Ormstown Elementary
Evacuation & Fire Drill Procedures
2026-2027

For the purposes of these instructions, all exit doors in this building are labeled:

FRONT OF THE SCHOOL DOOR (George Street)	EXIT A
NORTH SIDE DOOR (cafeteria side of school)	EXIT B
104 CLASSROOM (window exit)	EXIT C
STAFF ROOM (fire escape stairs)	EXIT D
BASEMENT EAST SIDE DOOR (beside girls bathroom)	EXIT E
GYM DOOR (out to playground)	EXIT F
SOUTH SIDE DOOR (gym side of school)	EXIT G
BACK KITCHEN DOOR (beside custodian office)	EXIT H

Signs labeling each door are posted above the exit. In each room of the building, a sign is placed in a prominent place indicating which exit should be used in case of an emergency:

- The large letter indicates the exit to be used.
- The smaller letter indicates the alternate when the first exit is unavailable.

A fire alarm will signal the need to exit the building. All persons in the building MUST exit the school during an evacuation and / or drill. Classes will proceed to the grassy part of the school yard as follows:

Room 001	Exit B (North Door) Alternate: Exit E (Basement East Side Door)
Kitchen Staff/ Custodian	Exit H (Back Kitchen Door). Alternate: Exit B (North Side Door)
Cafeteria	Exit E (Basement East Door). Alternate: Exit B (North Side Door)
ROOM 003	Exit E (Basement East Door). Alternate: Exit B (North Side Door)
ROOM 005	Exit E (Basement East Door). Alternate: Exit B (North Side Door)
ROOM 011	Exit G (South Side Door). Alternate: Exit E (Basement East Side Door)
ROOM 104	Exit A (Front Door). Alternate: Exit C (Window in Classroom)
ROOM 101	Exit B (Front Door) Keep right on stairs. Alternate: Exit A (Front Door)
ROOM 103	Exit A (Front Door) Keep left on stairs. Alternate: Exit B (North Side Door)
ROOM 105	Exit B (North Door) Keep right on stairs. Alternate: Exit A
ROOM 107	Exit A (Front Door). Alternate: Exit G (South Side)
ROOM 109	Exit G (South Side). Alternate: Exit B (North Side)
ROOM 111	Exit G (South Side). Alternate: Exit A (Front Door)

Exit F (Gym Door). Alternate: Exit G (South Side)

Room 118	Exit G (South Side). Alternate: Exit A (Front Door)
ROOM 108	Exit B (North Door) Stay to the right. Alternate:
ROOM 110	Exit B (North Door) Stay to the right. Alternate:
Staff Room	Exit D (Staff Room). Alternate: Exit B (North Side)
Washrooms or Hallways	**EXIT NEAREST DOOR AND REJOIN CLASS**
ROOM 201	Exit B (North Door) Keep left on stairs. Alternate: Exit G (South Door)
ROOM 203	Exit B (North Door) Keep left on stairs. Alternate: Exit G (South Door)
ROOM 207	Exit B (North Door) Keep left on stairs. Alternate: Exit G (South Door)
ROOM 209	Exit G (South Door) Keep left on stairs. Alternate: Exit B (North Door)
ROOM 211	Exit G (South Door) Keep right on stairs. Alternate: Exit B (North Door)
ROOM 213	Exit G (South Door) Keep right on stairs. Alternate: Exit B (North Door)
ROOM 214	Exit G (South Door) Alternate: Exit B (North Door)

Each class should have their teacher lead them out of the building in a single file line. You do not need to shut windows or doors on your way out. The sweepers will shut the doors behind them when they have checked that each room is clear.

Once students are outside, they should go quietly to the designated meeting place on the grass. Teachers will then proceed to take attendance. The school bell will signal re-entry. If it is impossible to re-enter the building, students will be led to the Recreation Centre where arrangements have been made to use the building.

Job Description of Each Staff Member

Each staff member has a role to play in case of an emergency situation.

Principal:

- Plays the role of "Emergency Chief" as per *NFSB Emergency Preparedness Planning* Document

In the absence of the principal, the responsibilities described below will be fulfilled by the staff assistant or the principal's designated replacement of that day.

School Secretary:

- Play role of "Central Emergency Chief" during emergency situation as per *NFSB Emergency Preparedness Planning* document

If students have to be sent home early, the secretary and other available staff members will begin contacting parents/guardians.
A staff member will be designated to record names of students who go home with parents. Students whose parents or designated guardian cannot be reached will remain at the Rec. until the regular bus departure time.

Classroom Teacher:

- in an emergency situation makes sure that all pupils in his/her care are safe
- maintains an up to date list of names on the attendance list
- informs all students of emergency procedures
- informs the principal immediately if a dangerous situation develops within the school

In an emergency evacuation, the following are the specific tasks of the classroom teacher:

- as soon as the alarm is sounded, evacuates everybody in their care from the building
- takes a class list - knows attendance for the day
- leads the group in an orderly manner to the designated exit
- does not permit anyone to take personal belongings
- provides help to people needing special care, directs visitors to the exit
- uses hand signals rather than talk to signal stop and go
- accompanies pupils to designated grassy area on the playground
- calls attendance, informs principal or designate if someone is missing
- Holds up a green paper to indicate that all students are present or a red paper to indicate that a student is missing
- remains with class and ensures safe and appropriate behaviour

If students have to be sent home early, the teacher is responsible until the buses depart. While the parents are being contacted, the teacher relays (by specialists) any pertinent information that he/she or the child may have.

After the departure of the majority of students, teachers may be requested to take care of remaining students whose parents have not been contacted. If still in the school, the principal, with School Council, will determine the necessity of staff remaining present.

Specialist Teachers and Teachers' Assistants:

- If he/she is in charge of a class when the emergency situation occurs, the teacher's job description applies until students are outside in the meeting place and the classroom teacher returns to their group.

Support Staff:

- Helps with any students requiring assistance when exiting the building.
- Helps classroom teachers with caring for students until emergency situation has ended
- Some support staff will play the role of "Emergency Warden". See *NFSB Emergency Preparedness Planning* document

Caretaker:

- Plays role of caretakes as per *NFSB Emergency Preparedness Planning* Document
- Plays role of "Emergency Warden" for basement floor during Evacuation Procedures
- makes sure that all material regarding fire protection is in good state