



# Emergency Evacuation Plan

## Sinhala Buddhist School

On hearing repeated soundings of whistle, children, teachers and all other people at the school will assemble at Emergency Assembly Area.

Teachers must take the class list and take a roll to ensure that no children are left behind in the class.

### **Procedure**

- a) Whistle will be sounded over a long period of time
- b) Classes are to be cleared quickly and in a quiet and orderly manner
- c) Teachers are to keep children away from the fire, take attendance lists and guide them safely from the room
- d) Each teacher is responsible for checking all rooms (toilets, store rooms, library etc) to ensure that they are all clear
- e) The principal will phone for the fire brigade (000/Mobile 121)
- f) The teachers will take another roll call once the children are seated and assembled at the Emergency Assembly Area
- g) The principal will take full control in the event of an emergency and all other teachers will report to him

The Fire Evacuation Plan will be exercised twice a year during class lessons.