

SKT INTERNATIONAL SCHOOL RIVERSIDE CAMPUS. YANGON, MYANMAR

Fire Safety Policy-2024-26

Purpose: The Fire Safety Policy of SKT International School is established to protect the lives and well-being of students, staff, and visitors. This policy outlines the fire prevention measures, emergency procedures, and responsibilities for maintaining a fire-safe environment at the school.

Scope: This policy applies to all students, all teaching and supporting staff, BFI staff, and visitors on the school premises.

Fire Prevention Measures

1. Building Compliance:

- All school buildings and facilities must comply with Myanmar's fire safety regulations and international standards.
- Regular inspections will be conducted to ensure fire safety equipment (e.g., fire extinguishers, alarms, smoke detectors, emergency lighting) is in proper working order.

2. Electrical Safety:

- Electrical installations and appliances will be inspected annually by qualified personnel to avoid fire risks.
- Faulty wiring, damaged electrical equipment, or unauthorized electrical modifications are strictly prohibited.

3. Hazardous Materials:

- All flammable substances (e.g., chemicals used in laboratories) must be stored in approved containers and areas.
- Hazardous materials should be handled with care according to the guidelines provided in Material Safety Data Sheets (MSDS are the manuals about how to handle the material).

4. Waste Management:

- Regular waste removal from classrooms, laboratories, and other areas to minimize the risk of fire.
- Combustible materials, including paper and cleaning chemicals, should be properly stored away from heat sources.

5. No Smoking Policy:

- SKT International School is a no-smoking campus. Smoking is strictly prohibited inside and around all school buildings.

Fire Safety Equipment and Maintenance

1. Fire Extinguishers:

- Fire extinguishers are placed at strategic locations throughout the school.
- Designated staff will receive training on how to properly use fire extinguishers.
- Extinguishers will be checked and maintained on a regular schedule.

2. Fire Alarms and Emergency Lighting:

- The fire alarm system will be regularly inspected, tested, and maintained.
- Emergency lighting systems must function correctly and be tested quarterly to ensure visibility during a power outage or evacuation.

3. Fire Exits and Escape Routes:

- Fire exits and escape routes must remain clear and accessible at all times.
- Signage for fire exits should be clearly visible.
- Stairways, corridors, and exit doors must not be obstructed by furniture, equipment, or other objects.

Emergency Evacuation Procedures

1. Fire Drills:

- Fire drills will be conducted at least twice a year for all students and staff to ensure familiarity with emergency evacuation procedures.
- All occupants must evacuate the building when the alarm sounds, following the designated fire escape routes to the assembly points.
- Typical time to evacuate a room and reach the destination area is 2.5 minutes. The ideal time to evacuate and check all the staff and children outside is 4 minutes.
- The time is measured upon the alarm rings and till the moment when the Fire Safety Officer or School Principal are informed that all staff and students have been counted on the Assembly Point.

2. Evacuation Routes:

- Evacuation routes will be clearly marked in all classrooms and common areas.
- Teachers are responsible for guiding students safely out of the building and taking roll call at the assembly point.

3. Assembly Points:

- Safe and easily accessible assembly points will be designated in areas away from the school buildings.
- All students and staff must report to their assigned assembly point during fire drills or actual fire emergencies.

4. Accountability:

- Teachers must ensure all students are accounted for once at the assembly point.

- Roll calls must be completed promptly, and any missing individuals must be reported to the Fire Safety Officer.

Roles and Responsibilities

1. Fire Safety Head:

- A designated Fire Safety Head and committee member will oversee all fire safety measures and ensure compliance with this policy.
- The Fire Safety Head and committee members are responsible for coordinating fire drills, maintaining equipment, and providing fire safety training to staff.

2. Teachers and Staff:

- Teachers and staff are responsible for familiarizing themselves with fire safety procedures and participating in fire drills.
- They must ensure students follow evacuation procedures in a calm and orderly manner.

3. Students:

- Students must follow the instructions of teachers and staff during fire drills and emergencies.
- They must not tamper with fire safety equipment or block fire exits.

4. Visitors and Contractors:

- All visitors and contractors will be informed of fire evacuation procedures upon arrival.
- They must comply with fire safety rules and evacuation protocols in case of an emergency.

Training and Awareness

- Fire safety training will be provided to all staff, including how to use fire extinguishers, evacuate buildings, and handle fire emergencies.

Regular fire safety awareness campaigns will be conducted to inform students about the importance of fire safety and their role in ensuring a safe environment.

Policy Review

- This policy will be reviewed annually to ensure it remains up-to-date with current regulations and best practices. Changes may be made as needed based on updates to local fire safety laws or school procedures.

This policy ensures the highest level of fire safety at SKT International School, fostering a secure environment for all.

Fire-drill procedure

At SKT Riverside campus we have a total of 6 exits and all are marked with respective numbers.

- **Exit -1** is beside Primary Vice Principal's office

- **Exit -2** is main lobby door
- **Exit -3** is beside IB coordinator's office
- **Exit -4** is diagonally to Tr. Hena's room
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- **Exit -5** is in front of Tennis court
- **Exit -6** is in front of basketball court

- **Instruction:** Please, make sure to follow the nearest exit signage



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Ground floor

KG campus will use its entrance to exit the building.

Exit #1 – Primary Vice-principal and Year 2 to Year 4 classes.

Exit #2 –Year 5 and Year 6, Mr. Alexey, Student Affairs staff, finance staff, Reception and canteen staff.

Exit #3 – Mr. Bayram, Tr Hena, IB teacher's room, Myanmar Language lower/ upper secondary, College Counselor Year 13 and School Nurse.

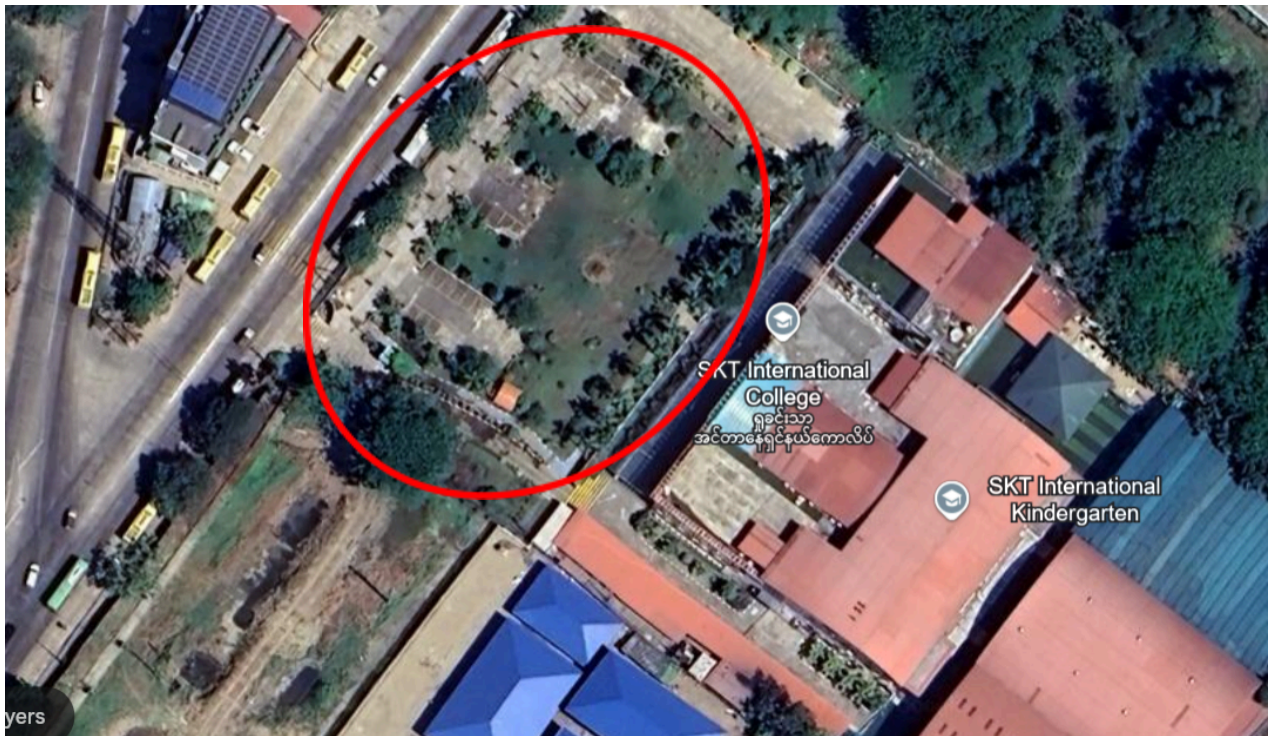
Exit #4 – Tr. Justin, Tr. Dovran, Tr. Yamini, Tr. Guvanch, Library staff, Physics Lab and IT room member.

Exit #5 – Chemistry Lab and cleaning staff

Exit #6 – Science lab, bio lab, Tr. Moses, Tr. Wah Wah, Tr. Moe, Tr. Gulnar, Tr. Martin, Tr. Susan, Tr. Shu Yan, Tr. Dhiraj and the Secondary Teacher's room.

All Children are lined up and no one has been left behind, they keep silent while evacuating the building;

- The Fire assembly point of our school premises is in front of the Lobby area (highlighted in red).



- Student Affairs (Ms. Wati or any other representative) should bring to the Assembly Point a hard copy of a ..plan of the building, green/red cards, and attendance registers of each class. This is another reason we need all teachers to fill in the SIS daily.
- Each class has two red/green cards; Student Affairs will give you the attendance sheet. Count all the students and raise **green cards** if all students are present or **red cards** in case you are missing someone.
- Any staff member conducting the class or using a room in the school makes sure to close the door and windows once leaving the classroom to reduce the fire's oxygen supply
- Don't use the elevator even if it is operating (it should switch off automatically once the fire emergency is on)
- Ensure you follow instructions from the fire safety wardens
- Remain calm and tell everyone **not to run**
- Do not stop to collect personal belongings (nothing is more important than your life)
- Do not open or touch a door if you consider there might be fire on the other side (checking the handles of the door if they are hot or not may help you observe that)
- Report to the assembly point once you arrive there
- Do not enter the building unless you are told to do so

Fire safety wardens (FOR FIRE-DRILLS ONLY): i.e. people, responsible for checking the specific zones (last people to leave the building and are requested to mark areas with **green bright tape(on door class)** once they are checked and close doors.

Ground Floor – Ms. Wati and Ms Yuya

1st Floor – Ms. Khin Myat Thu and Library Assistant

2nd Floor – Ms. Thet Hmue Eain and Mr Phay Twin (Marketing)

3rd Floor – Mr. Htet Mayt Aung and Ko Aung (Chef)

Kindergarten- Ms. Thin Thin and Ko Zaw Phyto

On Saturdays only!!!

Ground Floor –Ms. Grace

1st Floor – security team member

2nd Floor – Ms. Thet Hmue Eain

3rd Floor - Mr. Htet Mayt Aung

Mr. Arkar- Facilities Manager (1st priority) or Mr. Zaw - IT, (2nd priority) are responsible for identifying the reason and building area that alarmed. So they are responsible to call the Yangon Fire Department in case of an actual emergency. We don't get back to the building until one of these people confirms that the building is safe!

IMPORTANT: As soon as fire-wardens make sure the floor is free of people, they come down to the meeting point and report it to Mr. Dhiraj Sharma (9752444421) and Mr. Alexey (09798815295 only on Saturdays)

People responsible for counting on the assembly point:

Homeroom Teachers- Students of their classes

Ms. Grace- All supporting staff

Ms. Yuya– all the teachers

Mr. Htet Mayt Aung- All Kitchen and 3rd floor staff

Ms. Thet Hmue Eain- All 2nd floor staff

Cleaner supervisor – all cleaning staff

Important: It would be great if you familiarize yourself with fire evacuation routes and nearest fire alarm call points, so that then you can take your students and show them the fire escape route and repeat that procedure on a periodic basis.