



# *Fire Exit Plan for St George's College & Hartmann House*



1. A fire signal will be a long continuous bell.
2. When you hear this bell, remain calm. Please do not panic!
3. Once you are certain that the bell ringing is a fire alarm, follow the directions of the teacher or most senior person where you are.
4. *The Fire Exit Plan is as follows:*

- a. If in a room, the nearest person to the windows must close them whilst everyone else walks to the door and follows the fire exit arrows, leading to the assembly point .

**(The fire exit arrows look like this:)**



- b. The teacher or most senior person is always the last to leave the room.
- c. If outdoors, start walking towards the assembly point following the fire exit arrows.
- d. If you get caught in the fire, remain calm and apply the **STOP, DROP** and **ROLL** technique. Once you are safe, continue following the fire exit arrows to the assembly point .
- e. Once at the assembly point, quietly wait in line at the place designated for your class.
- f. Teachers will conduct roll call and instruct what the next steps will be.
- g. Once the situation is safe and under control, teachers in charge will conduct a formal dismissal .