

IMPORTANT!

INFORMATION ON EMERGENCY EVACUATIONS FOR FACILITY USERS

All facility users must locate and familiarize themselves with the emergency evacuation plans and rules for each room they use prior to the start of the program session. Each location on campus is required to have the exit routes posted as well as a copy of the evacuation map.

It is the responsibility of the supervising adult to review these procedures with their students so they know what they are expected to do. In an emergency evacuation all teachers are required to take attendance and be prepared to report this information to the fire department when they arrive.

Students using the auditorium are not allowed to leave any belonging such as book bags, coats, etc. on the floor in the auditorium aisles, hallway or lobby. In an emergency this creates an obstruction to the safe evacuation of the occupants and violates the public fire safety codes. Students using the auditorium should be instructed to place belongings on their seat (or seats).

Thank you for your help and cooperation in keeping all facility users safe.

David Flannery
Facility Manager
Carlisle Public School

BUILDING EVACUATION PROCEDURES/INSTRUCTIONS

1. In the event of a fire alarm activation in any building on campus all buildings will be notified over the fire alarm speakers with an alert sound and a flashing strobe light. Please remain quiet and follow the procedures below.
2. All building occupants must immediately evacuate the building and report to the pre-designated safe evacuation area for their room indicated on the evacuation map.
3. It is important that everyone remain calm and quiet so as to hear important instructions. If at anytime additional instructions are necessary they will be given over the emergency speakers mounted on the exterior of the building
4. Keeping all sidewalks, driveway, and access points to the building open is essential.

IMPORTANT POINTS TO REMEMBER DURING BUILDING EVACUATION

1. All classroom doors and windows should be shut before leaving the room. All lights should be turned off.
2. When exiting the building, it is important to do so in an orderly fashion so as to lessen the confusion.
3. If smoke is present, or if exit through a smoke-filled area is necessary, the safest way through it is to crawl as close to the floor as possible to breathe the freshest air.
4. Always remember that each classroom has two exit doors or routes. If one is blocked or you are unable to get out of it safely, use the other. Learn and know the two exit routes in each classroom you are in.
5. Before opening a door into an unseen area, feel the knob to see if it is hot. If it is, then most likely the fire is on the other side and intense heat is present – DON'T OPEN THE DOOR – use the alternate exit door or route.
6. NO ONE is to go between any of the buildings or near any of the gas meters.
7. DON'T PANIC. There is plenty of time for exiting all of these buildings.
8. Site alarms sound on the exterior of the buildings when any building on the school site has an alarm. This alarm is to alert students and staff to clear the driveway, plaza, fire lanes and sidewalks. The Fire Department will arrive at the building in alarm in 6-8 minutes. It is very important that everyone stop and clear the plaza, fire lanes, driveways and sidewalks.