



Fire Drill/ School Evacuation Procedures

Assembly point is located in the school yard beside the fence. It is important that you are aware of it and follow the correct procedure as follows:

In case of Fire Siren activation:

- Teacher/Student(s) exit the room in orderly manner.
- Leave all belongings in situ, these are replaceable, you are not.
- Staff/ Students out of classroom during ongoing alarm must exit building and locate with their class at the designated 'Assembly Point' in the school yards by the fence.
- Junior classes exit through side door and Middle and Senior classes through main door unless the prescribed route is inaccessible.
- Do not run and always co-operate with each other/instructions.
- Students remain with Teacher/Supervisor at all times.
- Assemble in line at designated 'Assembly Point'.
- Keep all access routes/points clear for emergency personnel/vehicles/equipment.
- Teacher/Supervisor calls attendance and class remain together.
- DO NOT RE-ENTER the building, await further instruction.
- Principal/Deputy Principals will permit re-entry to building, await their instruction(s).
- Full co-operation is expected and appreciated. Keep safe.