

EVACUATION PROCEDURE

IN CASE OF A FIRE EMERGENCY / DRILL

ON CAMPUS AMK 2900 / AMK3000

FOR BOTH CAMPUSES

A. PROCEDURES TO FOLLOW IN CASE OF EVACUATION

- **LEARN TO RECOGNIZE THE EVACUATION SIGNAL** during fire emergency / drill (uninterrupted bell relayed by a distinct message in the school sound system).
- **OBSERVE THE WAY OF EVACUATION** and follow the **GREEN SIGNS** placed in each classroom, **OVER THE TOP OF THE DOORS**, which will indicate the direction to take.



EVACUATE IMMEDIATELY AND WITHOUT ANY HESITATION, without checking the validity of the alarm

- **LEAVE** all your **BELONGINGS** on the spot. The evacuation must be carried out **CALMLY, ORDERLY**, and remaining as a **GROUP** under the control of the teacher or an adult in charge.
- In case of **SMOKE**, **COVER MOUTH AND NOSE** with a wet cloth if possible and move **SQUATTED**.
- The teacher or adult in charge **MUST** take the **ATTENDANCE FORM** or his/her laptop with Pronote attendance of the present students before the evacuation.
- **LISTEN TO** the instructions which will be communicated by the internal Public Addressing system / loudspeaker.
- **GATHER** under the control of the teacher or the adult in charge **at ASSEMBLY AREA**, along the brick low wall (AMK 3000) and at Tavistock park (AMK 2900).

The teacher or the responsible adult checks the presence of all his/her students with the attendance form and informs his/her manager (or his/her assistant if absent) or unjustified absence compared to the present students before the evacuation.

Attendance form:

- It is important to remind that the presentation of the attendance form or in secondary school, a Pronote print of student's presence (or the edition of the Pronote list on the computer) is a **LEGAL OBLIGATION** as well as the only objective way, in case of emergency, to check accurately the presence or absence of the students.

B. PROCEDURES TO FOLLOW IN CASE OF FIRE

The teacher or the adult in charge takes all the necessary measures for the safety of the group, that is to say:

- **Try to bring the fire under control**, using the nearest extinguisher. If the fire is stopped, inform the safety/security department about the incident. If the fire is not under control, please follow the measures below:
 - **Set off the alarm** (red boxes located in the corridors), by breaking the glass.



- **Reassure** the students and avoid the risk of panic.
- **Move students away** from the source of danger and evacuate according to the procedures of evacuation.
- **Make sure** that all students remain under surveillance.
- **Obligatory call** from the nearest telephone or from his/her mobile phone:

The Principal - extension 1111 / 68051111

If injured persons, **call the nearest infirmary:**

Kindergarten infirmary - extension 1058 (mobile 9092 6256)

Secondary Infirmary - extension 1065 (mobile 9846 8736)

Primary Infirmary – extension 1160 (8612 6312)

C. DESCRIPTION OF ROLE FOR STAFFS PRESENT AT SITE

Role of Teachers in charge of Secondary Students (AMK 3000)

- Headcount the number of students, which must be similar to the list on the attendance form or Pronote (to bring). If you do not have the printout, you can take your computer to edit the list with pronote.
- Evacuate the classroom without panic, by the right evacuation way, to the Assembly Area.
- **Reduced Mobility Students :**
 - The Secondary teacher should seek help from students to bring the reduced mobility student to evacuate along with other students.
- Headcount the number of students at the Assembly Area, to ensure that everyone has evacuated and report to the respective directors as mentioned below.

REPORTING AT ASSEMBLY AREA (AMK 3000) :

- For the Secondary, please report to the Vice-Principal Ms. Jillian ERIN- AGOT or Ms. Sylvie ALLONAS
- Wait for instructions by the Principal / Vice-Principal

Role of Teachers / Personnel in charge of Elementary Students (AMK 2900) - Blocks M, N & P

- Headcount the number of students, which must be similar to the list on the attendance form or Pronote (to bring). If you do not have the printout, you can take your computer to edit the list with pronote.
- Evacuate the classroom without panic, by the right evacuation way, to the Assembly Area.
- **Teachers / personnel with reduced mobility students :**
 - should ask another colleague to assist to take over her class students to the assembly area. After handing over, the teacher / personnel should proceed with the reduced mobility student to the PWD holding point located at emergency exit staircases (Blocks M, N & P)

- Upon reaching the PWD point, the teacher / personnel has to press the PWD button. This is to alert our IFS Fire Command Center that there is someone in need of assistance at that particular location.
- Once the teacher has pressed the PWD button and if the emergency escape routes are clear, with no one behind, he or she may slowly assist the reduced mobility student (non-wheelchair bound) to evacuate safely to the assembly area.
- If the teacher is unable to safely assist the reduced mobility student to evacuate safely to the assembly area, then he or she will have to wait with the student at the PWD holding point for SCDF personnel to arrive to safely rescue them.
- If the teacher hears the 'Situation is under control message', then the teacher may proceed to resume normal operations by bringing the student back to his or her classroom.

Role of Teachers / personnel in charge of Elementary Students (AMK 2900) - BLK J & L

- Headcount the number of students, which must be similar to the list on the attendance form or Pronote (to bring). If you do not have the printout, you can take your computer to edit the list with pronote.
- Evacuate the classroom without panic, by the right evacuation way, to the Assembly Area.
- Teachers / personnel with reduced mobility students :
 - may wait outside the classroom (music room, library, etc.,) for the floor leader to hand over the student or may ask help from another colleague to assist her to take over her class students to the assembly area so that he or she may bring the reduced mobility student to the nearest emergency exit staircase at that particular level.
 - If the teacher / personnel are able to evacuate the reduced mobility student in a safe manner with no students or persons coming behind them then the teacher should proceed to evacuate the reduced mobility student safely towards the assembly area.
 - If teacher / personnel are unable to evacuate the student in a safe manner, then they should wait at that respective staircase making sure that the door is closed and wait for the floor leader / security officer / SCDF to arrive. They should also immediately report the situation to the IFS Fire Command Center @ 6805 0121 and give them these details:
 - Location of the staircase that they are standing with the reduced mobility student e.g. BLK J , Level 3, staircase no 02.
 - Number of reduced mobility students

This will further aid the rescue operations for SCDF during an emergency situation.

- If the floor leader did not arrive, and the teacher has no colleague nearby to take over her class, the teacher should immediately call the Fire Command Centre @ 6805 0121 and report the situation to them that they have a reduced mobility student together with a class of students and that they would require assistance.
- Once the security officer or an equivalent aid arrives, the teacher must then immediately handover the reduced mobility student to that person while he or she proceeds to evacuate the rest of the class to the assembly area.

Role of Teachers / personnel in charge of Elementary Students (AMK 2900) - BLK R

- Headcount the number of students, which must be similar to the list on the attendance form or Pronote (to bring). If you do not have the printout, you can take your computer to edit the list with pronote.
- Evacuate the classroom without panic, by the right evacuation way, to the Assembly Area.
- Teachers / personnel with reduced mobility students can evacuate together with the class through the exit door with an indication “Staircase 14” which is located at the center of the sports hall, which leads to a wheelchair ramp.

Role of Teachers / personnel in charge of Kindergarten Students/Elementary (AMK 2900) - Blocks S, T, U, V & W

- Headcount the number of students, which must be similar to the list on the attendance form or Pronote (to bring). If you do not have the printout, you can take your computer to edit the list with pronote.
- Evacuate the classroom/rooms without panic, by the right evacuation way, to the Assembly Area.
- **Reduced Mobility Students :**
 - should ask another colleague to assist to take over her class students to the assembly area. After handing over, the teacher / personnel should proceed with the reduced mobility student to the PWD holding point located at the PWD points mentioned below.
 - PWD points at BLK U are located outside the emergency exit staircases.

- PWD points at BLK V are located beside the BLK V lifts with an additional PWD point at BLK V1M which is at the end of the corridor towards BLK U.
- PWD point at BLK S is only at Level 3, emergency exit staircase at the end of the corridor. For other levels you can use the PWD points at BLK T.
- PWD points at BLK T are located beside both of the lifts. There are 2 lifts operating for BLK T.
- Upon reaching the PWD point, the teacher / personnel has to press the PWD button. This is to alert our IFS Fire Command Center that there is someone in need of assistance at that particular location.(You can speak to the officer who answers the call through the microphone at the PWD point)
- Once the teacher has pressed the PWD button and if the emergency escape routes are clear, with no one behind, he or she may slowly assist the reduced mobility student (non-wheelchair bound) to evacuate safely to the assembly area.
- If the teacher is unable to safely assist the reduced mobility student to evacuate safely to the assembly area, then he or she will have to wait with the student at the PWD holding point for SCDF personnel to arrive to safely rescue them.
- If the teacher hears the 'Situation is under control message', then the teacher may proceed to resume normal operations by bringing the student back to his or her classroom.

REPORTING AT ASSEMBLY AREA (AMK 2900):

- To the Head of Upper Elementary School Mr. Christophe CAILTON / Head of Lower Elementary School Ms. Johanna BOUTARD
- For the Kindergarten, please report to Mr. Florian OLIVE or his/her assistant
- Wait for instructions by the Principal / Vice-Principal

Role of Principal / Vice-Principals

- Immediately Report to the Assembly Area

- Check with teachers or people in charge that all the students are present at the Assembly Area
- Check that all employees working for their school are present
- Check with the **Red Vest** that all buildings are evacuated and all administrative, teaching & contract staff are present.

Role of the person wearing the Green Vest – Floor leaders

- Check the assigned level(s) of the building (including toilets) and exit staircases in order to make sure that everyone, without exception, has evacuated the buildings.
- Help, support and stay with the person (adult or student) who is not able to evacuate due to their incapacity (wheelchair, crutches) until Security Guard or SCDF personnel arrive.
- In an event you are not able to clear the assigned floor because you are with a reduced mobility student, then you should immediately communicate this with another floor leader of your block by mobile to ask him or her to finish clearing the floor where you left out.
- If you are not able to get your floor leader to finish clearing out the remaining floor, you are to call the Fire command center @6805 0121 and report the situation to them so that they can deploy someone to finish clearing the remaining floor.
- Press the PWD button and wait for Security Guard / SDCF personnel to arrive and update them on the status of the incapacity of the concerned person or speak through the microphone for the PWD points at the extension KG campus to update the situation.
- In an event you would like to know the status of response from the security guard or SCDF personnel, please call the FCC @6805 0121.
- For blocks with no PWD points like Blk J, L, K at (2900 campus) and A,B,C,D,G,H at (3000 campus), and if floor leaders suddenly encounter a student with disabilities, Floor leaders should bring the student to the nearest exit staircase and call the Fire command center @6805 0121 and report to them the situation and the location of that student. eg. BLK A Level 4 exit staircase no 6 etc
This will further aid the rescue operations for SCDF during an emergency situation.
- If it is feasible and safe to evacuate a reduced mobility student who is with you, you should do it in a safe and smooth manner ensuring that there is no one coming behind you when you are evacuating.

- After that, please proceed to the assembly area to update on the building evacuation to the person wearing the Red vest.

Role of the Person wearing the Red Vest / Site Management Controller / Site Incident Controller

- Check with the floor leaders and administrative managers that their teams (including a team of companies located permanently in the school) are present at the gathering place.
- Report to the the Principal / Vice-Principals
 - Admin staff, contractors, students and visitors have been evacuated.
 - Buildings have been checked.
- Coordinate all the operations
- Evaluate the situation and the risk with the support of the Site Management Controller and the Fire Safety Manager
- If it is a real Emergency, inform SCDF / Police, specifying by which gate to access the school depending on the localization of the hazard.
- Inform the French Embassy during a real Emergency.

Role of the Security officers (AMK 2900)

- The officers go to gates 5 and 6 and open the gates and position themselves there at each of the respective gates.
- The officers are to stop any person or vehicle from entering or leaving the premises except emergency response vehicles.
- The connecting gate 9 is to remain closed unless otherwise instructed by the SIC / SMC.
- One of the officers brings the lists of visitors and suppliers' presence extracted from the "Visitor Management System" to the person wearing the **Red Vest** at the gathering place and verifies their presence.

Role of the Security officers (AMK3000)

- The officers go to gates 1, 2, 3 and 8 and open the gates and position themselves there at each of the respective gates.

- The officers are to stop any person or vehicle from entering or leaving the premises except emergency response vehicles.
- The connecting gate 9 is to remain closed unless otherwise instructed by the SIC / SMC.
- One of the officers brings the lists of visitors and suppliers' presence extracted from the "Visitor Management System" to the person wearing the **Red Vest** at the gathering place and verifies their presence.

Exceptions in case of Evacuation

Evacuation when buses arrive (morning time):

- The bus is on the slip road or about to arrive: the driver is informed by Comfort Delgro staff not to enter into school premises and take along the children to a safe place (Car park of Bishan Park on Ang Mo Kio ave 1) and wait for instructions from Comfort Delgro).
- The bus is in the bus bay. The evacuation of the students by the bus-bay discipline masters must be done for a quick gathering on the field. The children may have to go to the field through the main hall. All the bus crews will have to go to the field as well.

Evacuation when buses leave (afternoon time)

- In case of an evacuation alarm right before the bus's arrival, the buses do not enter the school premises and park near the school in order to be able to evacuate the children thereafter. Buses may have to make a u-turn so that no emergency vehicles are stopped as a result of the buses blocking the slip road.
- In case of an evacuation alarm at the time of the exit, no child gets into the bus and the children already inside the bus must alight and everyone without exception must evacuate to the assembly area (field). Instructions are given by the bus-bay discipline masters in order to facilitate the gathering of the children and the adults in the assembly area (field). All the bus crews will have to go to the field as well.

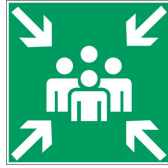
Evacuation during recess, lunch & breaks

- In case of an evacuation alarm during recess, break, lunch, the respective students must still be evacuated to the assembly area (field) in a calm and orderly manner by the teachers or respective adults in-charge (i.e. Surveyon, etc) even if they (students) are in the midst of having lunch.

Loudspeaker:

- Loudspeakers are available at the Fire Command Centre / Security Command Centre. Do not hesitate to use them in order to facilitate a fast, calm and orderly evacuation especially when the students are not in the classroom (recess, break, arrival and departure of buses...).

ASSEMBLY AREA



ASSEMBLY AREA FOR AMK 2900 @ TAVISTOCK PARK & AMK 3000 @ FOOTBALL FIELD

