

**FROM: Permanent Secretary  
Ministry of Education**

**TO: Principals  
Primary and Secondary Schools**

**DATED: October 6, 1990**

**SUBJECT: GUIDELINES TO BE FOLLOWED IN CASE OF  
FIRE OR BOMB THREAT**

The Permanent Secretary, Ministry of Education wishes to draw to the attention of all Principals the attached Guidelines to be followed in case of Fire or Bomb Threat.

The guidelines were drawn up in collaboration with officers of the Police and Fire Services.

You are expected to make arrangements early with the Fire Services Department for the drawing of a ground floor plan for your institution with demarcated exits for use in the event of an evacuation.

You are expected to give effect to these Guidelines immediately.

Rawle Richardson  
Ag. Chief Education Officer  
for Permanent Secretary  
Ministry of Education