



FIRE EVACUATION POLICY

Date of review	August 2022
Date of next review	July 2023
Reviewed by	Principal, Security Team, Health and Safety Officer

RATIONALE

Pakistan Education Academy (PEA) is implementing this policy to ensure that in the event that students and staff are faced with hazards in the school grounds, students and staff may be evacuated from the school buildings for their own safety. This policy will apply to employees, volunteers, parents/ students, and visitors to the school site and covers the procedures and personnel responsibilities if and when the school is required to do an evacuation.

AIMS

PEA aims to provide a safe and secure environment through establishing protocols and procedures that effectively monitors and manages a potentially dangerous situation enabling the building to be evacuated quickly and orderly, taking into account different times of the day and different possible scenarios.

IMPLEMENTATION

The evacuation policy applies when students and staff need to evacuate the school buildings for their own safety. This will usually occur if there is a fire on school premises but may also occur in the event of a hazardous situation such as a chemical spill or other critical incident which makes it dangerous for students, staff and visitors to remain inside the school buildings. Copies of this policy will be on the school website and other appropriate area.

FIRE DRILL:

All teachers need to:

- Discuss the purpose of the fire drill with the students (***This is necessary so that everyone knows what to do when an emergency occurs, for their safety. It is very important to follow the rules for evacuating the building and for everyone to be calm, quiet and serious.***)
- Prepare the students for the very loud sound that the alarm makes.
- Show the students the map posted in each class.
- Hold your own private 'fire drill' by walking them through the route.
- Point out the evacuation doors/exits

EVACUATION PROCEDURES

At the sound of the bell, the teacher responsible for the class will:

- Line up the children in the classroom,
- Take a headcount of the number of students present and lead the class out ensuring that the classroom lights are off, the door is closed and the 'Room Clear' tag is put on the outside of the door.
- Students stand immediately and walk to the door IN SILENCE
- In line, students walk with the teacher to leave the building.
- Everyone follows the evacuation route posted in each classroom.

- The teacher walks at the front of the line leading the class to the nearest safe exit ensuring that the class are all following in silence, with the class attendance list on the school MIS system
 - The teacher holds the orange card up if all the students are present.
 - The teacher immediately attracts the attention of the Fire safety Team if there is a student missing.
 - Students should be silent at all times in this area and only speak when spoken to by an adult.
 - The teacher lines the class up and counts the students referring to the register if numbers don't tally
 - Students must stay quiet throughout this procedure until new directions from the teacher regarding their safety.
 - The Fire team, will, if safe to do so, check the floor they are on for any students, staff or visitors in toilets, unlocked rooms without a 'Room Clear', etc. and help ensure all are evacuated quickly and safely.
 - All adults leave the building through the nearest emergency exit door.
 - Students/ parents in the reception area will be escorted to the Assembly Area by the admin staff
 - The Principal and the Fire Team Leaders to locate the source of the alarm.
- The alarm will not be switched off until all personnel are accounted for.
 - The Principal will command the evacuation and will also time the evacuation and announce the 'All Clear'.
 - The Principal and the Fire Team will wear yellow high visibility jackets for easy recognition by the Fire Services.
 - Civil Defence will be notified immediately once the alarm has been sounded and will clarify the authenticity of the alarm.

ASSEMBLY AREAS:

PEA has identified **three areas for evacuation**, Zone A and Zone B during operational hours and one area for out of hours.

Area A: The outside area in the KG play section-**KG section**

Area B: The open ground area opposite the Girls' Wing section-**Primary/ Girls' Wing**

Area C: Outside the canteen area-**Boys' Wing and visitors**

In the assembly area:

- The Principal will command this area
- Students should be silent at all times in this area and class teachers are responsible for ensuring all students in their class are silent
- Once at the assembly area teachers should ensure their class line up in the designated area, with the teacher at the front of the line.

- If there is a child missing the teacher needs to inform the Fire Team. The teacher needs to know who the child is and when they were last seen. The office staff then need to cross check the class register with the signing out book in case the child has been signed out and the register is not corrected.
- Admin staff will check all students, staff and visitors are accounted for.
- The Fire Safety Team will inform the Principal of any missing persons.
- The emergency services will be informed immediately on arrival of any missing persons and at no point should any adult or student re-enter the building.
- The Principal will assess when it is safe to return inside.
- In the event of an actual fire, the Civil Defence will inform staff when it is safe to return inside, or what further action needs to be taken.

VISITORS

All visitors to school must first register at the security office, receive a “Visitors Pass” that is to be worn and clearly displayed. Any visitors without the school identification can be asked to leave the school premises and property immediately.

EVALUATION AND REVIEW

This policy will be reviewed as part of the school’s policy review cycle, and at times when our critical incident management procedures are under review.

ROLES AND RESPONSIBILITIES

The Fire Safety Team led by the Head of Security will ensure:

- The fire systems are regularly maintained and tested
- The team have knowledge and training of fire system and civil defence procedures
- ensures the identified alternative fire Team member has knowledge and training of fire system and civil defence procedures
- The Emergency Evacuation Policy is reviewed regularly
- Staff training and knowledge are updated as required and trial emergency evacuations are regularly carried out and record/reports kept
staff knowledgeable/trained to follow the school’s Emergency Evacuation Policy
- The Civil Defence contact is kept updated
- In the case of an evacuation, Civil Defence is called and communicated to.