FIRE DRILL PROCEDURES

École Secondaire OAK BAY High School

Below are the evacuation procedures when the alarm sounds:

1. All alarms must be responded to by everyone in the building, unless an announcement is made. When the fire alarm sounds, each teacher will take their attendance roster for the current class and exit the building with the class by the route indicated on the fire exit map posted in the classroom.

2. Doors and windows are to be closed. If a staff member is unavailable or injured, two (pre-assigned) students should assume these responsibilities.

3. Staff members are to ensure all students leave the building in an orderly manner.

4. The teacher of the first class to reach an exit will designate 2 students to hold the doors open until all classes have exited.

5. Teachers will lead their students to their assigned number on the track. The numbers will correlate with a teacher's evacuation number. Teachers are to remain with their own classes as they will have a more accurate account of attendance.

6. When classes reach their designated area the teacher will use the attendance sheet to determine whether anyone who was in class is now missing. The evacuation attendance forms are then taken to Eve Bowen who will be located at the center of the track's field.

7. Mobility-challenged students should be taken to the nearest designated Exit stairway (Area of Refuge) by a designated assistant.

8. The assistant may stay with the student until help arrives or until immediate danger forces them to evacuate.

9. All staff members and students not in a class at the time of the fire will report to the center field. Our office staff will help supervise.

10. Please note, if the fire alarm sounds during a time when students are not under the direct supervision of teachers (class change, lunch hour, after school) the students are asked to exit the building by the nearest exit and meet the Advisory Teachers on the track. Teachers will also exit the building and meet their advisory students at their assigned number. It will be difficult to take attendance at this time, as students may be off campus. In a serious situation, please take note of information students give you about student who may be still in the building. Area Wardens will also check that the school is clear.

11. The buzzer will be sounded to signal "all clear" for re-entry into the building.

12. In the event that the buzzer is not functioning, an administrator will signal "all clear."

PROCEDURES FOR FIRE WARDENS

Procedures for Fire Wardens

1. Wardens who are teachers with classes should direct their classes to meet them in their designated location, and then proceed directly to "sweep" their areas.

2. To "sweep" an area, check all rooms in that area, including washrooms, to make sure that no one is in them. Open all doors to check inside each area, then leave doors closed. Teachers are to have left doors unlocked, but wardens should carry keys to all rooms in their area in case they encounter a locked door.
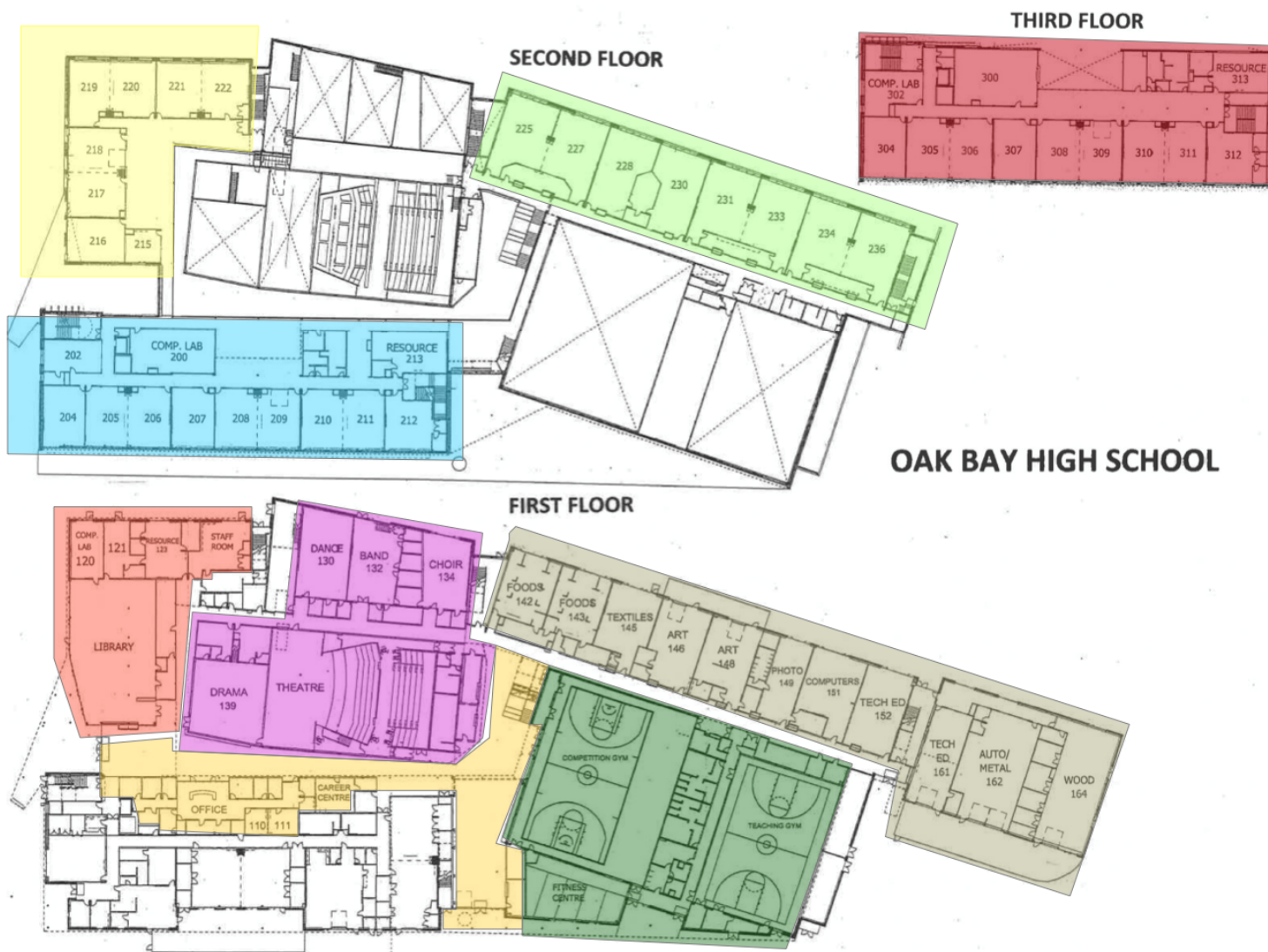
   In a real emergency where the warden is unable to help an injured person to leave the building, he/she should note any injured people and their locations and give that information to the Vice Principal or to fire or rescue workers.

3. Each fire warden will report to Eve Bowen as soon as the "sweep" is complete and will then rejoin his/her class to check and report on attendance.

Fire Wardens Report to an Administrator at the Emergency Container. See attached map for your zones.

3rd Floor:	TBA / Mark Schippers
2nd Floor: Cadboro Bay side	Dan Jardine / Christine Roberts (**yes 0.5 FTE**)
2nd Floor: Science area	Al Carmichael / Eric Simonson
2nd Floor: Field side	Tim Bradshaw / Steve Sran
1st Floor: Theatre, Music	Sally Murphy / Steve Price **yes**
1st Floor: Research Centre, Staffroom area	Joyce Moreau
1st Floor: Tech Area, Visual Art	TBA / Harrison Worsley
1st floor: Office & Cafeteria	Melanie Paas / T. Sherstobitoff
Gymnasiums & Fitness area	Rich Fast / PE teacher in the area

Fire Warden Zones

THIRD FLOOR

SECOND FLOOR

FIRST FLOOR

OAK BAY HIGH SCHOOL