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ST. JOSEPH ACADEMY  
(SJA)

Department:	Facilities
Number:	500.5
Effective Date:	November 2017
Review Date:	October 2019
Revised Date:	October 2019
Page:	1 of 2

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I. Policy:

- It is our policy that whenever the fire alarm sounds **EVERYONE** is to exit the building, even if you are certain it is a false alarm or a drill.
- Exits will be maintained free of snow, ice and obstructions.
- In the event that the Milwaukee Fire Department is called to the scene, they have authority to determine a course of action; SJA staff, students and visitors will follow their instructions.

II. Procedures:

- Fire drills will be practiced monthly and documented by the facility staff on the Fire Safety and Emergency Documentation Form, located in the glass cabinet near the bathroom in old building lobby. 251.06(3)(c)

**Teachers:**

- A. Take daily sign-in sheet when evacuating you classroom.
- B. Take emergency cards.
- C. Keep children calm so all directives may be heard when needed.
- D. Close classroom door.
- E. If your assigned area is the center of the emergency, listen carefully for other directives from your walkie talkie.
- F. When you reach your assigned area, take a roll call of the children who should be present in your room that day and at that time.
- G. When **ALL CLEAR** signal is given, please return to your classroom where roll call will be taken.
- H. Make sure all lights are turned on.

### Infant Wing

During a fire drill in the cold weather months of November thru March, all rooms in the infant Wing will go to the Atrium and have the children sit at the outside door which leads out to the infant play area.

During the warm weather months, the following evacuation procedure will be followed.

- A. Rooms M1 and M2 will put their children into the infant cribs and roll the infant cribs outside their classroom doors.
- B. All classrooms will turn off classroom lights and close their classroom doors.
- C. Take a head count of children.
- D. All classrooms will exit through the Atrium area to the infant play area as their first emergency exit.
- E. Emergency doors will be used as the second emergency exit.
- F. Once they are safely outside, all classrooms will walk onto 17<sup>th</sup> street and go north towards Manitoba.
- G. Meet on the corner of 17<sup>th</sup> & Manitoba, **DO A HEAD COUNT** and wait for **ALL CLEAR**.

### Toddler-Preschool-School-Age Areas

1. Children should line up at the door. One staff member should be at the front of the line and the other staff member should be at the end. In the event you are alone you need to be at the front of the line. Be sure to take your emergency bag, emergency binder, cell phone and daily attendance sheet.
2. Prior to leaving the room, **DO A HEAD COUNT**. Be sure to turn off lights and close the door.
3. Using your primary exit plan route escort the children out of the building. If the primary route is the center of the emergency use the secondary route. The evacuation routes are located on the wall near door.
4. Use stairwells, **DO NOT USE ELEVATORS**.
5. All rooms shall go to their designated area outside **DO A HEAD COUNT**, and wait for an **ALL CLEAR**.

Approved by: \_\_\_\_\_

President/CEO

Date

2/4/2020