

# Fire Drill

*When the alarm sounds, follow this procedure immediately:*

- **Students should leave their seats in an orderly and calm way, leaving all property behind.**
- **Where possible, the teacher should close the doors when leaving the room and building.**
- **Everyone should leave by the nearest exit in an orderly way.**
- **Every form should assemble in two lines in roll order on the grass pitch. Form 1E to line up nearest the road and Form 6G nearest the astroturf pitch, all other forms in order in between.**
- **The form teacher or an assistant teacher should take the roll from the roll sheet which will be given to him/her.**
- **The teacher should return details of the roll call to the Principal/Deputy Principal.**
- **The return to class will take place, only when instructed to do so. It should take place in an orderly way, led by the teachers who were taking the classes when the alarm went off.**