


EVACUATION DRILL IN LABORATORY

A. BEFORE THE DRILL

1. Directory sign  should be shown near the doors. A map showing the evacuation route should be distributed to students.
2. Doors should be unbolted when teachers have lessons in the laboratory.
3. Teachers should instruct the following procedures of the drill to students. *Procedures* are :
 - a. The teacher will give a signal to start the drill when the teacher starts the stopwatch.
 - b. Students should not carry any personal belongings such as books with them during the drill.
 - c. Students sitting near the working electrical switches and gas taps should try to switch them off.
 - d. At the same time, students should leave the laboratory at doors nearer to them or doors further away from the accident and run to the down stairs (if impractical, to a safe place) with the help of the directory sign immediately.
 - e. The last one who leaves the laboratory should close the door.
 - f. After evacuation, students should stay at the down stairs of the same floor.
(In case of accident, students should go to the playground as quickly as possible.)
4. Teachers should lead the students to the down stairs once beforehand.
5. No roll call and lining up in an orderly manner are needed.
6. Teachers should not give any prior notice to students.

B. DURING THE DRILL

1. Teachers should
 - a. start the stopwatch and give a signal to the students simultaneously;
 - b. inform the laboratory technician the cause of accident;
 - c. supervise the whole drill;
 - d. be the last one to leave the laboratory and
 - e. stop the stopwatch when all persons are out of the laboratory.
2. Laboratory technicians should
 - a. switch off the main power and gas supplies after being informed and
 - b. assist the teacher to evacuate the pupils from the laboratory to a safe place as soon as possible.

C. AFTER THE DRILL

Teachers should

- a. record the evacuation time on the laboratory safety record book at the preparation room and
- b. report any problems to the laboratory safety coordinator.