

STAFF FIRE ORDERS

It is the first duty of all members of staff to do all in their power to prevent injury and loss of life in the event of a fire. Salvage of the building and equipment is of secondary importance.

All staff must make certain they are fully conversant with:

- a) The routes of escape in the case of fire and location of the Assembly Areas, the auxiliary gate and the Games field.**
- b) The method of sounding the fire alarm.**
- c) The location and operation of the various fire-fighting equipment.**
- d) The procedures and responsibilities set out in these orders, and in the Children's Fire Orders, as shown below.**

FIRE INSTRUCTIONS

In the event of a fire, the school bell & fire sirens will be rung continuously. Teachers should conduct their classes to the main security gate or auxiliary gate off Ridge Road. Teachers converged at the main security gate must see their class across the road safely, and assemble the children in the field.

The Principal/Sectional Heads will then make a roll call in the field and at the auxiliary gate.

All staff and children MUST note the following:-

- ❑ Do not wait for absent or unaccounted for children**
- ❑ Do not attempt to fight the fire**
- ❑ Do not wait to close windows and doors**
- ❑ The Administrator or the Receptionist will phone the fire department**
- ❑ Children not in class should immediately go to the main security gate, or the auxiliary gate as appropriate, where they will be attended to by a member of staff**
- ❑ Ancillary staff should make their way to the assembly points and await further instructions**
- ❑ The Administrator and Security staff will remain to check the site for any children or staff**