Fire Drills are designed to familiarize staff and students with the actions that should be taken in case of fire to ensure an orderly controlled exit from the building.

2. In case of fire/fire drill, a fire alarm will be activated with the continuous ringing of bells. On hearing the fire alarm, lecturers are required to collect and bring with them the Class Register and to lead their students by leaving the classroom in an orderly manner to the ground floor by using the nearest/less crowded staircase. At the ground level, lecturers should follow the direction of the Centre Supervisor or his Assistant(s) to the appropriate assembly points. Once the class has assembled, a roll call should be taken. Lecturers are required to report to the Evening Duty Officers/Centre Supervisor, as soon as possible, the number of students present in the class and any missing students.

3. Evening Duty Officers/Centre Supervisors are requested to observe other regulations and procedures of their Centre in connection with Fire Drills. A Fire Drill Report should be submitted by the officer in charge of the drill to the Institute.

4. It is stressed that order and control are the main themes of a drill. Lecturers are requested to take the exercise seriously in order to avoid adversity in the event of a real fire.

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KKF/VL/vl

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