



FIRE PROCEDURE

- a. In the event of a fire, the continuous ringing of the fire alarm will serve as the evacuation signal. It is crucial to promptly evacuate the school buildings including the boarding house upon hearing the fire alarm, treating each alarm as a real emergency. Re-entry is strictly prohibited until the fire officer confirms it is safe to do so.
- b. Upon hearing the alarm, occupants should leave their current locations and proceed to the nearest safe exit. The designated fire marshals shall open all fire doors and gates.
- c. All individuals are required to walk swiftly, refraining from running, and leave without taking any personal belongings.
- d. Upon reaching the designated muster stations for their respective blocks, staff must ensure that all students, visitors, and volunteers are accounted for.
- e. Staff members must report to the fire marshal at their muster station confirming the safe evacuation of their students, visitors, volunteers, etc., from their part of the building.
- f. Teachers are responsible for knowing the correct evacuation route for their classes. The Manager FL&S and their delegated officer defines the route and informs all staff members. Teachers are also responsible for maintaining clear access to their assigned escape routes and assisting with access to other escape routes. In emergencies, teachers are responsible for evacuating volunteers or visitors in their classrooms.

SCHOOL FIRE MARSHALLS

