



7 HILLS
INTERNATIONAL
SCHOOL

FIRE DRILL PROCEDURES

Fire Alarm - continuous ringing of the bell

Emergency routes

Ensure that the emergency routes are clear and free from objects like tables, chairs, closed windows and doors to minimize the risks.

There are signs indicating the emergency routes and the assembly points.

Below are the emergency routes to follow during the fire drill.

- Everyone in the lower classrooms should use the main classroom door to exit
- Everyone in the upper classroom and office should come down the stairs only if it's safe, if NOT safe, use the ladders on the balcony.
- Everyone in classroom 4, changing rooms and back of the school should use the route around the basketball court.
- All these routes lead to the assembly point.

Evacuation process during the fire drill

Upon hearing a bell ringing continuously, everyone should evacuate immediately, leaving all possessions.

The teacher supervising students should be in place to guide the students during the procedure.

Students should not run as this could cause overcrowding of emergency routes; teachers should instill calmness in everyone during the process.

Teachers should ensure that no one remains behind during the fire drill.

Assembly Area

The admin officer will bring class lists of students in school.

At the assembly area, students should line up so that teachers can take the roll call just to ensure no one is missing.

The site manager will check the area and inform everyone when it is safe to return to school.

Emergency Contacts for fire outbreak: 0421222, 0714667752 and 998



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