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Circular n. 124 dated 03/04/2017

Object: Safety measures-School Year 2016-2017

#### EVACUATION DRILL

With reference to the Ministry Decree 10.03.98 and art. 13 of the Legislative Decree 626/94 and further amendments, it is hereby communicated that on **6 April 2017** an evacuation drill will be conducted at the "Monticelli" building.

The drill will be carried out in separate and successive phases:

**Phase 1) SIMULATED FIRE DRILL.** On hearing the fire alarm (intermittent sound for a period of 30 seconds) the security staff will open the emergency doors along the exit routes and make sure they are clear of obstacles.

**Phase 2) EVACUATION. At the same time teachers will:**

- Instruct the students for the evacuation organizing them in orderly lines.
- Take the class register and account for every single student.
- Check that all the students are out of their classroom, close the classroom door and conduct the students to the assembly area.
- While leaving the building always keep away from windows or glass door, going down the stairs always walk along the walls.

**Phase 3) ROLL CALL.** In assembly area, following the instructions given in the evacuation plan the teacher will check the students against the register and fill in the evacuation report which must be handed over to the Safety Coordinator as soon as possible.

**Phase 4) END OF FIRE DRILL.** On hearing the END OF FIRE DRILL alarm (warning siren) the students will go back to their classrooms.

On hearing the fire drill alarm staff members with no specific safety responsibilities or duties (administrative staff, teachers not on duty during the fire drill, etc.), will walk along the exit route and reach the designated assembly point indicated as A and located in front of the main entrance.

IL DIRIGENTE SCOLASTICO  
(Prof.ssa Anna Maria QUARTA)

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