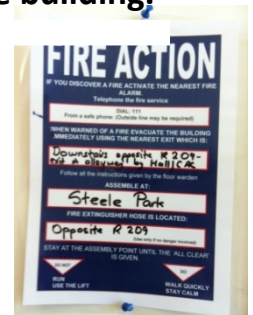


# Fire Evacuation Procedure (Staff & Students)

- When the fire alarm sounds students and staff will evacuate the building,
- Students and Staff are to take their bags and any items they have with them at the time.
- Close all windows.
- Close the door once everyone has exited the room.
- Use the exit as detailed on the Fire Action instructions on the classroom wall.



- **GO DIRECTLY TO STEELE PARK.**
- On arrival at Steele Park, find your house flag and CCM Group. Flags will be set out in alphabetical order from Firth Street to Grey Street. Line up in CCM Groups behind your house flag for your CCM Companion to take the roll. You may be asked to sit down to make it easier for your CCM Companion to see you.
- Please remain in your CCM group – For health and safety reasons it is extremely important that all students are checked off and accounted for at all times.
- It could take time for the all clear to be given because the Fire Department need to run a series of checks. Please be patient.



## RETURNING TO SCHOOL

- to avoid congestion Aubert & Avila will return to school via Firth Street. Barbier, Liseiux, MacKillop and Seina will return via the car park by the music suite.
- RETURN TO THE CLASS YOU WERE IN PRIOR TO THE EVACUATION FOR ROLL CHECK.

Thank you 😊