



Temple of Aaron
Rabbi Bernard S. Raskas Religious School &
Rossy & Richard Shaller Hebrew School

616 Mississippi River Blvd., St. Paul, MN 55116 (651) 698-8874 www.templeofaaron.org

First Aid, Fire Drills, Evacuation, and Lock Down Procedures

First Aid:

If a child is injured or becomes ill, a teacher will assess whether he/she should be removed from class. If possible, bring the child to the office, if not, remain with the child and ask someone to go to the office for help. Afterward, teachers will be asked to fill out an Injury/Incident report form.

Fire Drills:

Fire drill signal one long, loud ring.

- (1) Class comes to order at bell.
- (2) Class lines up, single file, at teacher's direction.
- (3) First child opens door, holds is necessary.
- (4) Do not talk! **Silence is a must!**
- (5) Walk in single file. Do not run; go out nearest exit.
- (6) Teachers **bring class roster**, check roll in lines.
- (7) Remember: Quiet, Listen, and do not run.

Last person to leave room turn out lights, close door.

Evacuation Procedure:

Note: Teachers leave with students. Assistants, where designated, look for stragglers before leaving the building.

Classroom/Room

Procedure

2/3/4	Leave via exit near room 3 to Rabbi Stairs and walk to parking lot Assistants from room 4 sweep 2 nd floor for stragglers
1/5/6	Leave via stairwell to main door to parking lot
Wine Room	Leave Via Main Door to parking lot
Library	Leave Via Main Door to parking lot
Sanctuary	Leave through door behind the <i>Bimah</i> to parking lot
Freeman Art Room	Leave in exits in Freeman to parking lot

SOUTH WING:

Fink Youth Lounge	Leave through exit doors on River Road to parking lot
Belzer Room	Leave through Temple of Aaron administrative wing doors
Basement	Leave through main South Doors (Main Sunny Hollow doors) to lot
1 st Floor Classrooms	Leave through main South Doors (Main Sunny Hollow doors) to lot
2 ND FLOOR 205 &208	Leave through North stairs; out administrative wing doors
2 ND FLOOR 201	Leave through South stairs and go out South Doors Main Sunny Hollow doors

Lock Down Procedure:

We are working along side Sunny Hollow to develop a comprehensive Plan. It will be coming soon.