

# Fire Evacuation Procedure

*Reviewed: June 2025*

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## On discovery of a fire ...

1. Activate the fire alarm call point (break glass point) where available or contact nearest administration.
2. Only tackle fire with the proper fire-fighting equipment if there is no danger to you and you are aware of the correct procedures to use the equipment.

## On hearing the fire alarm ...

3. Teachers are to lead students to the designated ASSEMBLY POINT (AP) in single file. Take a copy of the class list with you. Ensure that all students exit the room and where practicable, instruct the last one out to close the classroom door.
4. LSE assisting student with mobility impairment should be the last to exit the classroom.
5. Remember that evacuation is the priority. Only if it does not hinder the efficiency of the evacuation, should you close windows and turn off any electrical or gas appliances. However, if a gas leak is suspected DO NOT SWITCH ON/OFF ANY ELECTRICAL EQUIPMENT.
6. Remind students not to take any personal belongings with them. Use of mobile phones during the fire evacuation exercise is forbidden. Do not use lifts during a fire evacuation.
7. Teachers and students are to follow instructions of Assembly point monitors (in high visibility clothing). This is important as exits, assembly points etc... may need to be changed according to circumstances.
8. Students should remain with their teacher at the AP of the building the lesson was held in.
9. Teachers are to take class attendance and report to the AP officer any missing students.
10. Teachers should remain with their students **at all times** throughout the evacuation and at the AP, even in the event of missing students.
11. **DO NOT RE-ENTER BUILDING UNLESS INSTRUCTED TO DO SO BY COMPETENT AUTHORITY.**
12. Teachers not in charge of class are to leave the block they are in from the nearest exit point and proceed to the designated assembly point. Those on school grounds are to proceed to nearest assembly point. In either case, teachers should stay with the persons they were with during the exercise and report to AP monitors any missing persons.
13. LSEs not in class are to locate their assigned student and accompany them to the nearest assemble point and remain with the student during the evacuation exercise.
14. Please note that no one will be allowed to exit or enter the school premises during an evacuation exercise.
15. If you are stopped from entering the school premises, please park your car away from the gate so as not to obstruct emergency vehicles.

## ASSEMBLY POINTS

### NEW BLOCK

- **Ground Floor, 1st Floor, 2nd Floor:** Staff and students are to proceed through the main exit to the basketball court
- **Lower Ground Floor (Basement Level):** Staff and students are to exit through the door next to the Guidance & Counselling Room and proceed to the outdoor grounds where they are to assemble at basketball court
- **Library:** Staff and students are to exit through the library emergency door and assemble at the outdoor car park below the SOK Block/Canteen, closest to the low wall of the basketball court.
- **GYM:** Staff and students are to exit from the main exit and proceed to the outdoor grounds where they are to find the corresponding sign and assemble at the outdoor car park below the canteen.

### BELVEDERE BLOCK

- **Whole Block:** All staff and students are to use the main exit as a fire route. Please follow the Assistant Heads' instructions. They are to proceed to the football ground through the stairs at the Belvedere.

### LECTURE BLOCK

- **1st Floor (All Rooms):** Students and staff are to proceed through the main exist to the football ground through the stairs at the Belvedere.
- **2nd Floor (All Rooms):** Students and staff are to proceed through the main exist to the football ground through the stairs at the Belvedere.
- **Ground Floor (All Rooms):** Students and staff are to proceed through the main exist to the football ground through the stairs at the Belvedere.
- **Lower Ground Floor Rooms:** Students and staff are to use the side exit near the Assistant Head's office and proceed to the football ground through the stairs at the Belvedere.
- **Chemistry Lab:** Students and staff are to exit from the fire exit doors and proceed to the football ground through the stairs at the Belvedere.
- **Physics Lab:** Students and staff are to exit from the fire exit doors and proceed to the football ground through the stairs at the Belvedere.

## ADMINISTRATION BLOCK

- **Offices:** Exit through the side exit (opposite lecture block) and assemble at the outdoor car park below the canteen
- **First Floor:** Exit through the main exit (opposite lecture block) and assemble at the outdoor car park below the canteen

## ADMINISTRATION ANNEX

- **All Rooms:** Exit through the M.A. Vassalli Pjazzetta and assemble at the outdoor car park below the canteen

## BACKSTAGE

- **All Rooms:** Exit through the backstage exit and assemble at the outdoor car park below the canteen

## CHAPEL

- Exit through the main exit and assemble at the outdoor car park below the canteen

## CANTEEN

- Exit through the main exit and assemble in the car park in front of the canteen