



FIRE DRILL PROCEDURE COVID 19

SIGNAL: Fire Alarm Bell

PROCEDURE DURING CLASS TIME

1. Students exit classroom and WALK in a single line. In order to respect the social distancing:
 - a. PS: Will use the back door facing the car park.
 - b. MS/GS: Will use the back door to access the playground.
 - c. CE1/CE2 in the canteen, will use the door (by the kitchen) facing the car park.
 - d. CE1/ CE2 in the explorers' classroom and in the tent will go to the playground.
 - e. The groups in Jamie's class will exit using the back door and go to the car park.
 - f. CM2 and Laetitia's class will use the corridor and therefore the main entrance to go to the car park.
2. Students evacuate the building by designated routes to the car park or playground (see map).
3. NO TALKING IS PERMITTED
4. Teachers:
 - a. Close classroom door leading to the corridor.
 - b. Take your roll book/class roster with you.
 - c. Check that all students are out of the classroom.
 - d All the adults who were in class with the students will accompany the groups and will ensure social distancing and "Gestes barriers"

DO NOT LOCK THE BACK DOOR (Later entry may be required.)

5. When leaving the building Sandrine Bevan or Chris Bevan will be responsible for checking all the spaces to make sure that no one has been forgotten.
6. In Car park or Playground area, teacher takes the register and accounts for each child.
7. Students remain in orderly and silent lines until all clear signal is given.
8. After returning to the classroom, teacher takes roll and accounts for each child.

PROCEDURE USED DURING RECESS

1. Students WALK to the assigned place on the car park or playground where they will meet their teacher.
2. Students wait in orderly and silent lines for their teacher

ALL SCHOOL PERSONNEL ARE TO PARTICIPATE DURING A FIRE DRILL

Parents, guests, and community people on the grounds during a drill must participate.

AREAS

Area 1: Playground (CE1-CE2 Explorers class- Tent/ GS/ MS)

Area 2: Car Park (CP/ CM1/ CM2/ CE1- CE2 Canteen/ PS)

Outside, students will have space allocated to line up while still maintaining 1-meter social distancing. Staff will have the register with them to ensure that all students are present and will notify Chris Bevan (play area) and Sandrine Bevan (car park). Once the building has been checked and staff will have confirmation that it is secure and suitable, Chris Bevan and Sandrine Bevan will authorize each group, one by one, to return to their room.

