

In the case of a FIRE or for FIRE DRILL practice

PROCEDURES. Updated February 2019.

- 1. In case of a fire, or for fire drill practice, a member of the staff will call out FIRE or blow a whistle and call FIRE.**
- 2. Staff should use commonsense in the case of a real fire. In fire drill and in normal circumstances, children are to assemble at the hall door in a quiet, orderly and speedy manner, and then proceed to the soccer oval - avoiding areas of vegetation and the fire area.**
- 3. Director or person in charge should bring OSHC register, sign out book and mobile phone. Check student presence when arriving at the Oval.**
- 4. Staff on duty to check Computer room, Sick room and toilets if necessary.**
- 5. Remain at oval until emergency crews say it is safe to leave.**