANNOT SAFELY LEAVE YOUR AREA:

- Close the door, unlock the door for possible entry of Fire Fighters.
- Seal the base of door(s) & all openings where smoke can enter – Use tape, carpet, towels, etc.
- Crouch low to the floor if smoke enters the room.
- Wait to be rescued. Do not panic.
- Signal for help by waving something from the window.
- Listen to instructions of information from authorized personnel.