



FIRE ALARM PROCEDURE FOR NSC STAFF

In the event of a fire alarm while classes are in progress:

The teachers are responsible for the evacuation of the students in their class. All office staff should assist any visitors in evacuating the building.

Check the buildings:

- 4 Tombland
- 5 Tombland

Should a member of staff be absent, Kumi shall delegate responsibility to another.

The assembly point is the bus stop directly outside the building and teachers will check that all students from their class are present using the registers and will then report to Kumi. She will also check that all office staff and visitors are present at the assembly point.

In the event of a drill or false alarm, the building will be re-entered only once the checks are complete. Otherwise all students, staff and visitors are to remain at a safe distance at the assembly point.

School Director
Reviewed 20 May 2021



Accredited by the
BRITISH COUNCIL
for the teaching
of English in the UK



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