



Fire Drill Guidelines and Procedures

What is a Fire Drill?

A fire drill is a procedure in which people practice the evacuation of a building in case of an emergency such as a fire or flood. During a fire drill, the emergency alarms are activated as in real fire emergencies and the whole school building is to be evacuated within **3 to 4 minutes maximum** to the designated assembly points mentioned below.

Assembly point 1- in front of the Elementary Building (KG, Elementary Students, and Staff Members)

Assembly point 2- in the Green Field Area (Grades 6 to 12 Boys and Girls)



What to do in case of fire alarm activation?

1. Class teacher should hold the sign that indicates the class and section.
2. Class teacher will move first, and you follow him/her to the Assembly Point using the evacuation route mentioned in the evacuation instructions hanged in your class.
3. Move to the assembly point using the nearest emergency exit indicated by the fire exit sign shown aside.
4. If your class is located on the first floor do not rush down the stairs or push your friends to move faster.
5. Do not re-enter the building or any of the school premises. Once you reach the assembly point take your position and listen to your teacher's instructions.
6. When the fire evacuation coordinator or the fire marshals announce the building clear of fire, go back to your class calmly in the same manner you left it.



Make sure to familiarize yourself with the evacuation route you must take on rise of fire alarm to avoid chaos and clutter during a fire drill or real fire emergency. Be cooperative with your teachers and abide to their instructions. If any of your friends need help or support do not hesitate to offer it.