



# FIRE ROUTINE PROCEDURE

## **AIM**

To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school.

## **SEQUENCE**

- Alarm
- Call the fire brigade
- Evacuation
- Assembly
- Roll call
- Tackle the fire

## **ALARM**

The person who discovers an outbreak of fire should raise the alarm at once by pressing the glass on the emergency fire alarm warning system. The function of the fire alarm signal is to warn every person in the building that a state of emergency has arisen and that drill procedure should be put into operation at once.

- When the alarm is sounded children stand up, push in their chairs and make sure that the passageways are free of schoolbags.
- Teacher collects the list of children present in class at the time of the fire. The Teacher should bring his/ her phone to access the roll on Aladdin
- Teacher checks that no children are in the toilets.
- Teacher closes the classroom door when the last child has left.
- Children walk in an orderly manner to the exit door allocated to their room. Children do not make unnecessary noise. They do not attempt to pass others.
- Children in Learning Support and Resource rooms are brought to the Designated Fire Assembly Point by the SET teacher.
- Children who are on messages are to exit the building at their nearest point and then join their class.
- When lined up at the Designated Fire Assembly Point the teacher will ensure that each child present for that day is accounted for.
- If child is missing the teacher is to inform the principal immediately.