

Policy: Emergency Evacuation - Fire

Policy Statement

All staff are responsible to keep the exit routes clear in the areas in which they work. In the event of a fire the staff will ensure as soon as possible all buildings are cleared and that the staff and students assemble in the correct area.

Procedural Guidelines

The signal for the evacuation of the school, in the event of a fire, is that the Fire Alarm will be rung.

Staff members are responsible for the safe evacuation of their class to the designated assembly area at the end of the court.

Block Wardens will ensure their designated area is completely clear of staff and students. They will report to the Administration staff at the Emergency Assembly Point on the court.

Administration staff will notify the Chief Warden (the Principal or, in their absence, the delegated person) when all reports have been received. The Principal will ensure the Fire Service has been notified by a 111 call. They will liaise with the Fire Service on their arrival.

The School will be dismissed only after the Fire Service has given the Chief Warden the all clear.

Each room will contain clear details for the safe emergency evacuation of the School. All detailed procedures for the emergency evacuation of the School are contained in the Harrison Tew folder located in the Meeting Room.

Staff members and students are made aware of Emergency Procedures through training each term of the year.

Teacher Training and Content

All staff will be trained in fire safety matters and evacuation procedures as part of their induction and during trial evacuations held each term.

Training will cover the following matters:

- Basic fire prevention considerations
- Common causes of fire in schools
- Actin to deter school arsons
- The speed of fire
- The dangers of smoke
- Fire extinguisher, fire blanket and fire hose reel use
- Need to keep escape paths clear
- Evacuation procedures:
 - What to do if a fire is discovered
 - What to do if alerted to a fire
 - Providing assistance to those who require it (including buddy systems)
 - When and how to use a space of safety inside
 - Accounting for people
 - Roles and responsibilities of various wardens

- Keeping people clear of an emergency area.
- Recovering after an event and resuming normal operation

Specific Procedural Guidelines

If you discover a fire:

- Remove anyone in immediate danger
- Raise the alarm by operating the nearest safe fire alarm switch
- Contain the fire (if possible and safe to do so) by closing doors
- Phone 111:
 - Use a land-line or mobile in a safe place
 - Ask operator for FIRE
 - Clearly state the address (Jireh Christian School and the best entrance for the fire truck to have access to the fire, either 63 St Georges Rd, Kelvinside Tce, or 2130 Great North Road, Avondale) and the nature of the emergency (e.g. alarm sounding, smoke, etc)
- Report to the Chief Warden to advise the nature of the emergency and confirmation that a 111 call has been made. The Chief Warden will be at the Emergency Evacuation Point as soon as they hear the alarm.

When the fire alarm goes:

- All talking stops.
- Stand, put chairs under tables.
- If near open windows or open internal doors, close them.
- Walk (DO NOT RUN) in line through the nearest door. Take nothing with you.
- Last person out closes the door.
- Walk in an orderly fashion without talking, to the assembly area.
- Line up, in class rows, at the assembly area.
- Wait silently until given further instructions.

Teachers:

- Take your class roll on a clipboard with you and check that all students present that day are accounted for. When the register has been checked report to the Chief Warden.
- Do not re-enter the building; if a student is missing report that to the Chief Warden.
- Check the area you are near, toilets etc. to ensure everyone is out of the building.
- The Chief Warden will ensure all occupants gathered at the assembly point remain safe and calm. If there is any risk from fire or smoke, co-ordinate with the Block Wardens to quickly and safely move everyone to a section of the field, clear of any danger.
- Do not attempt any fire-fighting or similar action until all students have been accounted for and you have the Chief Warden's agreement.

Administrator:

Dial 111 for appropriate service and check Administration Block, staff toilets and student toilets close to the Administration Block as instructed by the Chief Warden.

Drill

Evacuation drill is to be held at least once per term.

In the event of a fire the staff will ensure, as soon as possible, all buildings are cleared and that staff and students assemble in the correct area.

Review schedule: Triennially

ADOPTED BY BOARD OF TRUSTEES

Date 12th September 2017

Chairperson **R Thornton (Acting)**

Reviewed Date 14th November 2017

Chairperson **R Thornton**

Reviewed Date 23rd June 2020

Chairperson **M Causley**