



Rockingham Montessori School Incorporated
ABN: 68 115 270 695

PROCEDURE TITLE: Fire Evacuation Procedure

BOARD APPROVAL DATE: 15 June 2010

SIGNED BY CHAIR:

BOARD REVIEW DATE:

Fire poses a very real risk to the school.

All classrooms and offices are equipped with fire extinguishers and fire blankets. However, **a fire should not be fought unless it is absolutely certain that it can be extinguished quickly, easily and safely.**

In the event of a fire alarm or a fire, that cannot be fought, occurring the following procedure should be followed:

- 1** Remove children from immediate danger
- 2** If easily achievable extinguish flames with fire extinguisher or fire blanket
- 3** Immediately notify office of fire so that general alarm can be sounded, if necessary shout "FIRE FIRE FIRE". Office staff are to immediately contact the Fire Brigade by dialing "000".
- 4** Class Teachers are to collect the class roll, assemble their class in an orderly fashion and evacuate to the nearest safely accessible muster point.
- 6** TIC or Office Manager to organize for power and gas supply to be turned off **if safe to do so.**
- 7** Class rolls are to be called by each class teacher. The TIC or in their absence the Cycle One Coordinator or Office Manager are to account for all students, staff and visitors. All are to remain at the muster point **if safe to do so** until instructed otherwise by emergency service personnel.

This drill should be practiced at least once per term.