

FIRE ROUTINE PROCEDURE

AIM

To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere.

SEQUENCE

- ❖ Alarm
- ❖ Call the fire brigade
- ❖ Evacuation
- ❖ Assembly
- ❖ Roll Call
- ❖ Tackle the fire

ALARM

Anyone (child or staff) who discovers an outbreak of fire should raise the alarm at once by breaking the glass on the emergency fire alarm warning system. The function of the fire alarm signal is to warn every person in the building that a state of emergency has arisen and that drill procedure should be put into operation at once.

- When fire bell is sounded children should stand up, push in their chairs and make sure that the passageways are free of schoolbags.
- Teacher should collect his/her journal with the list of children present in class at the time of the fire.
- Children should walk in an orderly manner (in 2's with the child seated beside them) to the exit door they use to come into the building in the morning. Children must not run nor stop under any circumstances. Children must not laugh, talk or make unnecessary noise. They must not attempt to pass others.
- Teacher to close the classroom door when the last child has left.
- Teachers to check that no children are in the toilets.
- Children in Learning Support & Resource Rooms are to be brought to the Designated Fire Assembly Point by the relevant Learning Support / Resource Teacher
- Children who are on messages e.g. are to exit the building at their nearest point and then join their class.
- Children to walk to the Designated Fire Assembly Point by the most direct route.
- When lined up at the Designated Fire Assembly Point the teacher will ensure that each child present for that day is accounted for.
- If child is missing the teacher is to inform the principal immediately.

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- Teachers and children are to return to class only when the fire alarm has stopped and the building is safe.
- Ancillary staff to exit the building closest to them.
- The principal teacher, on hearing the alarm, will go at once to the Fire Assembly Point on the basketball courts and remain there until a report has been received from all teachers.

With the exception of a search for missing persons, no one will be allowed to re-enter a building to retrieve their clothing, books etc until permission is given by the Fire Brigade or in the case of a drill, by the principal teacher.

The officer in charge of the Fire Brigade should be met on arrival and immediately informed whether or not all persons have been safely evacuated.

CALLING FIRE BRIGADE

All outbreaks of fire however small or any suspected, fire will be reported immediately to the Fire Brigade by the quickest means available. This will be by telephone from the secretary's office. There will be no delay in transmitting the call.

ATTACKING THE FIRE

Circumstances will dictate whether fire-fighting operations should be attempted. The important thing to be remembered is that fire fighting must always be secondary to life safety. While small fires can often be dealt with summarily, in the case of a sizeable fire, safe evacuation will be the primary concern.