EMERGENCY DRILL

SUMMARY OF PROCEDURES

EMERGENCY: CONTINUOUS RINGING OF BELL

1. Teacher takes class list from door.

2. Power down: all appliances turned off if time permits.

3. Windows and doors closed if time permits.

4. Teacher checks alcoves, hat room etc.

5. Class taken to safety area (see plan) – in a quick, calm, orderly manner in 2 lines.

6. At safety area, any missing children/staff reported to the AP Year 2.