



Fire Drill Policy

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1. Introduction

Ranches Primary School has been granted the appropriate license by the Civil Defense Authorities and is considered to be a safe and secure building and environment.

Safety and security are of the highest priority and this document gives details of what must be done in the event of an evacuation of the building because of fire.

Please read these notes carefully and thoroughly study the evacuation route you should follow in the very unlikely event of a fire.

2. Building Overview

Brief description of the school, including:

Buildings on site:	Primary School Block and Nursery Block
Single or multi-storey:	Primary School Block- G+2 Nursery Block- G
Lift:	2 lifts in the building
Normal business hours:	7:30 AM – 4:00 pm
After hours:	Football activities till 9:00 pm
Pupil numbers:	480
Staff numbers:	82
Method of manually activating the alarm in case of fire:	Activate Manual Call Point (Break glass alarm)
Assembly point:	Football Pitch Nursery Car Park



Within the building the following alarm and firefighting systems and appliances are in place.

1. Manual hand held fire-fighting equipment.
 - Fire extinguishers
 - Alarm boxes
2. Fixed apparatus including:
 - Rubber hose reels
 - (Dry nozzles network)
 - Fire alarm systems both manual and automatic
 - Internal public address system

3. Emergency Plan

The plan has five objectives:

1. Evacuate all persons to safe areas.
2. Protect pupils, teachers, administrative staff and all other persons in the school at the time of the emergency.
3. Contain and reduce the emergency.
4. Minimize material loss.
5. In case of smoke inhalation, burns or injury to any individual, please inform the nurse or the officer.

4. Prevention of Fire

Prevention of fire is as important as the development of efficient means of fighting it.

Staff should take note and bring to the attention of the officer in charge.

- Any flammable liquids, fuels and gases those are not clearly marked or stored safely.
 - Any areas of the school grounds that are not kept clean and clear of dry vegetation and flammable rubbish.
 - Any rubbish not being disposed of safely.
 - Report any obstacles and unnecessary items in the corridors within your evacuation route. Housekeeping and tidiness are important factors in prevention.
1. The school and its environment are a no smoking area.
 2. Know the location of the nearest fire alarm box and hand held extinguisher.
 3. Be well acquainted with the recommended exit route from your classroom, office or area of work to the appointed assembly point.
 4. Be well acquainted with your appointed assembly point.
 5. Keep access to the door to your classroom, office or work area clear and free of obstacles.



5. Fire Fighting

1. If you are the first person to discover the fire, keep calm and do not panic. Your calm attitude might help your pupils and colleagues to avoid panic.
2. Be well acquainted with the use of hand held extinguishers. Ensure that all doors adjacent to the fire are closed.
3. If the fire can be controlled with a hand held extinguisher, use it.
4. Training sessions to be organized for all staff on the use of fire extinguishers.

6. Evacuation of the Building

The building should be evacuated when there is an alarm – whether false or not.

The evacuation of all persons in the building at the time of an emergency is the priority action. All efforts will be focused on carrying out this evacuation in the shortest possible time and in a calm and organized manner.

The following actions will be taken:

1. On hearing the alarm (whether false or not), the entire building has to be evacuated.
2. Sounding the alarm and simultaneously notifying the Civil Defense authorities, police and ambulance, providing them with the exact location of the school.
3. Calm and organized evacuation of the building.
4. Clearance of those areas surrounding the building in which cars, buses, etc. may prevent Civil Defense access both to the building and to water outlets.
5. Exits from the school premises are kept clear at all times.
6. Staff coordinators to call staff not present after the evacuation on their mobile phones and verify that they have evacuated the building.

7. General Instructions

1. The respective year heads should ensure that all new staff members are made aware of the fire drill procedure – either by way of a hand out or a briefing.
2. All fire instructions and exit plans will be clearly displayed on notice boards throughout the school and in each classroom and office.
3. Pupil list cut-off time: 8.30am is the cut-off time for the list of pupils to be in the system.
4. Parents and pupils to be informed of the proposed fire drill in advance.
5. Teachers in charge of pupils in the cafeteria should ensure pupils do not operate stoves, burners, microwave and other equipment.
6. It is the responsibility of all staff to ensure that there is no rushing or running down the stairs during the evacuation.
7. If the fire is directly in the path of the designated exit points, then the nearest safe exit point has to be used.
8. If necessary and if possible, use the public address system to issue instructions and guidance.
9. Remain at least 20 feet away from the building walls once in the assembly area.
10. If there is congestion in the designated assembly point – the coordinator will guide the excess people to other safe designated points.
11. Assist visitors during an evacuation.
12. Assist in restoring normalcy.
13. Learn from the lapses that may occur and inform the coordinator.



IN CASE OF

EMERGENCY

FOLLOW ADVICE FROM A TEACHER

OR

LEAVE IMMEDIATELY THROUGH THE NEAREST SAFE



GO TO THE ASSEMBLY AREA LOCATED

FOOTBALL PITCH



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NURSERY CAR PARK

8. Safety Team (see below for roles and responsibilities)

Ranches Primary School has nominated the following staff to manage fire safety and emergencies.

Administration Department

Chief Coordinator (Abel)

Fire Control Panel Coordinator (Jagas)

Communication Coordinator (Ana)

Staff Coordinator (Francesca)

Final Check Coordinator Primary School & Nursery (Samantha & Julian)

Primary School

1. Officer In charge (Samantha)
2. Dy. Officer In charge (Amy)
3. Sports Facilities Coordinator (Craig & Warren)
4. Ground floor Coordinator (Julian)
5. First floor Coordinator (Catherine)
6. Second Floor Coordinator (Tom)

Nursery

1. Officer in charge (Kim)

The team will meet on a regular basis. Each member will have a clearly assigned role to be performed in emergency drills and actual emergencies.

9. Roles, Responsibilities and Duties

Chief Coordinator

1. Prepare and update as necessary the emergency evacuation plan.



2. Ensure the complete dissemination of all appropriate documentation – text and graphics – to all academic and administrative staff within RPS.
3. Ensure that all such staff understand the documentation and are properly trained and advised to be able to implement the plan.
4. Appoint sufficient and appropriate personnel to a number of key activities and roles relating to an emergency evacuation of the building.
5. Coordinate the work of these personnel through meetings and training.
6. Keep a record of all meetings related to emergency evacuation.
7. Ensure the proper training of new academic and administrative personnel.
8. Arrange periodically for full scale evaluation drills to take place and prepare a report following each drill.
9. Set up a demonstration session of fire-fighting equipment for all coordinators.
10. Ensure that a maintenance contract for the fire alarm system and equipment are in place.

Fire Control Panel Coordinator

1. Ensure that the fire alarm system is in full working order.
2. Check that designated exit points from the building are always free from obstacles and in good working order.
3. Liaise with the manufacturers / installers of the alarm system and the firefighting equipment in the school.
4. Maintain records of the currency of all firefighting equipment in the school and of all incidents relating to fire alarms.
5. Ensure the proper training of all those with special responsibilities and duties related to emergency evacuation of the building.
6. In the event of a fire:
 - 6.1. Using the fire alarm control panel to locate the area / zone of the alarm. Locate the room / office / area affected.
 - 6.2. Confirm the nature of the alarm – false, real and containable or real and serious and report.
 - 6.3. Inform the coordinator to confirm the nature of the alarm. Ensure that security officers have opened / are opening all exit doors.
 - 6.4. Ensure that the Civil Defense emergency teams have been called. Identify those vehicles which will need to be moved to make way for Civil Defense emergency teams.
 - 6.5. Receive Civil Defense emergency teams directing them to the area affected.

Communication Coordinator

1. On hearing the alarm and on receipt of an instruction from the Safety Officer contact immediately the emergency services – Civil Defense, ambulance and the police.
2. Provide these services with an accurate location address and telephone number.
3. Make an announcement on the PA system about the emergency. Assure everyone not to panic and to follow the instructions of the floor coordinators and designated officials.
4. Inform the safety officer that these services are on their way to the school.
5. Record all dispatched and received communications
6. On leaving the switchboard area, take to the designated assembly point the visitors / parents signing in register.



Staff Coordinator

1. On hearing the alarm, take the staff attendance register and the visitors register to check the number of people present in the school building.
2. Also make sure that all the Administration staff including the reception staff are counted.
3. Explain safety instructions to the visitors who are present at the time of the alarm.
4. Direct them to the assembly point.
5. Report any problems or obstacles encountered on the evacuation.

Football Pitch Coordinator

1. Responsible for football pitch assembly point.
2. Move swiftly to the assembly point and provide a focal point for those groups, classes and individuals who have been directed to that point.
3. Check that the groups, classes and individuals who should arrive at the assembly point have in fact arrived.
4. Allow no one who has arrived at the assembly point to leave until the emergency is over.
5. Notify the coordinator of any abnormal situation at the assembly point.
6. Ensure that the assembled pupils line up according to their year level and as per the signage on the back wall.

Ground Floor Coordinator

1. Check all rooms.
2. Inspect the ground floor on a regular basis and monitor possible sources of danger such as electrical wiring, waste material not disposed.
3. Ensure that emergency exit routes and escape corridors and routes leading to them and free from obstructions.
4. Explain safety instructions to those occupying the floors, particularly new members of staff.
5. Participate in and contribute to fire drills.

In emergency situations

6. Ensure that all emergency doors are open/opened
7. Aid the evacuation of the floor in an organized and calm manner indicating the appropriate Assembly Points.
8. Ensure that the floors have been completely evacuated and inform the Dy. Officer In charge of this.
9. Leave the building closing exit doors
10. Proceed to the designated Assembly Point and check that all who should be present are there. If necessary, inform the dy. officer in charge of anyone unaccounted for.
11. When the emergency is over direct occupants to return to the building
12. Report any problems or obstacles encountered on the evacuation.

First Floor Coordinator

1. Inspect the area each day to ensure no obstacles are obstructing corridors or exits, and that there are no obvious fire hazards, such as waste materials, cardboard boxes, etc. these should be removed.



2. Ensure that all staff including new joiners are aware of and understand the evacuation procedures, exit routes and assembly points.
3. Participate and contribute to fire drills.

In emergency situations

4. Ensure that all emergency exit doors are opened.
5. Evacuate the floor in a calm and organized manner directing those learning to the appropriate Assembly point.
6. Ensure that the floor has been kept completely evacuated and advise the dy. officer in charge to this effect.
7. Receive information from the dy. officer in charge.
8. Upon request, assist the dy. officer in charge.
9. When the situation is declared safe, inform the various groups to return to the building.
10. Report any problems or obstacles encountered on the evacuation.

Second Floor Coordinator

1. Inspect the area each day to ensure no obstacles are obstructing corridors or exits, and that there are no obvious fire hazards, such as waste materials, cardboard boxes, etc. these should be removed.
2. Ensure that all staff including new joiners are aware of and understand the evacuation procedures, exit routes and assembly points.
3. Participate and contribute to fire drills.

In emergency situations

4. Ensure that all emergency exit doors are opened.
5. Evacuate the floor in a calm and organized manner directing those learning to the appropriate Assembly point.
6. Ensure that the floor has been kept completely evacuated and advise the dy. officer in charge to this effect.
7. Receive information from the dy. officer in charge.
8. Upon request, assist the dy. officer in charge.
9. When the situation is declared safe, inform the various groups to return to the building.
10. Report any problems or obstacles encountered on the evacuation.

Teaching Staff & Assistants

1. On hearing the alarm close all windows, turn off lights and after ensuring that the room is vacant close the door, then lead your group of pupils to the designated exit. Ensure that you have taken the attendance list
2. Ensure that pupils walk in single line keeping to the right of corridor/stairs.
3. On reaching the assembly point ensure that your pupils are all together and take attendance.

Security Personnel

1. On a daily basis and on moving about the school, move or remove any item which may prevent easy exit from the building.
2. Upon hearing the alarm:



- a. Ensure the immediate opening of all exit doors
 - b. Ensure the easy access to the school site of Civil Defense vehicles
 - c. On arrival, guide Civil Defense vehicles to the fire location and fire hydrant points.
 - d. Close football field gate. Keep the keys of the same ready at all times.
3. Make sure that all the contract staff have evacuated the building.

After School Hours

1. On discovering a fire, attempt to put it out using hand-held extinguishers if they are readily available and if safe to do so. Inform the coordinator about the incident.
2. If the fire cannot be put out. Inform the security guard at the security desk about the fire and its exact location.

The security guard will immediately call:

1. The Civil Defense, police and the ambulance and provide an accurate description of the school location.
2. The coordinator, the fire control panel coordinator and the drivers.
3. Depute all security personnel to check the entire building and ensure that anyone in the building should evacuate to the assembly points.
4. Monitor the alarm control panel.
5. Guide Civil Defense vehicles to the place of the fire.

Nurse

1. Have the first aid bag prepared and be ready to render first aid as deemed necessary or as directed by the safety officer.
2. Offer support as appropriate to the Civil Defense ambulance services.

Cafeteria

1. The cafeteria supervisor to ensure that all present in the cafeteria and adjoining rooms have left the building and move swiftly to the respective assembly point.
2. The cafeteria supervisor to ensure that all his staff is accounted for.

CONTACT PHONE NUMBER - FIRE DRILL COORDINATORS

NAME	AREA	CONTACT NO.
Primary School:		
Samantha	Officer in charge	055-8337751



Amy	Dy. Officer in charge	050-2295579
Julian	Ground Floor Coordinator	052-2267452
Catherine	First Floor Coordinator	056-2680609
Craig	Football Pitch Coordinator	056-1099147
Nursery:		
Kim	Officer in charge	050-4005226
Administration Section:		
Abel Cherian	Chief Coordinator	055-9100466
Jagas	Fire panel Coordinator	055-9104717
Ana	Communication Coordinator	056-4741647
Francesca	Staff Coordinator	052-2424481
Samantha	Final Check Coordinator PS & SS School	055-8337751