

## **Fire Safety Policy**

Any building can quickly become dangerous unless there is some foresight and care in its day-to-day use. Only the occupants can ensure that the building continues to be safe, and it is they who must know what to do if there should be a fire.

DISCOVERY:	Raise the ALARM by telling an adult who will use the loudspeaker or break the glass on one of the fire alarms. (1 located on each building and outside the kitchen)
ALARM SIGNAL:	Continuous ringing
ACTION:	All children should leave the building by the safest route and line up at the assembly point as quick as possible. Children must not take any of their belongings with them. Teachers must bring their fire register clipboard with them which has a blank class register attached.
ASSEMBLY POINT:	The top of the playground (on the right by the tire). Classes line up in Year Groups.
FIRE BRIGADE	Emergency number 106
ROLE CALL:	Teachers should check that all children in their care are accounted for. Report immediately anyone who is missing to the most senior teacher present.

1. FIRE DRILL notices are displayed with the fire register prominently in every room. Teachers are responsible for notifying a member of the management team if the notice has been removed and make sure it is replaced. Teachers are also expected to check from time to time that the information is understood by their pupils. Besides knowing the procedure for a class to leave a room under the charge of the teacher, pupils should be taught how to raise the alarm themselves and how to plan for their own escape from a building should they find themselves alone or unsupervised when the alarm sounds.
2. FIRE EXIT DOORS must never be locked, bolted or obstructed while the room is in use. All doors in each classroom MUST be unlocked.
3. FIRE PRACTICE will be held at least once each term. Arrangements for practices will be made by the management team. Notice will be given prior to the first practice of each new academic year but not for subsequent practices. At least one practice during the year will be during a play time or during midday break.

4. The FIRE BRIGADE is automatically called when a fire is seen (not for a drill). The call will be made by a THAI TEACHER. It is the responsibility of the most senior member of Thai staff on duty at the time to check that this has been done.
5. A teacher's first and overriding duty in case of a fire is to look after the children near to them at the time and to raise the alarm. No attempt should be made to fight the fire.
6. Fire registers of children in school at the time are kept hung up by each classroom door. It is the responsibility of the class teacher to keep these updated and to bring them to fire assembly point if safe.

### **Fire procedure**

- Break glass of nearest alarm or sound siren from loudspeaker on volume 10. (Loudspeaker kept on main office)
- Children to line up quietly and leave the building by the safest route.
- Teacher collects fire drill clipboard from classroom wall.
- Children to walk silently in line following their teacher to the assembly point.
- Classes line up (in the shade of the tree), in order of Year group.
- Once lined up, the member of staff responsible for each class group should conduct a head count and raise their hand to signal that all pupils are accounted for.
- During break times the children and teachers must walk to the assembly point and line up with supervision.
- Teachers not on duty must return to their class lines.
- Thai teachers must ensure that they take their children to the assembly point while phoning the fire brigade. All Thai teachers calling the fire-brigade is not a problem.
- Kitchen staff, cleaning staff or any additional staff on the premises are to go to assembly point.
- The building maintenance staff and the most senior member of staff available must check all rooms.
- The all clear will be signalled to staff and then everyone will return to the building in an orderly manner.

### **Playtime and After School Clubs Fire Procedure**

7. A roll call of their designated club or class should be taken by teachers immediately when they arrive at the assembly point and any pupils not accounted for reported to the most senior member of staff present. Staff must raise their registers or hands to signal that all pupils are accounted for.
8. If the fire alarm is raised after 3pm or before 9am please call the FIRE BRIGADE yourself on number **106**. It is the responsibility of the most senior member of staff on duty at the time (this could be a class teacher and not necessarily management) to check that this has been done.
9. The all clear will be signalled to staff and then everyone will return to the building in an orderly manner.
10. The drill will be timed, recorded and reported at management meetings.

### **Additional Information**

- Entering a smoke filled building, to search for missing persons should never be attempted.
- Searching for missing children should never be tackled alone or without the knowledge of someone who is to remain outside the building during the search.
- The decision whether or not to search a building may only be taken by the most senior member of staff on duty.