

Bahan Fire & Earthquake Procedures

- The alarm is sounded
- All staff and students immediately stop what they are doing and begin the evacuation procedure
- Students form a single line at the doorway of the classroom.
- **Foundation 1** - Teaching Assistants named in the table below are responsible for leading the children to the emergency assembly area. The Associate Teachers are to join the back of the line to make sure all children have left the room.

Foundation 1 Rainbows, Foundation 1 Shooting Stars & all Foundation 2 students to use the Early Years Pick Up Point Gate when exiting the Early Years building.

Foundation 3 & remaining Foundation 1 classes are to use the small gate by the main reception when exiting the Early Years building.

- **Foundation 2 to Year 6** - Associate Teachers (See below named person) lead the children to the emergency assembly point at the play area for EYFS classes and outside the rear school gate by the swimming pool for Primary classes:
 - ✓ The associate teacher is at the head of the line and is responsible for the students
 - ✓ The class teacher joins the back of the line and makes sure all children leave the room
- Students:
 - ✓ Do not pack up the classroom or anything in it
 - ✓ Do not take school bags
 - ✓ Do not collect shoes
 - ✓ Do not stop for anything
 - ✓ Must stay in single file
 - ✓ On the EYFS site classrooms E6, E7 & E8 are to proceed down the stairs and keep to the right of the island
 - ✓ Walk – do not run under any circumstance!
 - ✓ Silence during the evacuation – further instructions may be necessary
 - ✓ Assemble in the playground that is the designated emergency assembly point, according to the detailed layout.
- Teachers working with a group of student's outdoors proceed directly to the assembly area with those students.
- Teachers (See below) check the toilets and storage areas, the IT specialists check the computer rooms and the librarians check the library. Then they join the classes at the emergency assembly area.
- The Office Manager will take all registers or Fire Evacuation Sheets, pens and the visitor's book to the fire assembly point and hand out to the class teachers.



NETWORK INTERNATIONAL SCHOOL

- The class teacher for each class checks that all students are present and holds up green card for all present or red card if a student is missing and reports to the EYFS Phase Leader or Primary Leader.
- Do not go back into the building for anything.
- Wait until the Principal, EYFS Phase Leader, Primary Leader, or other authority, gives the okay to return to class or to move to another area.

Special responsibilities:

- Principal, EYFS Phase Leader or Primary Leader – co-ordinates the procedure. All others report to him/her and all decisions are made by him/her
- Office Staff
 - ✓ Sound the alarm
 - ✓ Telephone the fire brigade
 - ✓ Bring the attendance registers and lists of contacts for parents and the visitors list
 - ✓ Ensure all visitors also evacuate the building
 - ✓ Assemble with students and report to EYFS Phase Leader or Primary Leader
- Cleaning Staff
 - ✓ Check the area assigned in the table below
 - ✓ Bring the first aid kit
 - ✓ Assemble with students and report to Head of School
- Maintenance and Security Staff
 - ✓ Search for students who have not assembled
 - ✓ Check the grounds (See Table Below)
 - ✓ Attempt to extinguish the fire
- Dismissal one class at a time by EYFS Phase Leader or Primary Leader

Procedure if the alarm is sounded after 12pm:

- EYFS fire assembly point remains the same
- Primary classes fire assembly point will be from the main school gate
 - ✓ Classes are to line up in the order as set out below
 - ✓ Classes to walk in single file away from the building in the event of a fire engine needing to gain access to the school site.



NETWORK INTERNATIONAL SCHOOL

Area	Ground Staff	Cleaners
EYFS – Ground Floor Rooms	La Gay Mu	Ah Sot/ New Nyi Win
EYFS – First Floor Rooms	Pyone Cho	Joy/ Phree
Primary – Ground Floor Rooms	Tin Tun	Har Har/ Kae Kae/ Hah Say
Primary – First Floor Rooms	Nyan Lin Htet	Hse Hti Phaw/ Phaw Phaw/ Ah Si
Primary – Second Floor Rooms and Roof	Blair	May Lay Phaw/ Phaw Ne Mu
EYFS Staff Room/ Storage Area/ Generator and area between EYFS and Primary Buildings	Wah Wah/ Tin Maung Aye/ Thet Naing Tun *	Tracy
Main Gate	Pho Nyunt/ Saw Lay Kalal Wah	
Network House	Cho Min Lwin	
Gate for the cut through to Inya Road	Khun Maing	
Primary Car Park	Pho Wah/ Khin Maung Oo/ Zaw Zaw Tun/ Win Tu Thant	
Fire Extinguishers	David**	

*Ground Staff also has to turn the main power supply to whole campus off

** Responsible for finding out the location of the fire and attempting to extinguish

EYFS Teacher List

Room Number	Year/Class	Network Associate Teacher	Network Teaching Assistant
E1	Foundation 1 Rainbows	Thwe Thwe	Suan
E2	Foundation 1 Shooting Stars	Mu Mu	Htoo Moo
E3	Foundation 1 Snowflakes	Shelly	Elizabeth
E4	Foundation 1 Sunshine	Eh Eh	Thin Thin

Room Number	Year/Class	Network Teacher	Network Associate Teacher
E6	Foundation 2 Bees	Katrina Kuleshov	Pa Saw Say
E7	Foundation 2 Butterflies	Alice Hand	Ni Ni
E8	Foundation 2 Ladybirds	Gemma Mehbrathu	Htoo Htoo
E10	Foundation 3 Discoverers	Sophie Scodellaro	Lal Lal
E11	Foundation 3 Explorers	Gemma Parkinson	Nora
E12	Foundation 3 Inventors	Solveig Clark	Pau Pau

Area	Teaching Assistant
E5 - Hall	Htet Ko
E9 – Library/ICT Room	Hnin Pwint Htoo
Ground Floor Toilets	Htet Ko
First Floor Toilets	Myint Thaug



NETWORK
INTERNATIONAL
SCHOOL

EYFS Playground Area Line Up

Main Office House

Play Ground

Foundation 3 Inventors

Foundation 3 Explorers

Foundation 3 Discoverers

Foundation 2 Ladybirds

Foundation 2 Butterflies

Foundation 2 Bees

Foundation 1 Rainbows

Foundation 1 Shooting Stars

Foundation 1 Snowflakes

Foundation 1 Sunshine



NETWORK INTERNATIONAL SCHOOL

Primary Teacher List

Room Number	Year/Class	Network Teacher	Network Associate Teacher
P2	Year 1 Eagles	Nicola Edwards	Sandy
P3	Year 1 Owls	Nancy Appelbe	Kyi Thar
P4	Year 1 Peacocks	Sally Moulds	Esther
P6	Year 2 Lotus	Elizabeth Lee	Eh Paw
P7	Year 2 Orchids	Sara Willis	Nyo Nyo
P8	Year 2 Sunflowers	Jamie Burns	Su Latt Htoo
P9	Year 3 Jupiter	Rhys Elias	Amy
P10	Year 3 Mars	Emily Dixon	Julie
P11	Year 3 Venus	Jill Parker	Cindy Shwe
P12	Year 4 Electrons	Gareth Smith	Lydia
P14	Year 4 Neutrons	Maeve Bates	San San
P15	Year 4 Protons	Craig Scodellaro	Ko Thet
P16	Year 5 Chameleons	Yasmeen Saib	Sandral
P17	Year 5 Geckos	Borbala Tamas	Lei Yee Sittaung
P18	Year 5 Iguanas	Ben Mitchell	Ah Bu
P19	Year 6 Dolphins	Heather Stollery	Seit Mon Soe
P20	Year 6 Mantarays	Dan Joslin	Tun Wint Zaw
P21	Year 6 Seals	Matthew Croucher	Ni Ni

Area	Teaching Assistant
P1 - Hall	Jewel Moe
P5 - Art/Music Room	Phaw Phaw
P9 - ESL Room	Htoo Say Phaw
P13 – Staff Snack/Resource Room	Zin Zin
P22 and P23 – ICT Rooms	Tin Naing Htwe
Library	Ma Khine
ESL and SENCO Rooms	Phaw Phaw
Ground Floor Toilets and Boys Changing Room	Phaw Phaw
First Floor Toilets & Girls Changing Room	Zin Zin
Second Floor Toilets	Helen



NETWORK
INTERNATIONAL
SCHOOL



SCHOOL GATE

PRIMARY FIRE ASSEMBLY POINT



6 D

5 C

4 E

3 J

2 L

1 E

6 M

5 G

4 N

3 M

2 O

1 O

6 S

5 I

4 P

3 V

2 S

1 P

Earthquake Procedure

All staff and students should become familiar with any earthquake procedures at the school. In the event of an earthquake either during or after the following procedures should be adopted if you are inside the school building:

- Identify safe places as sturdy furniture or walls at the school, so that when shaking starts, you **Drop** to the ground, take **Cover** under the furniture or wall and **Hold On!**



- Once you are under furniture you should cover your head and neck with your arms to protect yourself from falling debris
- Stay away from glass, windows, outside doors and walls.
- Staff and students should practice how to Drop, Cover & Hold On! – to enable everyone to react quickly if an earthquake occurs.
- The school office holds hard copy contact details for all students and they will be able to contact parents if this is necessary.
- Stay where you are until the shaking stops
- Do not run outside and do not get in a doorway as this does not provide protection from falling or flying objects.
- If there is damage in or around the building staff and students should vacate the building using the Fire Evacuation Procedures and should remain out of the damaged building.

If you are outside when the shaking starts:

- Move away from buildings, streetlights and utility wires and drop to the ground. Stay there until the shaking stops.

If you are in a vehicle:

- The driver will pull over to a clear location and stop.

Stay inside the vehicle with your seatbelt fastened until the shaking stops.