



Fire: Fire Evacuation Procedures

2016 Review

In the event of a fire requiring evacuation, an announcement of high priority will be signalled through the use of the school bell and verbally by a staff member.

Procedure

1. A series of ringing on the school bell signals a fire. This will be followed by verbal instructions by a staff member.
2. The School Bell is located near the main entry on the classroom.
3. Staff and students are to go directly to the back main gate if fire is at the front of the school and to the main front entrance if the fire is at the back of the school.
4. Students are to be lead quickly out of the classroom and to the designated area.
5. The roll must be taken and marked once at the designated location. Rolls must be marked by the teachers.
6. Principal will contact the necessary authorities.
7. Wait for the all clear signal before leaving the designated 'safe' zones.