**FIRE DRILL PROCEDURE**

**SIGNAL**: Continuous sounding of electronic bell

**PROCEDURE DURING CLASS TIME**

* Pupils exit classroom via the following doors:
	+ P1 – P3: own classroom doors
	+ P4 and P7: Front door
	+ P5 and P6: Side door
* Pupils assemble at the following assembly areas:
	+ P1 – P3: Along the new tarmac area beside the perimeter fence, close to the gate
	+ P4 and P7: in the bus turning circle
	+ P5 and P6: in far corner of staff carpark. (Exiting through the double gates)

**Teachers**:

* + Take your CLASS LIST
	+ Check that all pupils are out of the classroom
	+ Check that all exits are clear
	+ **CLOSE** classroom door
* In the assembly area teacher takes roll and accounts for each child
* Pupils in classrooms other that their own remain with that class until given permission to rejoin their class
* Pupils remain in orderly and silent lines until a clear signal is given by the Principal/Vice Principal to either return to school or remain outside of school grounds.

**PROCEDURE USED DURING BREAK & LUNCH**

* Pupils walk to where they usually line up in the yard
* Pupils wait in orderly and silent lines for their teacher, or other supervising adult, to lead them to their proper assembly area.

**PROCEDURE DURING PE**

Teacher, or other supervising adult, stops play, organises class(es) into silent and orderly lines and leads class(es) to the **nearest exit and assembly point to them**. *If in the assembly hall this will be the door on the right hand side towards the bottom area.*

**PROCEDURE WHEN NOT IN YOUR OWN CLASSROOM**

* Teachers should be familiar with assembly area and evacuation route designated for that classroom or area.
* That day’s class list should accompany the class and used by the teacher, or other supervising adult, to account for all pupils.

**ALL SCHOOL PERSONNEL, ARE TO PARTICIAPTE IN ALL FIRE DRILLS.**

Parents, guests and visitors on school grounds during a drill MUST participate.