

Wakari School Board of Trustees
EVACUATION PROCEDURES IN CASE OF FIRE
10 June 1996

The existence of a fire in the school buildings will be indicated

- manually, by the continuous ringing of the alarm bells,
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- automatically, by the activation of a smoke alarm,
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- by both of the above systems
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Evacuation procedures will be the same for both a real fire and 'drills'. The pupils will be taught to regard every alarm activation as an indication that a fire has occurred.

The locations of fire alarm switches are shown on the map provided. All staff must familiarise themselves with these locations. Class teachers are responsible for teaching their pupils how to give the emergency signal. A child, however, would only sound the alarm if (s)he could not immediately call on an adult to assist.

Procedures to be followed when a fire alarm is sounded:

- 1 Pupils leave the building quietly and in an orderly manner, by the quickest and safest escape route. Normally the best routes would be as indicated on the attached plan.
- 2 Children using corridors proceed along the centre.
- 3 All classes proceed to the top playground where they line up in classes facing their teachers, who call the roll using the attendance register. The Principal or his/ her appointee takes supplementary rolls to the assembly point in case it has not been practicable for a register to be uplifted from the classroom.
- 4 The Principal visits every assembly point and ascertains how many pupils or teachers, if any, are still in the school.
- 5 Immediately the fire alarm is sounded, the school secretary or other person close to the office telephone contacts the fire brigade.
- 6 Individual classes and groups of classes (where applicable) practise vacating their classrooms (including those they work in for only part of the school day) by alternative routes. The pupils taught to use their initiative when a teacher is not in the room they are occupying.

- 7 Should the alarm sound during a recess, the pupils make their own way to the top playground.
- 8 The responsibilities of staff in the event of a fire (large or small) being sighted are as follows:
 - a ensure alarm bell is rung
 - b evacuate buildings
 - c attempt to extinguish fire only if fire is small and containable and burning material is positively known to be non-toxic
- 9 Provided that no one's safety is put at risk, doors other than those for egress are closed once the egress route has been determined.
- 10 Smoke doors are left to swing free at all times (they are not fixed in the open position).

Fire Drill

- 11 A teaching session and planned practice is held early each year, and an unexpected drill is held twice a year.

EFFECTIVENESS REVIEW

- 1 This policy will be reviewed annually by the board in accordance with its self- review guidelines and timetable.
- 2 The board will make its review report available to parents and staff.

SignedChairperson.....Principal

..... Date