

**POST**

September, 2008

Subj: Marshall Assignments for Fire Drill/Building Evacuation

To: All Faculty/Building Personnel

---

During instances when building evacuation or fire drill exercises occur, all personnel are required to exit the building according to posted assigned routes. Exit routes are designed for the nearest classroom stairwell and should be posted in every classroom and office.

Elevators may not be utilized to exit the building during such circumstances.

All handicapped situations should be given priority during such instances and should be assigned assistance by the responsible instructor or supervisor. Our school nurse will develop specific plans as needed.

When classes are in session, each teacher is responsible for his or her class and must supervise their group out of the building to the appropriate designated areas. Teachers are to maintain supervision over their classes while outside the building. Noise level should be kept at a minimum and staff members should be alert for further directions issued over the public address system or through assigned personnel. Attendance must be taken once you have assembled your class outside of the building.

The basic evacuation plan of the building is predicated upon twelve exit stairwells, namely, four on the south side, four on the north side, two on the east side, and two on the west side.

To insure a quick check of building clearance, the following marshall assignments are necessary.

<u>SECTION</u>	<u>MARSHALL</u>	<u>ALTERNATE</u>
3rd North West 3rd North East	Maryanne Ham George DuGuay	Pat Meredith Bill Blake
3rd South West 3rd South East	Carol Zanin Bruce Girouard	Dan Stark Claire Murphy
2nd North West 2nd North East	Steve Fernandes Connie Maynard	Chris Danielson Sheila Nagle
2nd South West 2nd South East	Cindy DeMaio Dave McGlaufflin	George Taliadouros John Fusco

---

-over-

<u>SECTION</u>	<u>MARSHALL</u>	<u>ALTERNATE</u>
Ist North East	Tom Forsyth	Brian Smith
Ist South West Ist South East	Dan Vardaro Richard Gallant	Elizabeth Johnson Chris Traganos
IRC	Terri Burke	Maryam Bowen
Cafe/Kitchen	Rich Kohlstrom	Chris Barrington
Girls Locker Room	Heather Gadourey	Mark White
Boys Locker Room	Mark White	John Donato
Mall	Kevin Kilfoyle	Joe Pitta
Business Office	Jan Killeen	Pat Spencer
Guidance	Kevin Miller	Sue Murphy

In an emergency or drill situation, floor marshalls or alternates, have the responsibility and authority to insure that their area is clear of all personnel and to report same immediately to the mall area of the building. The senior marshall for the building will be the Principal, Dean of Students, or the SRO officer.

All marshalls and alternates should make arrangements with appropriate personnel for supervision of their class during instances of their reporting to the mall. Alternates are responsible for knowing the availability of the marshall on a daily basis. Where both marshall and alternate are absent from the building, the marshall's Division Coordinator is responsible for marshall duties.

\_\_\_\_\_  
James Laverty, Asst. Superintendent/Principal

Date of alarm \_\_\_\_\_  
Time of alarm \_\_\_\_\_  
F/D arrival time \_\_\_\_\_  
Clearance time \_\_\_\_\_  
Location of alarm \_\_\_\_\_