

CPAC Emergency Alarm Instructions

- 1) All glass doors entering the new gym will be locked **except** for the one which is closest to the male P.Ed office. Students will use this door only to enter the gym from the new foyer area.
- 2) All PEd teachers will have an Allan type key and will be able to lock that one door from the inside of the gym in the event that the alarm goes off during class time.
- 3) If the **alarm sounds during class time**, all students in the gym class must move quickly to the **football room**. (Unless there is an assembly and there are large numbers of student body present- then follow instructions from admin) The P. Ed teacher will scoop any students in the foyer area into the gym with their class if time and numbers allow it. The teacher will lock the glass door behind the students from the inside with Allan key, and take their lab top with them into the football room with the students to await instructions. Instructions from admin come in the form of an intercom announcement or through e-mail.
- 4) The P.Ed teacher on **prep supervision** will be responsible for clearing out the hallways beside the red gym and the whole CPAC foyer of any students who are wandering, looking for direction. These students will be instructed to exit the building.
- 5) If instructions are to evacuate the building, then students will exit the football room turn left and exit the building to the east.
- 6) If an **alarm sounds at class change time** we are scooping all students into areas where they would go if it were an alarm that sounded during class time as in step 3.
- 7) Any **alarm that rings before school, at lunch time or after school** students will be instructed by staff to evacuate the building through the nearest exit immediately.