



SUMMERHILL

NURSERY • PREPARATORY • COLLEGE



Afternoon Fire & Safety Procedure

Drill Procedure for Stranger Danger after 14:05

- In the event of stranger danger, it is best for students not to relocate and remain in their classes. Facilitators to close doors and to make sure that students take cover under tables or anything that would obscure someone's vision from the outside. For students who are on the field, they are to move to the allocated classrooms (sports allocated rooms in case of weather) in a quick yet orderly manner to ensure safety. Nursery school is to follow their normal procedure.
- After 15:00 children move towards Forest Hall. Unfortunately, because of the placing of Forest Hall (the first building a stranger will see) it is a bit of a safety hazard. The procedure will have to be to lock the doors immediately, close and secure all open windows and make sure children are seated and take cover against walls. Curtains will aid in this and it is advised that such a plan be made for Forest Hall. If not, the location for Aftercare for this specific time slot should be reconsidered.

Drill procedure for in case of Fire after 14:05

- In the event of a fire students and teachers move towards the teacher car park / Forest Hall area. This should be the safest space in case of a fire seeing as it is away from the classrooms, fields and closest to the exit. A designated assembly point will have to be agreed upon but for now, the space between Forest Hall and the Island is a big enough space to accommodate a lot of students.
- Facilitators must insure that they have their cellphones at hand. Reception closes at 16:00 and can be called upon in case of emergency and to alert specific ground staff. After 16:00 reception is closed and facilitators will need their cellphones to either call Pam and/or the fire department.
- Directories and registers need to be kept on hand by the facilitators at all times. Not only is it specific to doing a roll call once the assembly point is reached but can also be used to contact parents if need be.

Drill procedures regarding Summerhill College and Summerhill Prep

- In the event that students from the college are on the property of the Prep school, the students have to follow fire procedures of the Prep school and adhere to any instructions given by a known facilitator. Information regarding this needs to be made known to Summerhill College. No student from the college should evacuate towards the college if they are on the Prep school side and vice versa.

Be aware, be safe.