



## Teit Ethiopia Supplementary Fire Safety Procedure

Please follow these:

- Check fire instructions in your classroom.
- If not clearly displayed, ask the coordinator who will explain how to exit the building.
- Point out the fire exits each time there is a new learner in the class.
- Practice a fire drill at least once a year. Each group may walk through a fire practice on their own with their teacher before the whole school tries it together.
- Landlords may run practice fire alarm at any time and your group should know the procedures.

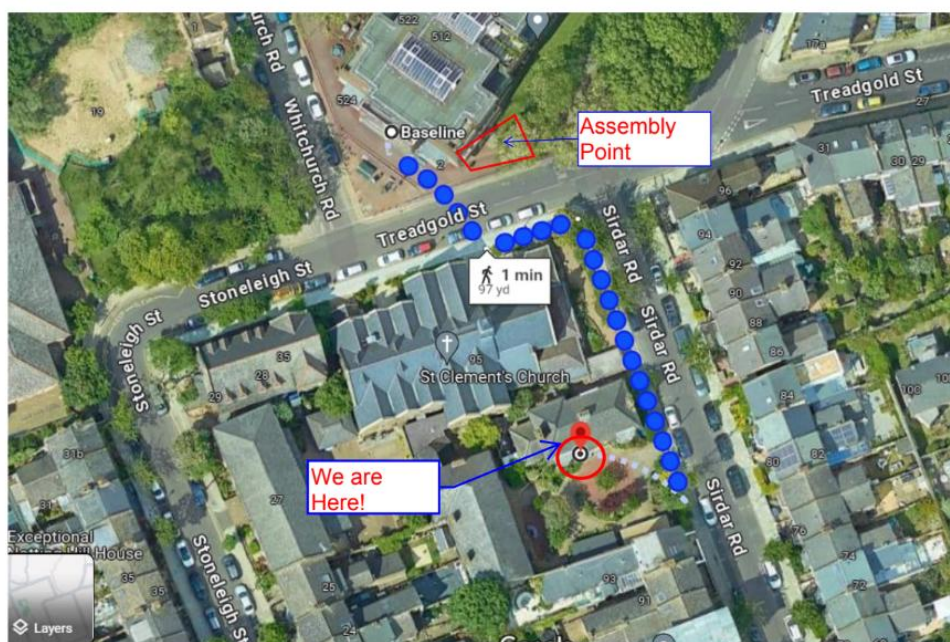
### What to do when the fire alarm goes off

- Call the children/young people to silence and tell them to stand up.
- Tell them to stop what they are doing, leave their coats, bags and leave the building by the safest route.
- Tell them to walk fast but not to run. When you practice, decide who is going to lead the group: an adult and/or two responsible children/young people,
- Pick up the register and a pen and follow the learners out of the building.
- Take the children/young people to the assembly point in the designated place. This will usually be one that has been set by the mainstream school.
- Take the register again.
- If any children/young people are missing, tell the coordinator or head teacher, who will inform the fire brigade.
- Keep children/young people quiet, safe and lined up until you are told it is safe to return to the building. Do not let any child/young person go home alone.

Any concerns or queries contact:

Any staff member who have been trained as fire marshals on our website.

## Fire Assembly Point



### ROUTE TO FIRE ASSEMBLY POINT

## Teit Ethiopia Supplementary School

Exit the building towards the main gate and turn left at Sirdar Road and move to the Fire assembly point on the grass bank in front of the Lancaster West Estate.