

Fire safety guidelines for Sri Lankan School

1. Class rolls must be done by 10.30 and 11.30 each day.
2. When the fire alarm rings, the class teachers must take this roll book outside with them.
3. All teachers in the class must make sure that the children are taken out safely in an orderly manner, with no running allowed inside or outside the premises.
4. The staff in the following order of availability will **check toilets, exits & corridors and ring 111. they are the wardens for that day.**
Upstairs: Lalith, Sumudu, Indeewari, Samanthi
Down stairs: Seedeви, Hemantha, Yasodha, Chamindi, Sumudu, Jagath
5. Parent helpers and student teachers will be with the children at all times.
6. When leaving the classes it is important to close the doors behind you and this applies to main exit doors as well.
7. All children and adults will assemble in the quadrangle next to the school hall outside B block.
8. **No one will enter B block until all clear is given by 2 wardens designated above.**
9. All parents and other adults will leave the premises as soon as the fire bell rings and go to the quadrangle. They will enter B block, **only** if instructed by the staff members responsible on the day.
10. If B block cannot be used, the **staff will stay** with the children until they are picked up by the **parents/designated** adult, who will be identified in the pick up list. They will **sign** next to the child's name in the roll book at this time.