

SEKOLAH MENENGAH RIMBA, GADONG

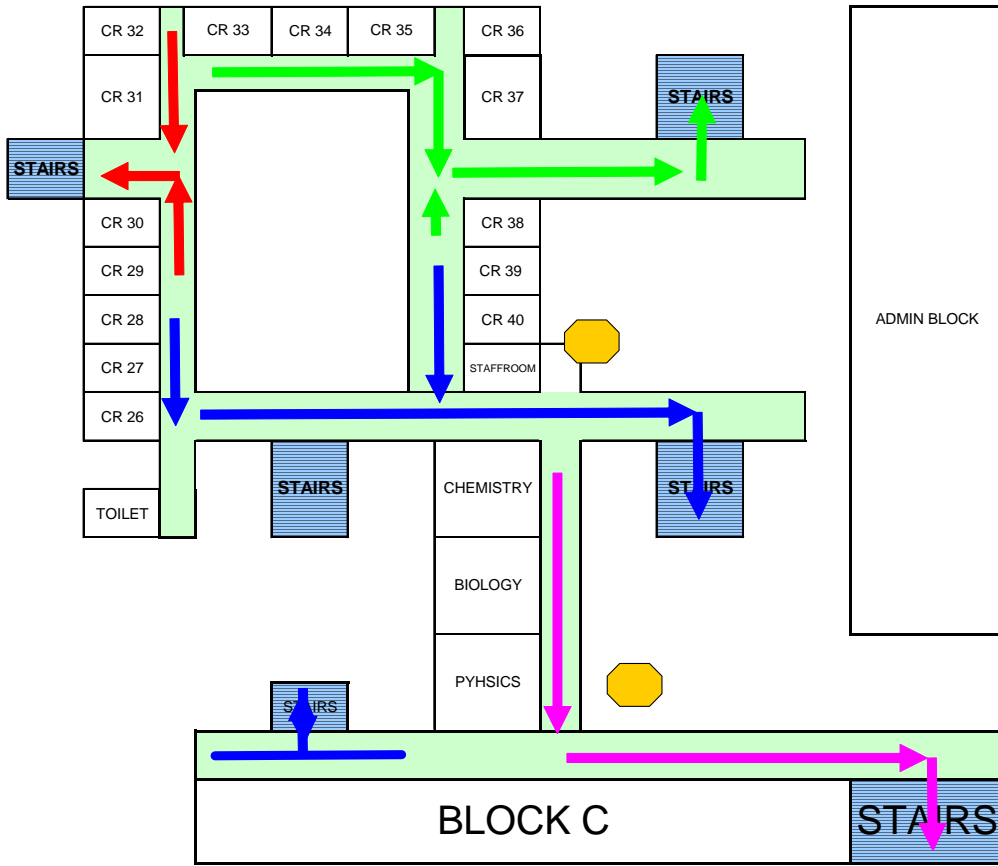
FIRE DRILL

- **The alarm**
 - Students are to stop work immediately on hearing continuous ringing of the fire alarm
 - They are to line-up quickly outside their classroom and move briskly and in an orderly way to a specific area as indicated in the diagram in each classroom.
 - Students are to turn switches off and close the doors
- **Assembly area**
 - The assembly area is the school's football field.
- **Duties of level heads**
 - To re-check and make sure the classes of each level/floor are empty.
 - To report to principal or deputy principals after checking.
- **Duties of teachers**
 - Teachers are responsible for clearing and directing the students to the assembly area as quickly as possible.
 - A roll call is to be taken at the assembly area. The teachers or class monitors are to report to the principal or deputy principals if any students are missing.
 - If the missing students join the assembly later, this should also be reported to the principal or deputy principals
 - Everybody should report to the Assembly area
- **Duties of teachers in the main office and staffrooms (not teaching)**
 - To leave the staffroom quickly
 - To switch off all the electrical mains
 - To help other teachers directing students to the Assembly area
- **Checking of toilets to warn of fire**
 - Teachers in classrooms proximity of toilets will direct students to the assembly area.
- **Duties of class monitors**
 - In the absence of a teacher in the classroom, the class monitors are to take the weekly attendance file along.
 - To line-up the students quickly outside the classroom and be ready to move to Assembly area.
- **Duties of school clerks and administrators**
 - To ring the bell in case of fire and telephone the fire brigade.
 - To switch off electrical mains in the office and gather all the registers that are in the registration room and bring them to Assembly area for roll call
- **Duties of school cleaners and security guards**
 - To leave their room quickly and switch off the electrical mains
 - To help clerks gathering important documents and bring them to the assembly area.
 - To make sure all the exit gates are open
- **Duties of laboratory staff and librarians**
 - To switch off the gas and electrical mains
 - To leave the rooms quickly and proceed to the assembly area
- **Duties of canteen vendors**
 - To switch off gas or cooker and electrical mains
 - To leave the room quickly and proceed to the assembly area
- **Outbreak of fire**
 - No matter how small a fire may be, the fire brigade should be notified the outbreak at once by telephone **995** By saying "fire at sekolah menengah Rimba, Gadong" (keep calm and speak clearly)

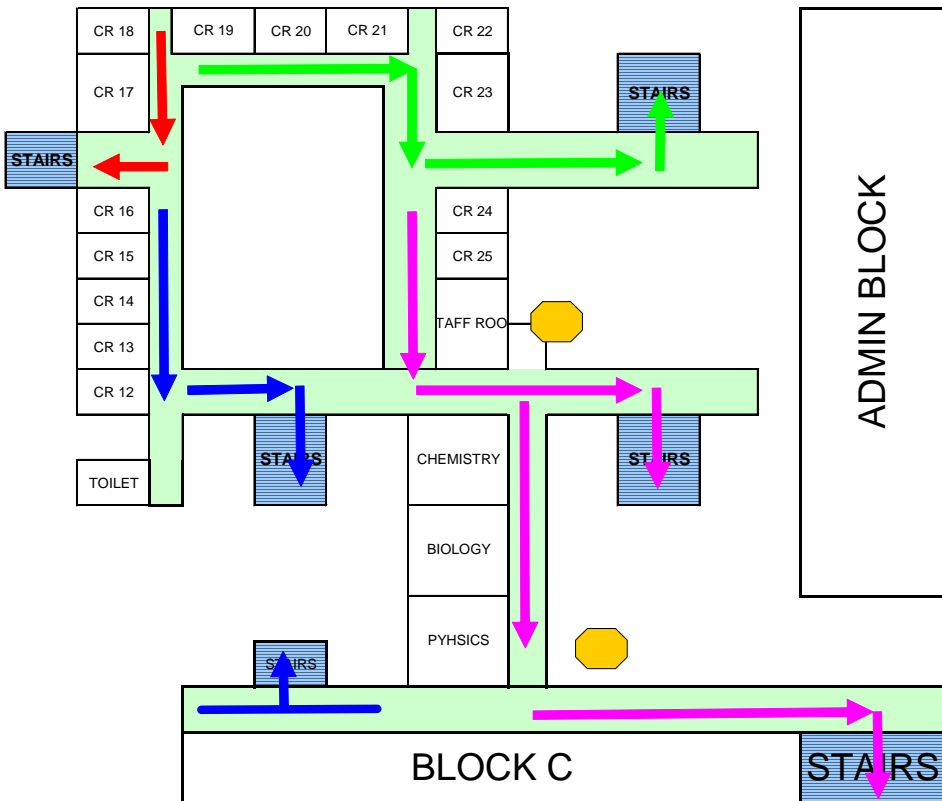
Note:

- The EVACUATION must be done not more than 7 minutes
- Everybody must be OUTSIDE the building

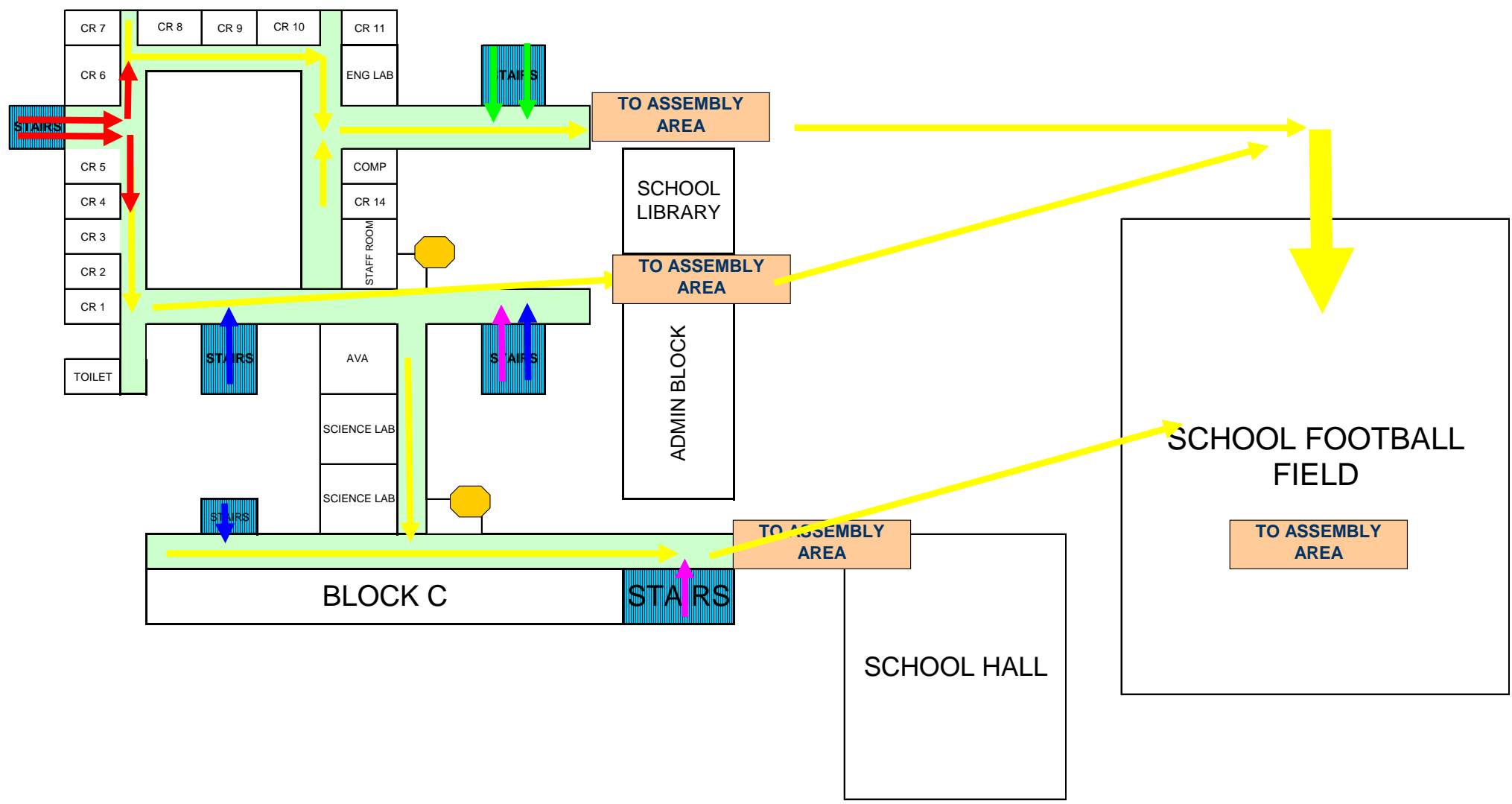
TOP FLOOR



FIRST FLOOR



GROUND FLOOR



Hysteria outbreak

- When to act
 - When there are more than five students affected by this outbreak or the level of chaos is high even though less students affected, the announcement will be made through PA system for evacuation
 - The teacher's staffroom of the floor will be used to locate the affected students
 - Second floor – Mathematics and Business staffroom
 - First floor – English staffroom
 - Ground floor – Malay and IRK staffroom
- Duties of students
 - Students are not to panic and stop work immediately after hearing announcement of the outbreak from the PA system for evacuation.
 - Students are to line-up quickly outside their classroom and move briskly and orderly way to a specific area as indicated in the diagram in each classroom. (Do not run)
 - Students are not to go or see the affected students
 - Students are not to scream or shout
- Assembly area
 - The assembly area is the school's multipurpose Hall.
- Duties of teachers
 - Teachers are responsible for clearing and directing the students to the assembly area as calmly as possible. (teachers - Do not Panic)
 - Teachers are to try to avoid passing the affected classrooms
 - A roll call is to be taken at the assembly area. The teachers or class monitors are to report to the principal or deputy principals if any students are missing.
 - If the missing students join the assembly later, this should be reported to the principal or deputy principals
 - Everybody should report to assembly area
- Instructions to teachers in the affected classroom
 - Ask for help from "brave" students to "hold" affected students
 - Ask for help from teachers from other classrooms. The class monitors of these left classrooms will be in charged
 - To instruct some students to report the incident to the Principal or deputy principals immediately
 - To Instruct class monitor or the assistant to direct other students to

- the assembly area if hearing announcement for evacuation (do not run or scream or shout)
- to instruct the other students to move to the other classroom if the level of chaos is low .(do not run)
- Duties of teachers in the teachers' staffroom
 - To prepare space in the staffroom for victims to be located
 - To help other teachers directing students to the assembly area
- Checking of toilets to warn the evacuation
 - Teachers in classroom proximate to toilets will direct students to assembly area.
- Duties of class monitors
 - In the absence of a teacher in the classroom, the class monitors are to take the weekly attendance file along.
 - To line-up the students quickly outside the classroom and be ready to move to the assembly area.
 - To avoid passing the affected classroom