

Fire, Emergency and Evacuation Policy

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|-------------------|-------------|-------------|-------------|----------|
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Aims

It is the overall aim of The BECC to minimise the risks to pupils, staff and employees which may arise from fire. This will be achieved by working all members of the school's community to ensure precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

Overall Responsibility for Fire Safety Matters

The Managing Partners are appointed fire safety managers for the school and will have overall responsibility for fire safety matters at the school. They will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. They will also ensure that a fire evacuation drill is undertaken in each term and that fire safety equipment is being maintained.

The School Fire Procedure

On hearing the continuous bell located outside the school office, all classes should lead calmly to the fire meeting point. The class teacher or Thai teacher should take the class register with them on hearing the bell. The meeting point is on the main playground and teachers should line up their class in an available space.

On reaching the meeting point, the class teacher will take roll call ensuring all students are present. The Managing Partners will ensure all staff are present. Once roll call is finished the teacher confirms with the Managing Partner or member of SMT whether all of their students are present or not. If anyone is found to be missing, this should be reported immediately.

If for any reason it is not possible to meet at the meeting point, all students should be taken from their classes to the Yellow Building near the dance studio or to an area that is deemed safe by the class teacher. A member of the SMT will locate the class and check that all students and staff are present.

Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure door areas are kept clear at all times. They should also ensure that pupils for whom they are responsible are fully aware of the fire procedure.

Fire Training and Evacuation Drills

Training will be provided at least annually for all permanent full time school staff in fire safety and the school fire procedure, including where possible use of the fire extinguishers. All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the assembly points. The procedure will be given in the policies and procedures at the start of employment and redistributed annually with updates included.

Personalised Emergency Evacuation Plans (PEEPs)

In the case of any person using the site having a condition that may prevent them from evacuating quickly and safely, the school will devise a PEEP for that person.

Maintenance of Fire Equipment and Systems

Fire extinguishers and fire alarm systems are maintained by an outside agency. The BECC checks the systems as follows:

| System | Frequency | Method of Test |
|--|------------------|--|
| Duck and Dive Alarm | Daily | Test button operation in office at all breaks times. |
| Fire Alarm | Daily | Visual check of panel for fault indications |
| Fire extinguishers, hose reels, fire blankets etc. | Monthly | Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date. |
| Exits from Class rooms | Daily | Check exit doors are clear |

Raising the alarm

Anyone that has just cause may set off the fire alarm.

Calling the Fire Brigade

If a fire is confirmed a member of the school office will call the fire brigade.

Meeting the Fire Brigade

The School Manager will meet the Fire Brigade on their arrival. They will communicate the current situation and keep staff informed as and when possible.

Records

| Record Type | Information to be Recorded |
|-----------------|--|
| Fire Alarm Test | Date of test and time of evacuation to point where all people are accounted for. |
| Fire Drill | Length of time for evacuation with notes on how to improve time and safety for evacuation. This will be shared in the whole staff meeting. |

Other Evacuations

It may be prevalent for the children not to leave the classroom but to find safety within the classroom. For this we practice a duck and dive drill. When a threat such as earthquake or man-made threat is in school, an alarm will be raised. The main school bell used for break times is the alarm sound. This alarm will be set off with a continuous ring and not reset until all is clear. All children should hide under tables and the Thai teacher should support to make sure they are ok. Where only one adult is in the classroom, they should monitor the door and offer instruction from that location.

Once an all clear is given, the alarm will cease. All classes should evacuate to the fire point and registers taken.