

**21 PROCEDURE: FIRE DRILL****Aim**

To ensure that systems are in place to protect the safety of any person in the building in the event of a fire.

- 21.1 On discovery of a fire, the closest fire evacuation switch is activated to sound the fire alarm. Evacuation switches are located in each classroom and in the Administrator's office.
- 21.2 The teachers ask the children to calmly proceed outside. If children are outside they join their class at the assembly point.
- 21.3 Everyone exits the classrooms (through the doors marked exit) and proceeds out to the playground. The assembly point is at the wooden fence (next to Kelly's Flat).
- 21.4 The Fire Warden rings the Fire Department (111). They collect the orange jerkin, "do not enter" sign and emergency contact details all contained in the fire folder in the Managing Teacher's office and wait for the fire department at the entrance on Kings Drive.
- 21.5 The Building Warden checks the building for children, adults and any visitors, closes all doors, and places the 'do not enter' sign on the kitchen door. They then proceed to the Kings Drive entrance and confirm with the fire warden the premises is clear.
- 21.7 A teacher from each class confirms the children enrolled for the day are accounted for. Everyone remains outside and awaits the all clear from the fire department.
- 21.8 In the case of termly fire drills, the Fire Warden notifies the Dunedin Fire Department of the drill on the designated form.