



## **Fire Safety, Evacuation Drills & Procedures Policy**

The Fire Safety, Evacuation Drills & Procedures Policy highlights Townshend principles of fire safety, fire safety management and prevention programme, outlines the frequency and procedures for scheduled fire drills and specifies critical roles during fire/evacuation drills. This is to ensure the safety of students and staff as well any visitors at Townshend.

### **Principles of Fire Safety**

Townshend International School fire safety principles are adopted primarily to protect life. These principles may be summarized as follows:

- management of fire safety;
- avoidance of outbreaks of fire;
- early detection of fire and early warning to staff, students and guests to facilitate an adequate response;
- compartmentation of building and provision of escape routes, which are protected from fire and smoke;
- limitation of the development and spread of fire;
- containment of fire and smoke to the room where the fire originates;
- early suppression of fire, where this is feasible;
- effective evacuation procedures; and
- access and facilities for the fire service.

### **Fire Safety management and Fire Prevention Programme**

Our fire safety management and prevention programme entails arrangements for the:

- prevention of outbreaks of fire, through the establishment of day-to-day fire prevention practices;
- instruction and training of staff and students on all matters relating to fire safety;
- emergency fire procedures and evacuation drills;
- provision of fire safety instructions to the guests;
- inspection and maintenance of fire protection equipment;
- maintenance of the building and its fittings and services;
- maintenance of escape routes;
- liaison with the local fire authority and assisting the fire brigade; and
- keeping fire safety records.

## **Drills**

Drills are exercises which simulate fire and emergency situations.

The objectives of drills are:

- to familiarise staff in control with their roles;
- to evaluate the state & performance of fire alert equipment
- to test the availability and effectiveness of staff training;
- to test arrangements for an emergency situation;
- to the performance and readiness of the students, staff and parents/any visitors at Townshend to react to emergencies and
- to identify shortcomings in the emergency procedures.

## **General Procedures**

1. The Safety Officer is responsible for conducting fire drills
2. All fire drills conducted will be full evacuation fire drills.
3. At a time determined by the Safety Officer in consultation with the Director and the support staff responsible for the building a fire alarm will be set off.
4. Students, staff, and any visitors will follow the Fire Drill Procedure as specified in this policy.
5. Teachers not in class and other staff move from their work areas and alert and direct any visitors in the buildings and students not in class to the nearest exit. They will also alert and assist teaching staff to move students to the nearest safe exit.
6. Teaching staff are expected to supervise the evacuation of their classes at the time.
7. Marshals/Fire Wardens located in various places throughout the building will provide no assistance, but will observe the fire drill and record their observations in the Fire Drill Reporting Form.
8. A debriefing meeting will be held immediately after the fire drill to identify areas needing improvement.

## **Fire Drill Frequency**

- Fire drills will be held in the boarding section once every term during the school year, one of which will be at night if it is safe to do so.
- Both dormitories will carry out their fire drill at the same time.
- The school building will have one fire drill per term.
- The fire drills in the school building and the dormitories will take place in the same week, and could be on the same day.

- The drill will be done at different times each term. All the students and staff must be present.

### **Fire/Evacuation Drills - A Checklist for the Safety Officer**

In order to ensure that the fire drills are successful the safety officer will:

#### **Before the Drill**

Ensure that:

1. **Fire Wardens (or marshals):** there are a sufficient number of trained fire wardens (or marshals) in place to guide students, staff and visitors from the premises and assist in carrying out checks. (With trained eyes in more than one place, any problems that occur will be recorded and rectified in future drills.)
2. **Risk Assessment:** a risk assessment is carried out to ensure that potential hazards and risks are eliminated or controlled to prevent injuries or other consequences during the drill.
3. **Give Notice:** students, staff and any other people in the building are informed (in most if not all cases) that there is a drill coming up, and a check is done to ensure that they understand their responsibilities in following procedure correctly and safely. (While the element of surprise would perhaps test the efficacy of our evacuation procedure more accurately, it may cause unnecessary panic).
4. **Print Register:** a register is printed out on the day of the drill to check that all persons are present and correct when at the assembly point.

#### **During the Drill**

1. **Observation:** Take careful note of the actions of all people executing the evacuation procedure. Look out for issues (people stopping to collect belongings, slow reaction times, problems accessing fire doors or escape routes), and ensure that all fire marshals are active and in position.
2. **Mobility Issues:** Pay particular attention to those with mobility issues, ensuring that their means of escape is safe and effective.
3. **Fire Escapes:** Encourage all occupants to use the fire escape closest to them, instead of wandering aimlessly to the other side of the building. (Not only is this

an important safety precaution, it also makes sure that we are able to check the efficacy of all available escape routes.)

4. **Complete Register:** Take or have a register taken once all persons are believed to be at the assembly point. (Having Class/Subject teachers and dorm parents account for the presence of their students/residents will help to quickly identify those who may be missing.)
5. **Re-entry:** Ensure that re-entry is initiated only after an “All Clear” signal has been given.

### **After the Drill**

Ensure that:

1. **Record:** All findings, whether positive or negative, are recorded as quickly as possible after the drill.
2. **Review:** Based on the findings, take time to review the fire drill and evacuation procedure in order to improve it.
3. **Rectify:** Any elements spotted during the drill that are of concern, or that may have hindered escape in the event of a real fire, are rectified immediately. (This may include the identification of hazards along the evacuation route, insufficient facilities for those with mobility problems, an inadequate assembly point location, or a failure in a section of the alarm system.

### **FIRE DRILL PROCEDURES**

- All school personnel including residential staff are to participate during a fire drill in the school building.
- Parents, guests and community people on the grounds including residential buildings during a drill must participate.
- Anyone in the residential buildings during a fire drill in the dormitories must participate. Anyone outside the dormitories must join any of the groups at the assembly areas to find out whether they can be of help.

**SIGNAL: Fire Alarm or Bell/Fire Distress call, “Fire! Fire! Fire!”**

### **School - Procedure during class time**

1. Students exit the classroom leaving everything behind and WALK in a single line.
2. Students, staff and any people in the building evacuate the building by designated escape routes to the assembly area.
3. NO unnecessary TALKING IS PERMITTED
4. Students gather in the assembly area according to the class they were in until given permission to join their Homeroom.
5. Students in classrooms other than their own are to remain with that class until given permission to rejoin their homeroom class.
6. Kitchen staff ensures that cookers and ovens and other appliances generating heat are switched off.
7. Teachers not in class and other staff at the time of alarm
  - a. Ensure that any appliances generating heat that can burn in their work areas are switched off.
  - b. Grab a phone, a pen and a piece of paper/notebook if nearby
  - c. Check that all students and any parents/visitors in the building, other than ongoing classes, leave the building (classrooms, foyers, dining area, seminar room, quiet area, prayer room, e.t.c.) using the nearest exit.
  - d. Close any open doors and windows in all rooms/spaces and then proceed to the assembly points.
8. Teachers teaching at the time:
  - a. Take your class register/class roster with you or pen and paper if the roster is not within reach.
  - b. Check that the hallway and if possible all nearby exits are clear.
  - c. Direct the students to leave the room in a single file.
  - d. Check that all students are out of the classroom.
  - e. Close any open windows and the classroom door. DO NOT LOCK. (Later entry may be required.)
  - f. In the assembly area, take attendance and account for each student.
  - g. Release them to go to their homeroom queue/group
9. In the assembly area, Homeroom teachers receive their class from the other teachers, take roll and account for each student.
10. Students remain in orderly and silent lines until all is clear signal is given.
11. Upon getting the all clear sign, all return in an orderly way to the building
12. After returning to the classroom, the teacher takes attendance and accounts for each child.

### **School - Procedure used before school, during break and lunch**

1. Teachers grab a phone, a pen and a piece of paper/notebook if nearby and **must** spread out quickly.

2. Primary staff must prioritize controlling all exits on the ground floor for primary and kindergarten pupils and lead them to their assembly area
3. Secondary teachers and other staff
  - a. check that all students and any parents/visitors move out of the building (classrooms, foyers, dining area, seminar room, quiet area, prayer room, etc.) using the nearest exit
  - b. Close any open doors and windows in all rooms/spaces and then proceed to the assembly points.
4. Primary and Kindergarten pupils WALK to the assigned place on the yard where they usually meet their teachers before school. They wait in orderly and silent lines for their teacher, or other supervising adult, to conduct them to their proper assembly area.
5. Secondary students WALK quickly to the assembly areas, taking care of any primary and kindergarten they find along the way, if there is no teacher nearby.
6. Any primary pupils picked along the way should be led straight to the Tennis court.
7. Students and pupils stand in line in their homeroom classes
8. The homeroom teachers take the attendance
9. If it is not known, the receptionist and secretary call the families of any missing students/pupils to verify whether they are supposed to be at school or not
10. Upon getting the all clear sign, all return in an orderly way to the building

### **Boarding/Dormitory - Procedure**

1. Students, staff and guests disconnect any appliances connected to the mains supply.
2. Students and guests leave their rooms leaving everything behind after closing the windows and door and WALK in a single line.
3. Students, staff and any guests in the building evacuate the building by designated escape routes to the assembly area.
4. NO unnecessary TALKING IS PERMITTED
5. Staff leave their rooms leaving everything behind after closing the windows and door and direct and supervise evacuation
  - a. Grab a phone, a pen and a piece of paper/notebook if nearby
  - b. Check that the hallway and if possible all nearby exits are clear.
  - c. Direct the students and guests to leave the building in a single file.
  - d. Check that all students and any visitors in the building leave the building using the nearest exit.
  - e. Ensure that any appliances generating heat that can burn are switched off.
  - f. Close any open doors and windows in all rooms/spaces and then proceed to the assembly points.
6. In the assembly area:

- a. Students, staff and guests stand in orderly and silent lines, according to their wings.
  - b. Dorm parents take roll and account for each student, staff and guest.
  - c. Students, staff and guests remain in orderly and silent lines until all is clear signal is given.
7. Upon getting the all clear sign, all return in an orderly way to the building
  8. After returning to the building, dorm parents take roll and account for each student, staff and guest.

## ASSEMBLY AREAS

### For School Building Drills:

- Area 1: For Kindergarten & Primary Section - **Tennis Court**
- Area 2: For Secondary, support staff & visitors - **Basketball/Volleyball court**

### For Residential/Dormitory Building Drills

- Area 1: For Girls' Dormitory - **Fountain Area**
- Area 2: For Boys' Dormitory - **Basketball/Volleyball court**

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This policy is a living document. It is reviewed continuously to keep it up-to-date with statutory and non-statutory guidance and legislation revisions/releases. This policy document is subject to at least one plenary review every three years.	
Last Plenary Review Date	Responsible Person
01_2024	V. Williams