

## Fire Emergency Action Plan

- All staff should acquaint themselves with the locations of fire alarm glass breaking and extinguisher point. (The nearest fire alarm glass breaking point is marked on the plan below with a blue dot.)
- Children who are not under the immediate supervision of their class teacher should know what to do if the fire bell sounds.



### Action to be taken in response to the fire alarm being sounded

1. The emergency assembly point is on the astro turf. The advised route is marked in red on the plan above. Members of staff should, however use their own judgement to determine the safest route at the time of the incident.
2. The signal to evacuate the building will be the continuous ringing of the fire alarm. When this occurs members of staff should assume responsibility for the orderly exit of all persons from the building. Calm and quiet are essential so that instructions can be heard.
3. Staff should identify a safe exit, instruct children accordingly, then make their way to the emergency assembly point. Close all doors on exit.
4. On leaving the building, office staff will bring all registers.
5. Upon arrival at the assembly point children should line up in their respective classes. Staff should ensure that all children are present. When a class is fully accounted for the teacher should hold his/her register aloft. The principal must be immediately informed of any persons unaccounted for. Nobody is to return to the building without permission from the principal.
6. Social distancing is secondary to the above steps. Once all steps have been completed and not before, can social distancing measures be put in place.

