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.

<table>
<thead>
<tr>
<th>Drill Date:</th>
<th>Drill Time:</th>
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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.