



# Fire Evacuation Policy

**Approved by Board of Governors: June 2015**  
**Date to be Reviewed: June 2016**



# **FIRE DRILL PROCEDURE**

**SIGNAL: Airhorn: continuous sounding**  
**(Airhorn in front hall)**

## **PROCEDURE DURING CLASS TIME**

- Students exit classroom via main door and WALK QUIETLY in orderly lines.
- Students evacuate the building by designated routes to the assembly area (ie perimeter fence on right hand side of school buliding).
- Teachers:
  - Take your CLASS LIST
  - Check that all students are out of the classroom.
  - Check that all exits are clear.
  - Close classroom door. **DO NOT LOCK.** (Later entry may be required.)
- In assembly area, teacher takes roll and accounts for each child.
- Students in classrooms other than their own are to remain with that class until given permission to rejoin their class.
- Students remain in orderly and silent lines until a clear signal is given by principal to either return to school or remain outside of school grounds.

## **PROCEDURE USED BEFORE SCHOOL, DURING BREAK & LUNCH**

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

## **PROCEDURE DURING P.E.**

Teacher, or supervising adult, stops play, organises class(es) into silent and orderly lines and leads class(es) 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 **ROLL BOOK** should accompany the class and be used by the teacher, or supervising adult, to account for all students.

**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.