

## **ON HEARING A CONTINUOUS ALARM AFTER 3 TIMES**

- All personnels, including students and staff, should promptly exit the building and gather at their designated assembly points.
- Students must not carry their bags or personal belongings when they hear the alarm. They should immediately evacuate the building in a line through the nearest Emergency Exit.
- Assigned fire wardens, including Coordinators, Teachers, and Security staff, are responsible for ensuring a complete evacuation of their respective areas and conducting a head count of students at the designated fire assembly point.
- In the event of a missing student, the class teacher will notify the security, who will subsequently conduct a thorough check of all classrooms.
- One of the security officers will proceed to the reception area to retrieve the visitor's book, which is available there.
- Security staff will assist teachers in guiding students to the assembly point, especially during emergency situations.
- On activation of fire detection, a security officer will contact the fire brigade at [999], and the response team will meet them at the main entrance. Subsequently, security staff will provide the fire brigade with information regarding the fire's location, fire systems, and personnel.

**Note: During fire drills, please avoid running or getting panicked**