

St. Aloysius Religious Education
Emergency Contact information

Marie Pascale - cell	203-524-2918
Kathleen Redman - cell	203-249-1097
Marie Osterndorf – cell	203-543-2784

St. Aloysius Religious Education
Fire Drill procedure

When the alarm sounds (*about 10 minutes after RE begins*) Catechist should:

- 1. Be sure you have Class Attendance file (which should contain an Authorization form for each student).**
2. Gather students together at their classroom door.
3. Remain calm and tell the students they will walk quietly and orderly over to Stapleton Social Hall.
4. Proceed to the closest exit door.
5. One Catechist lead the children over to Stapleton Hall Social Hall, *if working in a team the second Catechist should follow the last student.*
6. Please gather by the sign for your grade or class.
7. Take attendance again in Stapleton Social Hall.
8. Do not leave your class ... report anyone missing to the Religious Education Staff Assistant Director (Marie Osterndorf).
9. The Religious Education Director (Marie Pascale) will come to each Catechist and verify that all children and adults are accounted for in that class.
10. Remain in Stapleton Hall Social Hall until you receive instructions on what to do next.

In a NON-EMERGENCY:

All classes will return to their assigned classroom.

In an EMERGENCY:

ALL Parents/Guardians will be contacted to pick up their child/children.

Emergency Exits

If your class meets in St. Aloysius School:

Kindergarten

- Proceed through the side door (by parking lot) to Stapleton Hall Social Hall

1st grade classroom

- Proceed through the door turning left in the lower school hallway and going out side door (into playground) to Stapleton Hall Social Hall

2nd grade classroom

3rd grade classroom

4th grade classroom

- Proceed through the door turning right in the lower school hallway and going out side door (into playground) to Stapleton Hall Social Hall

5th grade classroom

6th grade classroom

7th grade classroom

8th grade classroom

- Proceed through the door turning left in the upper school hallway and going out door at end of hallway to Stapleton Hall Social Hall

Art Room

- Proceed through the door to the exit door (across from classroom) and through the playground to Stapleton Hall Social Hall

Computer Room

- Proceed through the door to the exit door (across from classroom) and through the playground to Stapleton Hall Social Hall

Faculty Lounge

- Proceed through the door turning left in the upper school hallway and going out side door into playground to Stapleton Hall Social Hall

If your class meets in St. Aloysius Maguire House – classroom or confirmation room:

- Proceed through the side door to Stapleton Hall Social Hall

If your class meets in St. Aloysius Stapleton Hall Maple Street Dining Room:

- Proceed down the stairs into Stapleton Hall Social Hall