The Principal (or his nominee) must conduct two internal fire drills per year.
1. Pre-arranged
2. Unscheduled
3. Deliberately created obstacle, e.g. missing child.

The actions on these checklists are to be automatically implemented when -

- a fire takes hold within the school
- the alarm is sounded and/or you are notified by messenger
- otherwise deemed necessary by the Principal

**OFFICE STAFF CHECKLIST**

If notified of fire
1. Ring bell continuously after fire wardens are in place
2. Check Staff Toilets, Sick Room & Toilet, Admin Offices.
3. Take Class Lists Folder, Backup Discs, First Aid Kit and the attached list of Specific areas that are to be checked to Assembly point in Yard A.

**TEACHER CHECKLIST**

When a fire starts...
1. Assess which exit (fire or normal classroom door) to use, take smoke and fumes into account.
2. In the case of minor fires (e.g. rubbish bin) try containment measures after the children have left the room.
3. Notify office using intercom. [if possible]
4. If a fire takes hold or fire bell rings line up class outside the room and count students.
5. Move to assembly point with teacher at rear of class closing door and checking your second area as per list that follows.
6. Collect roll sheet if time/circumstances permit.
7. Close doors and windows if time/circumstances permit.
8. Check roll and/or conduct head count at assembly point - class sits, if possible.
9. Report class arrival to Primary Deputy.
10. Report missing students to Primary Deputy.
11. Keep students grouped together and seated, await further instructions. Ensure no child returns to the building until authorised to do so.
12. Remain with your class unless otherwise directed by the designated authority.
Specific tasks per Class Room number if possible and if not notify the Primary Deputy:
Room 3 - checks LAP Room
Room 4 - checks store rooms opposite.
Room 6 – checks IT Room 7.
Room 5 - checks wet area & Room 8.
Room 10 - checks upstairs girls’ toilet & Room 29
Room 13 - checks Ab Ed (Room 12a)
Room 14 - checks Room 15 (Ina’s Room)
Room 17 - checks study/photocopy Room opposite.
Room 20 - checks Room 18
Room 22 - checks Room 21 (Special Ed Room)
Special Ed Teacher - checks Room 29 & Girls’ Toilets
Room 26 – checks Room 28 & Boys’ Toilets & Staff Planning Area
Room 30 / 31 - checks Hall Toilets & Hall.

Resource Centre
- locates & arranges collection of Mobile Phone
- collects Backup discs of library data
- checks downstairs toilets, boys & girls
- checks Counselling Room & LAP room if possible.

GENERAL REMINDERS
* Students need to know and have practised -
  - fire drill procedures
  - “planned” escape routes from rooms frequently used
  - alternative routes in case planned ones are not useable.
  - what to do if they are not with their class when the fire drill is sounded
  - where their class is required to assemble
* Be familiar with the location and operation of your nearest extinguishers. If you have a choice use a C02 extinguisher on gas or appliance fires.
* Expect that the first fire extinguisher you try will fail to work and know the location of an alternative.
  Immediately report any suspected faulty electrical equipment, particularly switches that buzz or flash.
* Get to know where the main power switch for your room is, so that power can be switched off quickly, if necessary.
* Where the use of a naked flame is involved in any lesson, close teacher supervision is necessary. Children should never be left alone in this situation. In planning such a lesson, accidents should be expected and precautions taken.
* Storage of flammable items on or near stoves or radiators is extremely dangerous.
* Teachers should be at the back of the class on their way to the Assembly area.
* Teachers need to walk the class through the emergency route at the beginning of the year/term, so students are aware of the route. Student leaders need to be aware of the route, so the teachers can stay at the back. Eg. Receptions. You also need to discuss an alternative route in the event that the regular emergency route is inaccessible.