

Nottingham Chinese School Handbook

Emergency Procedures - Fire Drill

When the drill announcement is heard, all students should walk briskly and orderly toward the lawn beside the visitor car park. The teacher in charge of the class at the time of the drill will remain in charge of the same group until the drill is concluded. The teacher will check to see that all students have left the building safely.

Refer to Fire evacuation procedure.

Fire evacuation procedure

IN CASE OF FIRE

On hearing the Fire Alarm (high pitched, shrill siren)

All students,

1. **STOP** lesson/activity immediately.
2. Maintain **SILENCE** and follow teacher's instruction
3. **LEAVE** room as directed by teacher.
4. **WALK** to nearest appropriate exit door.
5. **WALK to** the grass playground near the front gate by a safe route.
6. **ASSEMBLE** in form groups to await further instruction.

Teachers,

1. **STOP** lesson/activity immediately.
2. **ORGANISE** the orderly exit from the building via the nearest available point of exit

3. **GUIDE** students to the grass playground near the front gate by a safe route.
4. **ASSEMBLE** in form groups and check the number of students.

Committee,

1. **STOP** activity immediately.
2. **ORGANISE** the orderly exit from the building via the nearest available point of exit
3. Quickly **CHECK** toilets, adjacent classrooms etc en route to the nearest exit.
4. **CONFIRM** the presence of teachers, teaching assistants
5. **SUPERVISE** the assembly arrangements, **VERIFY** that all persons are accounted for, and **ENSURE** that no-one returns to the building before it has been declared safe.

All parents,

1. **STOP** any activity immediately and keep calm.
2. **LEAVE** the building via the nearest available point of exit.
3. **ASSEMBLE** in the grass playground near the front gate.
4. **DO NOT RETURN** to the building before it has been declared safe.