



NANCHANG SCHOOL FIRE ALARM EVACUATION PROCEDURES

1. Introduction.

This guidance is specific in dealing with an evacuation of the school building in the event of a fire.

2. Action.

In the event of a fire or suspicion of a fire Immediately raise the alarm by activating the nearest available fire alarm call point.

If you discover a fire that cannot be extinguished immediately and without risk to your personal safety, you should: If applicable, (and if possible) isolate and shutdown any work equipment, electrical equipment, etc, in use as part of the classroom activity or lesson.

The main priority is to get everyone out of the room or area where the fire is located and proceed to the designated assembly point. If not supervising students and it is possible, shut any windows that may be open. Finally, close the door to the room [or area], in order to prevent both fire development and smoke and the other products of combustion from spreading into occupied areas within the school.

3. How to raise the alarm.

Activate the nearest fire alarm call point. The call point can be activated by pressing the red button of the panel labelled "Fire Alarm" and it is located on the second floor.

4. Action to take on hearing the alarm.

On hearing the fire alarm, staff should immediately commence the evacuation of their own classroom, room or area and if necessary, alert members of staff in any adjoining classroom, room or area. Leave the building via the nearest available escape route and assemble at the schools designated fire assembly point. However, be prepared to be directed to a second assembly point should conditions at the first assembly point deteriorate or are unfavourable.

Do not stop to collect personal belongings, or return to the building until instructed that it is safe to do so. There should be absolute silence throughout the duration of the evacuation and until the all clear is given by the fire evacuation coordinator.

The school's appointed fire marshals must ensure that they inspect all classrooms, toilets, workrooms, offices etc, to establish that they have been safely evacuated.



Once this has been completed, fire marshals must immediately leave the building by the nearest available escape route and report to the duty fire evacuation coordinator that the building has been evacuated, then at a safe distance ensure no individual subsequently enters the building until authorised to do so. Fire marshals should also report to the fire evacuation coordinator if conditions in that area deteriorate further. Fire marshals must not place themselves or others at risk in order to complete the inspection, and report when areas have not been checked due to the risk involved, this information can then be passed to emergency services on arrival.

On hearing the fire alarm system, the duty receptionist in the office should:

- Dial 911, once the call is answered by the Fire brigade control room inform the operator of the school's name and location. The member of staff phoning the fire brigade should not end the telephone call until the Fire brigade operator has repeated all of the address details given.

5. Evacuating the school building - arrangements for people with disabilities

One to one carers and/or the schools appointed fire marshals will assist with the evacuation of members of staff, students or visitors that have a sight, hearing, learning or mobility disability. Individuals who have a Personal Emergency Evacuation Plan (PEEP) will already have been briefed of their own personal arrangements and should follow the plan provided for them.

6. Ensuring that everyone is out of the building – school fire marshals duties.

As previously stated, the schools appointed fire marshals will undertake a check of their floor or area of the school building, including staff rooms, toilets etc. The schools appointed fire marshals will also (where applicable) assist with the evacuation of staff, students and visitors.

The schools appointed fire marshals will notify the duty fire evacuation coordinator once the building is clear via mobile phone. Fire marshals should proceed to their designated safe distance locations to ensure that individuals do not enter any buildings before authorised by the duty fire evacuation coordinator. Fire marshals should report any determination of conditions so that information can be passed to emergency services on their arrival.



7. Location of assembly point

Stage 1, Assembly point A Located on the School playground (grass field).

Stage 2, Assembly point B Located on 凤凰中大道 gate.

8. Evacuation to the schools designated fire assembly point including the duty fire evacuation coordinators duties - Stage 1 evacuation

Tutors and students shall assemble in the nominated assembly point A, within the school playground. The duty fire evacuation coordinator will be notified immediately. Support staff, non-tutor staff, contractors and visitors shall assemble in the nominated assembly point A, within the School playground. The duty fire evacuation coordinator will co-ordinate the roll call for contractors and visitors. **To facilitate the above, the operator's manager or duty receptionist, will bring to the assembly point, the school registers, staff attendance register, visitors and contractors register, key to school's gates and 凤凰中大道 gate and a first aid kit.** Staff, students, contractors and visitors will then await the arrival of the fire brigade. The duty fire evacuation coordinator will ensure that they greet the fire brigade on their arrival. The duty fire evacuation coordinator will then inform the fire officer-in-charge of any persons not accounted for and/or any special risks involved in the fire, e.g. Acetylene or LPG cylinders, other compressed gas cylinders, petrol, solvents or chemicals involved dangerous machinery not shutdown etc. Staff, students and visitors must not be allowed to re-enter the school buildings, until they are told that it is safe to do so by the fire brigade officer-in-charge or the duty fire evacuation coordinator. In event that first aid is required; individuals should make themselves known and if possible, after being registered and then be escorted to a qualified member of staff who will assist.

9. Stage 2 evacuation

In the event that the fire develops rapidly and conditions at assembly point A deteriorate due to fire, heat or smoke, acting on advice of the fire brigade officer-in-charge, the duty fire evacuation coordinator may instruct those assembled to leave the School playground and resort to the stage 2, assembly point B.



10. Extinguishing a fire (if safe to do so)

In the event of a small fire - such as a fire in a waste paper bin, etc, it may be possible to extinguish the fire, utilising the school's portable fire-fighting equipment. However, you must not place yourselves or others at personal risk and must be trained in the correct usage of such equipment.

Prior to attempting to extinguish the fire, you must ensure that the fire alarm has been activated and that the evacuation of the room or area has commenced, or completed. If you are supervising students, contractors or visitors at that point in time your priority is to immediately escort the individuals to the appropriate assembly point and you should not attempt to fight the fire.

For fires involving paper, wood and textiles, a water extinguisher should be used to extinguish the fire.

If the fire involves live electrical equipment; a carbon dioxide or dry powder extinguisher should be used to extinguish the fire.

If the fire involves flammable liquids, a foam or dry powder extinguisher should be used to extinguish the fire.

If the fire is larger than the size of a waste paper bin, or is producing a large quantity of smoke or fumes, you should not attempt to try to fight the fire. It will be safer to evacuate the area (if possible closing windows and doors behind you) activate the fire alarm and await the arrival of the fire brigade.

In the event that you see smoke emanating around the edges of a closed door, or the door or handle feels warm or hot to the touch - **DO NOT OPEN THE DOOR.** - you may be placed at immediate and serious risk if by opening the door the fire receives an inrush of oxygen. (Eg the fire may "flashover"). In the event of these circumstances, you must not attempt to try to fight the fire. Operate the nearest available fire alarm call point and commence the evacuation of the classroom, room or area.



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Fire Marshalls:

1st floor: Jason

2nd floor: Luis

3rd floor: Stefanos