

# EMERGENCY PROCEDURES

## FIRE DRILL PROCEDURE

**SIGNAL:** FIRE ALARM – loud bell ringing.

### Procedure during classroom

Students exit classroom via front door (classroom) and WALK in orderly lines.

Students evacuate the building by designated route to the assembly area (see map).

Assembly Point: Car Park Area. Emergency assembly point and classroom signage will be placed.

**NO SHOUTING IS PERMITTED!!**

Teachers:

- Check that all students are out of the classroom. (Toilet)
- Check that all exits are clear at all times in case of emergency.
- Close classroom door behind you. **DO NOT LOCK.** (Later entry may be required.)
- Inform students to leave all belongings. (Bags, Book, Shoes, handbags)

In assembly area, teacher takes head count of each child. Once all students are accounted for teacher's raise up the register and report to Diyana. Diyana will then report to Charlie – report to the officer in charge.

Students in classrooms other than their own are to remain with that class until given permission to rejoin their class by both teachers.

Students remain in orderly and silent lines until all clear signals are given (Sunny).

### Procedure used before school. During lunch and recess

Students WALK to the assigned assembly point from the pick-up/drop off point, where they meet their head room tutor.

Students wait in orderly and silent lines for their teacher, or other supervising adult, to conduct them to their proper assembly area.

### Procedure during P.E

Teacher, or supervising adult, stops play, organizes class into silent and orderly lines and conducts class to assembly area.

### Procedure when not in your own classroom

Teachers should be familiar with assembly area and evacuation route designated for that classroom or area.

The register shall be delivered by Diyana to the respective head room tutors.

### All School Personnel, Certificated and Classified are to participate in all fire drills

Parents, guests and community people on the grounds during a drill must participate.

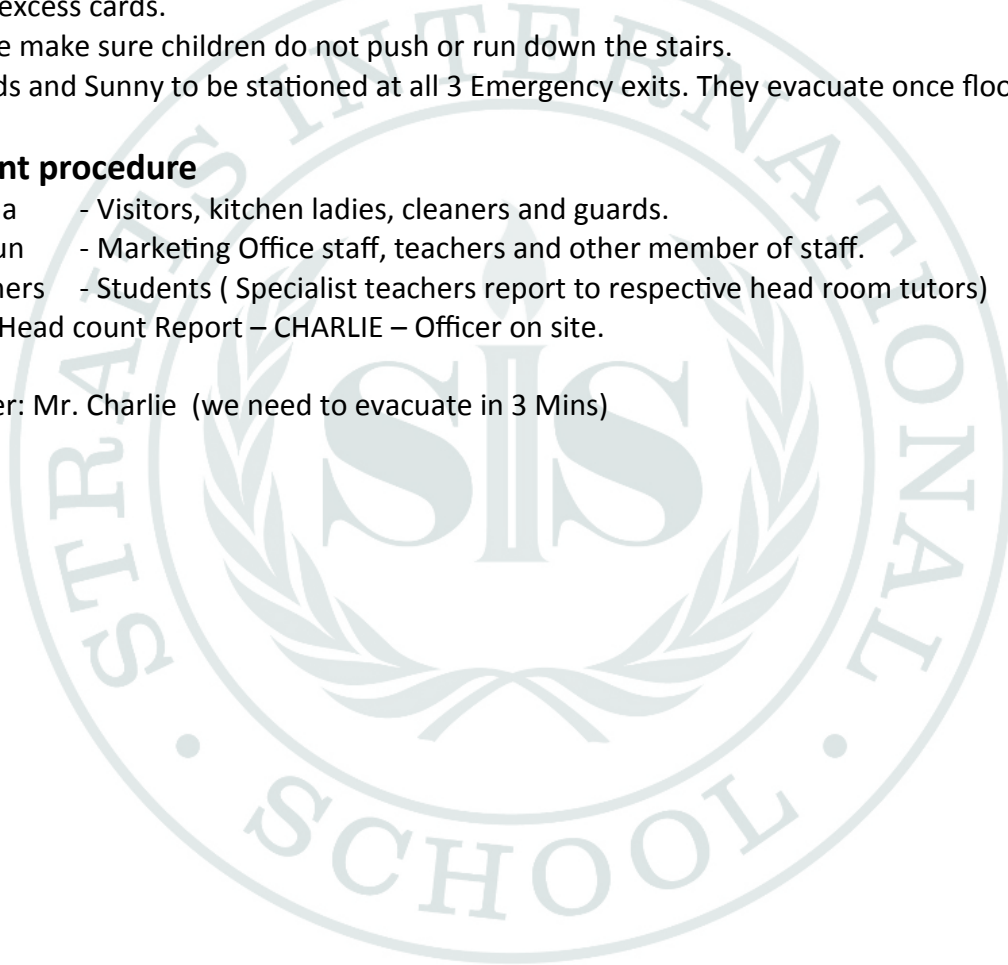
## Fire drill procedure

- Fire Alarm will go on. (Sunny)
- Sunny to call fire department and inform them. Diyana to carry all registers, visitor sign in book, walkie-talkie and 1 First aid kit out to the assembly point.
- Teachers gather children (remember to leave all belongings). REMAIN CALM.
- WALK towards the emergency exit (follow the emergency plan). Ensure children DO NOT SCAN their excess cards.
- Please make sure children do not push or run down the stairs.
- Guards and Sunny to be stationed at all 3 Emergency exits. They evacuate once floor is clear.

### **Head count procedure**

- Diyana - Visitors, kitchen ladies, cleaners and guards.
- Pei Yun - Marketing Office staff, teachers and other member of staff.
- Teachers - Students ( Specialist teachers report to respective head room tutors)
- Final Head count Report – CHARLIE – Officer on site.

Time Keeper: Mr. Charlie (we need to evacuate in 3 Mins)



# Fire/Evacuation Drill

## Observer's Report

Instructions: Please forward completed report form to the Office of Environmental Health and Safety,

Drill Date:	Drill Time:
Drill Location: Type of Drill <input type="checkbox"/> Planned <input type="checkbox"/> False Alarm	

List all participating departments:

Scenario or special circumstances:

Observer's responsibility for the drill:

Was alarm heard throughout the building? Yes \_\_\_ No \_\_\_

Were all alarm devices operating correctly? Yes \_\_\_ No \_\_\_

If no, note locations \_\_\_\_\_

Did all occupants evacuate the building? Yes \_\_\_ No \_\_\_

If no, note room numbers \_\_\_\_\_

Did occupants assemble in designated areas? Yes \_\_\_ No \_\_\_

Please rate the overall effectiveness of the drill:

Speed of Evacuation Good \_\_\_ Fair \_\_\_ Poor \_\_\_

Effectiveness of Procedures Good \_\_\_ Fair \_\_\_ Poor \_\_\_

Communication during Drill Good \_\_\_ Fair \_\_\_ Poor \_\_\_

Total time required to evacuate building: \_\_\_\_\_ Minutes \_\_\_\_\_ Seconds

Additional comments:

Time "All Clear" given:	Alarm system reset by:
Observer report completed by:	

*Thank you for participating in today's drill.*