

**FIRE DRILL**  
**NOTES FOR TEACHERS**

1. When the alarm sounds, tell the children to:
  - a) **STOP** working with whatever they are doing.
  - b) **STAND** in their places.
  - c) **LEAVE** everything alone. Teachers take your roll only. You have not got time to collect any personal belongings.
  - d) **MOVE** in single file to the cricket pitch.
  - e) **CHECK** that all are present. Don't forget aides or other supportive personnel who may be in the building, library, storerooms, tuckshop, toilets.
  - f) **PANIC** only builds problems. Stay calm at all times
  - g) **STAY** with your pupils until instructed on what to do next.
  
2. The first person to realise a fire exists within the building is to raise the alarm by ringing the hand bell continuously and then attempt to contact the fire brigade.

**PHONE      000**

3. If a staff teacher is first to realise a fire exists within the school, their first and foremost responsibility is the welfare of their pupils.
  
4. If at all possible, some attempt is to be made to turn off the main power switch. This is the bank of three switches, marked with a red plastic O, situated in the large grey metal cupboard on the outside of the office wall near the door. Simply push the main switch across to the OFF position.
  
5. Speed and time taken to evacuate is an important factor in the treatment of any emergency.
  
6. "Surprise" drills should be held frequently.
  
7. Blockades should be set up so as certain exits and stairs won't be able to be used - children must stay calm and use commonsense when these situations arise.
  
8. A Log Book to record all fire drills should be kept.
  
9. Most important point to remember - **STAY CALM**.
  
10. The seriousness of fire drills is to be stressed to all pupils. No foolish behaviour during a drill should be tolerated.

**FIRE DRILL NOTES FOR PUPILS**

In case of fire, fire drill will be practised regularly.

1. When the alarm sounds, stop working.
2. Quickly and quietly stand in your place.
3. Do not move until you are told to do so.
4. Children must not stop to pick up their belongings.
5. Children will move in single file, those nearest the door moving first.
6. Keep moving in single file until you are well away from the building, to the cricket pitch.
7. Do not move away from your group.