Bells and Sirens at BGP

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**Sometimes when you are visiting Bathgate Park School alarms may go off or sirens may ring and you could be wondering what are these all about. They are likely to be part of our Health and Safety procedures – Fire: Drills or real activation of alarm; Earthquake; Lockdown.**

**It is important for you to know what to do if you are onsite at the time one of these goes off. Please follow staff instructions and the procedures outlined below. Please do not leave the school until event has been given the all clear.**

FIRE

Fire wardens: Katrina (Chief) / Lauren & Joy Fleming

Alarm will ring continually and a voice will repeatedly say “Please evacuate the building”.

Classes should evacuate immediately and meet at designated point. There should be a laminated drill on your wall by the door.

Teachers should take their register (class list on wall) and seat the class **SILENTLY** in two rows at their designated post. After calling the roll a runner from each class should be sent to the flagpole to inform the fire warden of missing children or staff or to give the all clear for that class. Technology/Art teachers will deliver children to class teachers at designated areas.

In the event of a fire at lunch or interval teachers should go directly to the designated meeting place. Children in a time out situation accompany the class they are with but you must send a runner to confirm with their usual class teacher that they are present. Students should know that this is the expectation. Please go over this with students when we have fire drills.

It is also most important that fire drills are treated seriously and efficiently.

Parents and visitors should accompany the class they are with, or evacuate to either Tonga Park asphalt area or tennis courts depending on which they are closer to.

Once you have exited, you should not re-enter for any reason. The designated Fire Wardens will check the buildings and announce re-entry.