

## **FIRE DRILL AND EMERGENCY EVACUATION PROCEDURES**

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All students and employees at the SOS-Hermann Gmeiner International College have a responsibility to be aware of their surroundings, and know what routes to use during a building evacuation. It is also imperative that all staff members are aware of the procedures to follow in an emergency, to take responsibility for their own safety and the well-being of all students. It is important to remember that during a building evacuation, you need assistance to evacuate the building safely. The college would conduct a fire drill every semester in keeping with guidelines from the Health and Safety Policy which outlines fire drills and emergency evacuation procedures.

The policy also outlines fire prevention measures, the role of School Safety Leads (who orchestrate fire drills in collaboration with the Ghana National Fire Service Authority) and the availability and maintenance of equipment to ensure a safe campus. During a fire drill or emergency evacuation process, all form tutors and hostel tutors are responsible for taking the roll call and accounting for students in their form or hostel groupings.

### **23.1 What to expect during a fire drill**

Students and all employees should immediately follow the following procedures in the event of an emergency or a fire drill. Once the siren goes off:

- Leave everything behind
- Walk briskly outside to the designated assembly point
- Wait to be accounted for
- All should arrive at the assembly point in 3 minutes
- Remain quiet and calm
- Use all exits in the building

If the fire drill or emergency evacuation occurs at the college students should follow these instructions:

- Remain calm and quiet so you can hear instructions
- Exit your classroom and the building as quickly as possible
- Leave everything behind
- Do not run, push or bump into another student

- Line up by form group outside your designated area and remain quiet so that your form tutor can take attendance. Stay quiet so the form tutor can conduct a roll call as quickly as possible so all are accounted for
- If you were not in form time when the siren goes off join up with your form after you exit the building
- Students can return to their classrooms once all have been accounted for

**At the hostel students should follow these instructions:**

- Exit your room and the hostel as quickly as possible
- Leave everything behind
- Do not run, push or bump into another student
- Line up by hostel group at the designated assembly area
- Stay quiet so your hostel tutor can conduct a roll call as quickly as possible so all are accounted for
- If you were not in your hostel when the siren goes off join up with your hostel group immediately at the designated assembly point
- Students can return to their hostels once all have been accounted for.

## **23.2 Fire Evacuation**

- Leave the area immediately
- Persons who are unable to self-evacuate should move as far away as possible from the fire, and keep all doors closed, if the fire is not in your immediate location.
- If possible, any cracks under the doors should be sealed with whatever is available.
- If there is smoke, keep low to the floor and keep your face covered to aid breathing. Use a damp towel or other material, if possible.
- It would be best to find an area with a window and make yourself visible to the emergency response crew.

- If the fire is outside the room, do not exit the room by yourself unless you feel the door and doorknob. If they are warm/hot to the touch do not exit without the assistance of emergency personnel.

### **23.3 Earthquake Evacuation**

- a. TAKE ACTION AT THE FIRST INDICATION OF AN EARTHQUAKE.
- b. ASSUME “CRASH” POSITION on knees, head down, hands clasped on back of neck or head covered with book or jacket During the tremor, if possible, crawl under a desk, table or other sturdy structure available.
- c. Cover yourself with some type of protective shield (chair, desk, and mattress) or TAKE COVER under desks or tables
- d. FACE AWAY from windows
- g. As soon as it stops, evacuate the building and keep away from walls and buildings.
- h. Do not jump out of windows, balconies etc but move quickly down the stairs or corridors.
- i. Avoid windows and auditoriums, and other large rooms with free-span roofs.
- j. Teachers should INSTRUCT students to evacuate when all shaking has stopped and LEAD class to the designated assembly area
- k. Teachers should BE PREPARED to choose an alternative escape route in case of fire or blocked exit.
- l. Students should: EVACUATE the building in single file when instructed by the teacher or monitor
- j. DO NOT RE-ENTER the building unless instructed.

### **23.4 Assembly Points**

In an emergency, move immediately out of the building and assemble as follows:

- a. Campus
  - i. Assembly point A: (Staff and Guests) Courtyard in front of the Hermann Gmeiner Block

- ii. Assembly point B: (MYP 4 and MYP 5) Area between the Margaret Nkrumah Hall (MNH) and the Math Block
- iii. Assembly point C (DP 1 and DP2) Lawn behind the Margaret Nkrumah Hall (MNH)

b. Hostels

- i. Assembly Point A: Central circle in Boys' compound for all boys
- ii. Assembly Point B: Girl's car park for all girls