FIRE DRILL INSTRUCTIONS

When the fire alarm sounds everyone should exit the building at a location closest to your present location. If there is a fire/smoke incident in the direction of the closest exit, please exit at the next available location. All seminarians, students, faculty, and staff are to become familiar with the exits of all buildings.

All procedures already identified (those posted on the NDS website) should be followed including pulling handles at fire stations, calling 911, *etc*.

No matter the time of day, all seminarians are to report to the following designated locations – these designations are based on where the residences are located however everyone is to exit the buildings safely and quickly as seminarians report to their designated locations.

No one should enter any of the buildings until the "all clear" is given. Usually, this will be indicated by the ringing of the chapel bells to indicate all can return to the buildings.

Shaw Hall Seminarians
   1) The third floor south is to report to the front of the archbishop's house in the lawn facing the main entrance to the residence.
   2) The second floor south is to report to the Good Shepherd statue off of the main circle.
   3) The third floor north is to report to the American Flag in circle.
   4) The second floor north is to report to the Fountain in circle.

Saint Joseph Hall Seminarians
   1) Third floor is to report to the Papal Flag in the circle.
   2) The second floor is to report to the Oak Tree where the manger is erected.

Lourdes House and Off Campus Seminarians
All seminarians who live in the Lourdes House and off-campus, are to report to the Lourdes Grotto when the alarm sounds – even during class times.

Resident Priests and Floor Guests
Resident Priests and Guests are to report to the same location as the seminarians based on your floor residential rooms.

Faculty and Non-Resident Priests
Non-residential faculty are to report to the fountain area closest to the handicap parking area across from the main steps of Shaw Hall (right side facing the building).

Non-Residential Students
Non-residential students are to report to the fountain area closest to the handicap parking area across from the main steps of Shaw Hall (right side facing the building).

Office Staff
All office staff are to report to the stone palm planters located at the main entrance to the campus off of Carrollton Avenue.

Facility Staff
All facility staff (housekeeping, maintenance, kitchen) are to report to the fountain area closest to the handicap parking area across from the main steps of Shaw Hall (left side facing the building).

The Rector and Vice Rector
The rector and vice rector will report at the bottom of the main steps of Shaw Hall.

CHECKING ATTENDANCE
1) Each residential floor has a seminarian prefect. The prefect will be sure that all seminarians, priests, and guests on that floor are accounted.

2) If the alarm event occurs during office hours or class hours, the dean will take account at the non-residential faculty designation to confirm the accountability of faculty.

3) If the alarm event occurs during office hours or class hours, the dean will take account at the non-residential students' designation to confirm the accountability of those students.

4) If the alarm event occurs during office hours or class hours, the rector's administrative assistant will take account the office staff designation to confirm the accountability of staff.

5) If the alarm event occurs during office hours or class hours, the director of facilities will take account at the facility staff designation to confirm the accountability of staff.

6) The rector and vice rector will report to the front steps of Shaw Hall. All prefects and designated personnel who are taking account of any absences should immediately contact the rector and vice rector (in person or cellular).

7) Those taking attendance – if someone is missing, the rector and vice rector are to be immediately notified. Information will then be shared with fire personnel to determine a course of action.