

MSK RESPONSIBILITIES & PROCEDURES IN CASE OF A FIRE/EMERGENCY
2022-2023

RESPONSIBILITIES OF MSK STAFF:

- Instruct students at the beginning of the school year on fire drill and emergency procedures. Fire Drills will be conducted monthly. In September and January, fire drills will be conducted weekly.
 - It will be Administration’s responsibility to inform all volunteers, parents and visitors of the Fire/Emergency procedures. These are also posted in the online MSK Parent Handbook.
 - Ensure that the emergency procedures contained in the Fire Safety Plan are prominently displayed in the classrooms and common areas throughout the school.
 - To be aware of student attendance, the Attendance Book, Emergency Contacts and Emergency Backpack must be with a teacher at all times when leaving the classroom.
 - Keep the classroom safe from fire hazards and report any potential fire hazards to the Principal.
 - At the end of the day, ensure that all machines & equipment have been turned off and that any flammable liquids are properly stored.
 - **Notes:** 1) In the months of Sept. & Jan. a manual school bell may be used in lieu of the alarm to minimize the anxiety level of new and younger students. Upon hearing the bell, teachers will shout ‘Fire, Fire’ to alert students about the purpose of the bell & follow exit procedures.
 2) Fire Drills will be conducted monthly in the Before and After School programs. Teachers will follow exit procedures posted for that classroom. All available staff will go to the classroom(s) to assist.
 3) In the event of inclement weather for a scheduled Fire Drill, staff and students will follow all exit procedures but only go to the designated Exit door & review the rest of the procedures with the students.
 4) During on-site Special events, all staff, students & guests will be informed of all fire safety procedures prior to the commencement of the event.

FIRE DRILL PROCEDURES UPON DISCOVERY OF FIRE/EMERGENCY

1. **STOP ALL WORK!**
2. No staff person should attempt to extinguish any fires.
3. Announce “FIRE”, pull the fire alarm or continuously ring the hand bell. Call 911 or instruct another staff person to do so.
4. Assemble students and staff for exiting the building to the ‘SAFE AREA’ (see Site Map) as per classroom’s Fire Exit route.

EXIT ROUTES

<u>Classroom</u>	<u>Primary Exit</u>	<u>Alternate Exit</u>
Toddler Lavender (T.L.)	T. L. classroom door to Vestibule Exit door	T. L. classroom door to Office Exit door
Toddler Rose (T.R.)	T.R. classroom door to Vestibule Exit door	T. R. classroom door to Office Exit door
Casa Yellow (CY)	C.Y. classroom door to Back Door Exit onto back playground to round-about driveway	C.Y. interior door to Casa Red Exit door
Casa Blue (C.B.)	C.B. Exit door to round-about driveway	C.B. interior door to Back Door Exit onto back playground to round-about driveway
Casa Red (C.R.)	C.R. Exit door to round-about driveway	C.R. interior door to Back Door Exit onto back playground to round-about driveway
Lower Elementary A (LE A)	LE A classroom door to side playground exit gate to round-about driveway	Exit door at top of Gym stairwell
Lower Elementary B (LE B)	LE B classroom door to Vestibule Exit door	Exit via exterior fire stairs to side playground exit gate to round-about driveway
Upper Elementary (U.E.)	U.E classroom door to Vestibule Exit door	U.E. classroom door to exterior fire stairs, to side playground exit gate, to round-about driveway
Gym	Gym Exit stairwell to back playground to round-about driveway	Exit main Gym doors to Office Exit Door
Kitchen Area	Exit LE A Exit door to side playground exit gate to round-about driveway	Exit door at top of Gym stairwell

5. Students do not **delay** by getting dressed in outdoor clothing or collecting personal belongings but **MUST** have shoe laces tied.
6. Students must keep in line, avoid crowding, no running and refrain from talking.
7. Ensure that any student who may be **physically incapable of exiting**, has a **designated person** who will be responsible for helping the person exit from the building.
8. Students or staff who are away from their classroom for any reason are to exit the building with the nearest class. The student or staff will rejoin their class when safely outside.
9. **Check all washroom and Cubby areas for children.**
10. Turn off lights, close all windows and doors upon exiting the room.
11. Teacher will take the Attendance Book, Emergency Contacts and Emergency Backpack & exit as per Exit Door indicated in chart and proceed to **SAFE AREA**.
12. After all students have left the room, a staff person shall **ensure no visitor and/or students are left behind** and join the visitors and/or children.
13. If you encounter heavy smoke in the hallway, exit through an alternate safe exit.
14. **Walk briskly** to the "SAFE AREA", ensuring that everyone remains calm and orderly. Toddlers will be loaded into available cars & taken to the SAFE AREA or EMERGENCY SHELTER, if weather is inclement.
15. 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.
16. 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 staff and students walk along the south side of the driveway, in the yellow safety zone toward the main driveway entrance gate. The Toddler class will walk on the north side of the driveway toward the main driveway entrance gate.

Available staff will strategically place themselves along the driveway to ensure all students stay in the safety zone and away from any emergency vehicles.

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 teacher will inform Administration who will then inform the fire official

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: Villaggio Ristorante (110 Nashville Rd.) See Map for location.

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 or use personal cell phone to alert Administration or another staff.
- Listen to instructions of information from authorized personnel.