



LAIS

LITTLE ANGELS
INTERNATIONAL SCHOOL

FREEDOM TO THINK, DREAM, EXPLORE AND ENRICH

Our Mission

The Mission of Little Angels' International School is to provide quality education to one and all whilst striving to excel.

Our Core Values

SOCIAL RESPONSIBILITY
CONFIDENCE & RESPONSIBILITY
RESPECT & EMPATHY
CELEBRATION & PRIDE
ACTIVITY & INNOVATION
KNOWLEDGE

POLICY: EVACUATION

August 2023

To be reviewed on August 2024

The purpose of this policy is to state how our school deals with the requirements of the fire precautions and prevention.

The following arrangements by which this is brought about:

- ✚ To have a well-organized means of safe evacuation for people from the school premises to an assembly point in an emergency.
- ✚ To have an effective and proactive fire prevention system to identify those circumstances that could lead to a fire if not recognized.
- ✚ To have a means by which any fire and rescue services required to enter the building during a fire can quickly, safely and accurately navigate their way around.

Evacuation Procedure

The evacuation comes into IMMEDIATE effect on the safety (of students and staff) threatened by fire or structural damage.

ALARM : Fire alarm
Coordinators : Head of Primary & P E instructor
Overall coordinator : Director

When the fire alarm sounds, students must follow these steps:

1. Keep calm and do not panic.
2. Stand up and form a single line.
3. Leave all belongings behind.
4. Do not run.
5. The teacher must take their mobile phone with them.
6. Students to abide by their teachers' instructions to follow the path assigned for emergency evacuation.
7. All Classes must evacuate from the main gate to the MULTIPURPOSE GROUND.
8. FIRST FLOOR overall in charge is the Foundation coordinator.
9. SECOND FLOOR overall in charge is Mr Mohan
10. The DIRECTOR takes charge of the students in the special rooms on the third floor.
11. CLEANERS of each floor take the students in the WC to the multipurpose ground.
12. SPECIALIST TEACHERS evacuate with their class, and the homeroom teacher meets them at the designated safety area.
13. Students in the dining area should evacuate with the TEACHER ON DUTY from the main entrance.
14. The PRINCIPAL checks all the floors and ensures no students or staff are on the school campus.
15. Headcount of the students by the HOMEROOM TEACHERS as they reach the assembly area.
16. Principal to advise relevant authorities and request assistance.
17. SECRETARY to call the fire department.

Responsibilities

All staff have the following responsibilities:

DUTIES	PERSON RESPONSIBLE
Sound the alarm	During drill: Mr Silva/Filomena/Andrew Actual emergency: Any teacher or staff member
Call the fire department	Secretary or her substitute
Students line up & evacuation	Teacher in class
Use the fire extinguisher in case the fire is small	Teachers, Coordinators, cleaners, guards or Principal (priority will be evacuation)
Make sure the building is completely evacuated	Mrs Geeta Mr Mohan
Give a clear signal	School Director