



# **Procedures in Case of Fire**

## **2024 - 2025**

## CONTENTS

In case of fire, below are the following observations & procedures: .....	3
Procedures when fire alarm rings: .....	4
Procedures in case students are in the school playground (during break time): .....	5
Procedure in case students is in PE periods: .....	5
Procedures in the assembly point: .....	5
Procedures of administration staff, visitors, and parents: .....	6
Important precautions: .....	7

### IN CASE OF FIRE, BELOW ARE THE FOLLOWING OBSERVATIONS & PROCEDURES:

- Everyone in a school (students, teaching and non-teaching staffs, visitors, and stake holders) needs to take part in regular fire drills, as it helps them to fully grasp the building's exits routes and the instruction they must follow.
- Fire drills help young students and those still maturing to become accustomed to the process and recognize that they need to take fire safety seriously. This can help to reduce confusion, panic, and any disorderly behavior.
- It also helps **familiarize teachers** and other responsible people with their role during an emergency. All school staff has a duty to help students evacuate the school during a fire, so it's vital for them to know what steps to take.
- Fire alarm is connected to the central alarm system, which is automatically triggered the emergency to Civil Defense control center.
- Never attempt to fight the fire yourself if you will put your life and the lives of others at risk.
- Civil Defense Department will give support and coordinate with other authorities for rapid response.

#### PROCEDURES WHEN FIRE ALARM RINGS:

- All teachers must have good prior knowledge about the five assembly points of different classes, along with their leading ways and the exits.
- Teachers in the classrooms get ready to follow emergency evacuation procedures.
- All classroom activities need to stop immediately.
- All electrical & electronic gadgets need to switch off.
- Students are urged to remain calm and follow the teacher instruction.
- Teacher must check the student attendance and accompany all students to the respective assembly points.
- Attendance register must be with the teacher.
- Make sure no student left in the classroom.
- Teachers must be in possession of the signs, **Red** signifies that the students are incomplete and **Green**, complete. Close all classroom door and hang the “EMPTY” sign outside the door handle.
- Inform the floor/section supervisor if any student is in the toilet or in the clinic.
- Emergency evacuation route maps are displayed in each classroom. Teachers and students should be aware about the route to the assembly points.
- Teachers should supervise the students from the classroom to the respective assembly points. Keep the students calm and wait for the school administration for further instructions.
- Those students who are not in the class but in the school building, should be aware that they must join their classes at the assembly points.

- Staff not in charge of a class should keep an eye on any students who are not in the class, such as those exiting toilets, and guide them to the assembly point.
- Those who are part of a vulnerable person's personal emergency evacuation plan (PEEP) should practice aiding. If they face any issues, they should report this to a designated staff and safety team.

#### PROCEDURES IN CASE STUDENTS ARE IN THE SCHOOL PLAYGROUND (DURING BREAK TIME):

- Class supervisors in the playground must organize students in lines in the assembly point.
- All the teachers who have the period after break must head to the assembly point to help organize students and check their numbers.

#### PROCEDURE IN CASE STUDENTS IS IN PE PERIODS:

- PE teachers must stop all activities immediately and lead students quietly to the assembly point.

#### PROCEDURES IN THE ASSEMBLY POINT:

- Non-Teaching Assistants and cleaners must check their storerooms to make sure no one are left there whatsoever, then security guys will double check for the same.
- In case any student missing from the class attendance register, teacher should inform section supervisors.

- Section supervisors will inform the crises management team member at the assembly points about the missing students. This will also be reported to the school safety officer.
- The safety officer will instruct the security team (security guards) to work on detecting the main source of the problem using the electronic system that is directly connected to the Civil Defense. In the meantime, the fire must be dealt with using the available tools like fire extinguishers, hose pipes until the arrival of Civil Defense and police teams.
- The safety officer must report the Civil Defense about the exact place of the accident and the number of staff members or students stuck in the building.
- The safety officer must coordinate with crises management team who are in the assembly points and the security guards and inform the situation to the school director.
- The school director will exert all possible efforts to make sure no student or staff member is stuck inside the school building.
- If the fire is too dangerous, the building must be completely evacuated.

#### PROCEDURES OF ADMINISTRATION STAFF, VISITORS, AND PARENTS:

- Fire evacuation route maps must be displayed clearly in the administration offices.
- In case of fire bell, all administration staff must stop working and inform parents and visitors and accompany them to the assembly point. Wait at the assembly point until further instruction by the crises management team.

### IMPORTANT PRECAUTIONS:

- Make sure that all exit doors and the ways leading to the assembly points are open.
- Make sure that there are no hindrances in the ways leading to the exits, and there are clear evacuation arrow signs on floor.
- In case of unexpected accidents or conflict with the evacuation plan, the School Director, Deputy Director, Director of Operations, and the Safety Officer must deal with the emergency accordingly.