

FIRE DRILL INSTRUCTIONS

Revised 7/24/2024

When the fire alarm sounds everyone is to exit the building at a location nearest to your present location. If there is a fire/smoke incident in the direction of the nearest 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.

Shaw Hall Seminarians

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

Saint Joseph Hall Seminarians

- 1) The third floor will report to the Papal Flag in the circle.
- 2) The second floor will report to the Oak Tree immediately outside the auditorium.

Benson House Seminarians

- 1) Outside of class times, all seminarians who live in the Benson House will report to the Lourdes Grotto.
- 2) During class times, all seminarians who live in the Benson House will report to the fountain area closest to the handicapped parking area across from the main steps of Shaw Hall (right side facing the building).

Non-Residential Seminarians

Seminarians who live off-campus will report to the fountain area closest to the handicapped parking area across from the main steps of Shaw Hall (right side facing the building).

Resident Priests and Floor Guests

Resident priests and guests will report to the same location as the seminarians based on your floor residential rooms.

Faculty and Non-Resident Priests

Non-residential faculty will report to the fountain area closest to the handicapped parking area across from the main steps of Shaw Hall (right side facing the building).

Lay Students

Lay students will report to the fountain area closest to the handicapped parking area across from the main steps of Shaw Hall (right side facing the building).

Office Staff

All office staff will report to the Notre Dame Seminary sign located near the main entrance to the campus near South Carrollton Avenue.

Facility Staff

All facility staff (housekeeping, maintenance, kitchen) will report to the fountain area closest to the handicapped 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.

No one should enter any building 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.

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 for.
- 2) If the alarm event occurs during office hours or class hours
 - a. the Academic Dean will account for the non-residential faculty
 - b. the Director of Lay Programs will account for the lay students
 - c. the Rector’s administrative assistant will account for the office staff
 - d. the Director of Facilities will account for the facility and kitchen staff.
- 3) The rector and vice rector will report to the front steps of Shaw Hall. All prefects and designated personnel taking account of any absences should immediately contact the rector and vice rector (in person or by cell phone).
- 4) 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.