



## Fire Procedures

- The alarm is sounded
- All staff and students immediately stop what they are doing and begin the evacuation procedure
- Students form a single line at the doorway of the classroom.
- Teachers lead the children to the emergency assembly area at the front of the school grounds:
  - ✓ The class teacher is at the head of the line and is responsible for the students
  - ✓ The associate teacher joins the back of the line and makes sure all children leave the room
  - ✓ All students are to line up and face the football pitch at the edge of the first step
- Students:
  - ✓ Do not pack up the classroom or anything in it
  - ✓ Do not take school bags
  - ✓ Do not collect shoes
  - ✓ Do not stop for anything
  - ✓ Must stay in a single line
  - ✓ Walk – do not run under any circumstance!
  - ✓ Silence during the evacuation – further instructions may be necessary
  - ✓ Assemble at the front of the school in the designated emergency assembly area, according to the attached layout.
- Teachers working with a group of student's outdoors proceed directly to the assembly area with those students.
- Teachers (See below) check the toilets and storage areas, the IT specialists check the computer rooms and the librarians check the library. Then they join the classes at the emergency assembly area.
- The Office Manager will take all registers, pens, visitors book and first aid box to the fire assembly point and hand out to the class teachers.
- The class teacher for each class checks that all students are present and holds up the completed register above their head to indicate to the Principal/Head of Student Welfare that this is complete.
- Do not go back into the building for anything.
- Wait until the Principal/Head of Student Welfare or other authority gives the okay to return to class or to move to another area.



## Science Department Procedures

1. Confirm that the main gas valve at the back of the laboratory is off before evacuation. It is the yellow valve under the air conditioning unit on the right hand side. If the valve is moved upwards and in a horizontal position then it is switched off.
2. In the case of a fire in the laboratory, the emergency shutdown valve is located outside the laboratory, which is on the left hand side as you leave the fire exit door. The valve is in the red box, pull the trigger and the whole gas system will be shut off.
3. Do not open the chemical storage room, in case of a fire.
4. If a fire occurs in the laboratory or the chemical storage room in room 1, students should be evacuated from room 1 by the front door of the classroom.
5. In the case of a fire and the laboratory technician is not in the laboratory, the nearest teacher or personnel will need to carry out procedures 1-2 before leaving the building.

## Visitors/Primary Students on the School Site

- All visitors or students visiting from Bahan Campus should make their way to the 'Visitor' line up (see Fire Meeting Point diagram).
- The teacher who is running the lesson for Bahan Campus students has responsibility for taking their own register during the fire evacuation.

## Special responsibilities:

- Principal and in his absence: Head of Student Welfare co-ordinates the procedure. All others report to him and all decisions are made by him
- Office Staff
  - ✓ Sound the alarm
  - ✓ Telephone the fire brigade
  - ✓ Bring the attendance register and lists of contacts for parents and the visitors list
  - ✓ Ensure all visitors also evacuate the building



- ✓ Assemble with students and report to the Principal
- Cleaning Staff
  - ✓ Check the kitchen, staff room, staff toilet
  - ✓ Bring the first aid kit
  - ✓ Assemble with students and report to the Principal
- Maintenance and Security Staff
  - ✓ Search for students who have not assembled
  - ✓ Check the grounds
  - ✓ Attempt to extinguish the fire
- Return to Classes
  - ✓ Dismissal by Principal and in his absence: Head of Student Welfare one class at a time.

### Toilet and Storage Checks

<b>Area</b>	
ICT Suite in Library	Librarian
Staff room and Kitchen	Jue Jue / Yamin
Changing Rooms	Yu / Yamin
Meeting Room	Yu / Yamin
1st and 2nd floor toilets	Ei Cho & Alice
Handing out of Registers	Yamin/Saw Moh Moh



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INTERNATIONAL SCHOOL  
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### Fire Meeting Point

**Football Pitch**

Visitors  
Year 11A2  
Year 11A1  
Year 10A2  
Year 10A1  
Year 9A2  
Year 9A1  
Year 8A2  
Year 8A1  
Year 7A2  
Year 7A1

**Driveway**

**School Building**