



# RUGBY SCHOOL THAILAND



## FIRE SAFETY POLICY

THE WHOLE PERSON THE WHOLE POINT

*The health, safety and well-being of young people are of paramount importance to all the adults who work at Rugby School Thailand. Children have the right to protection, regardless of age, gender, race, culture, sexual orientation, or disability. They have a right to be safe in our school. Members of staff in the school have a legal and moral obligation to safeguard and promote the welfare of the pupils, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm or from anything that interferes with their general development.*

## Version Control

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## Table of Contents

1. INTRODUCTION	5
2. SCOPE	5
3. RESPONSIBILITIES	5
The Head of Estates	5
The Maintenance Manager	6
The Health and Safety Officer (HSO)	6
Fire Marshals	6
Floor Wardens	6
Heads of Department (HoD)	7
Head of HR	7
Head of Schools	7
Housemaster/mistress	7
Head of Health Care Centre	7
Head of Service Support	7
Teaching Staff	7
Non-Teaching Staff	8
Pupils	8
Contractors	8
4. EMERGENCY EVACUATION NOTICE	8
5. FIRE SAFETY PROCEDURES	9
Briefing New Staff and Pupils	9
Fire Practices	9
Fire Prevention Measures	9
Letting or hiring of school facilities.	9
6. DISASTER RECOVERY PLAN TBA2.1	10
General Outline	10
Alternative Facilities	10
ANNEX 1: Assembly Points and What to do on discovery of a fire	11
ANNEX 2: Pre-Prep Evacuation Procedure	12
ANNEX 3: Prep School/Covered Games Area (CGA) Evacuation Procedure	13
ANNEX 4: Senior School Evacuation Procedure	14

ANNEX 5: Boarding Houses Evacuation Procedure	16
ANNEX 6: Webb Ellis Centre Evacuation Procedure	18
ANNEX 7: Administration Building Evacuation Procedure	19
ANNEX 8: Fire System Inspection and Testing	20
ANNEX 9: Fire Extinguishers	21
ANNEX 10: Good practice and fire safety rules to prevent a fire	23
ANNEX 11: Fire Emergency Contacts	24

## 1. INTRODUCTION

- 1.1. Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school and by ensuring that staff, pupils and visitors do not add to the fire risk, through the safe evacuation of our buildings if a fire breaks out.
- 1.2. The Fire Safety Policy, procedures and risk assessments at Rugby School are designed to help our staff members, pupils and visitors respond calmly and effectively in the event that fire breaks out in one of our buildings.
- 1.3. The Board of Governors through the Health and Safety, Compliance, Risk and Safeguarding Committee are responsible for ensuring that RST complies with its legal obligations concerning fire safety at RST. The Principal and COO are to ensure the relevant policies and practice schedules are in place. The day to day management of this policy is delegated to The Head of Estates, The Health and Safety Officer (HSO) and the School Heads, who share responsibility for policy implementation.
- 1.4. Responsibilities of the above personnel are:
  - The Fire Safety Policy is kept under regular review.
  - The Fire Safety Policy and risks identified by the fire risk assessments are promulgated to the entire school community.
  - Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
  - Procedures for emergency evacuation are regularly tested.
  - Fire procedures and risk assessments are reviewed annually and on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired or where there is any other reason to suspect that the fire procedures or risk assessments are no longer valid or require updating.

## 2. SCOPE

- 2.1. This policy applies to all school areas including the Pre-Prep School (Oval), Prep Classroom (Veraphan), Senior Classroom, Senior Science Centre, Sixth Form Centre (Collingwood), Webb Ellis, Covered Games Area (CGA), Administration Building, Dining Hall, Performing Arts Centre (PAC), Maintenance Workshop, Boat House, Boarding Houses and Staff Accommodation Blocks

## 3. RESPONSIBILITIES

### The Head of Estates

- Ensuring that all inspection, testing, maintenance of the fire systems are carried out by a competent person i.e. fire alarm system, fire pump, fire fighting equipment and signs.
- Ensuring that fire risks assessment for each building is conducted, recorded and periodically reviewed. Any required action is taken reasonably in a timely manner.
- Organising termly evacuation practice for each building.
- Ensuring that all activities of contractors are assessed and controlled appropriately, especially with regards to 'hot work' or use of flammable materials.
- Making sure that annual building inspection is carried out.
- Giving permission for all building and building services work.

- In the HSO's absence, calling the Fire & Rescue Services as appropriate.

#### The Maintenance Manager

- Creating a Preventive Maintenance Plan of the fire systems.
- Conducting regular inspection and testing of fire systems.
- Maintaining records of all fire maintenance and testing.
- Managing all repair of the fire systems without delay.
- Making sure that all activities of contractors are controlled appropriately, especially regarding 'hot work' or use of flammable materials.
- Making sure that annual electrical system inspection is carried out.
- Isolating the gas supply and/or electricity.
- Providing the Fire & Rescue Services with the building information and layout.
- Giving permission for all building and building services work.

#### The Health and Safety Officer (HSO)

- Calling the Fire & Rescue Services in the event of fire during the normal working hours after consultation with the Head of Estates.
- Co-operating with the Fire Marshals to carry out regular fire evacuation practice on a termly basis.
- Mobilising sufficient personnel to support when no Fire Marshall or Fire Wardens are not at the building cannot respond to the alarm.
- Carrying out regular inspection of fire extinguishers, fire doors, stairwell, emergency lighting, and maintaining the records
- Providing safety training, in conjunction with the Head of HR for the staff members.
- Advising all contractors on fire safety rules, evacuation procedures, the location of the Assembly Point through the site safety induction.
- Arranging fire awareness and fire/floor warden training.
- Creating and implementation of the 'hot' work permit system.
- Carrying out annual fire practice and evacuation with having Fire & Rescue Services to evaluate and give comment.
- Following good practices to prevent a fire under clause 9. in this Policy.
- Liaising with Fire & Rescue Services or other external agencies on fire-related issues

#### Fire Marshals

- Overseeing the conduct of the School fire practices.
- Checking on presence of pupils and adults.
- Ensuring that no one re-enters the affected building until all clear is given.
- Taking note any relevant information received from the Floor Wardens.
- Confirming to HSO all areas have been reported as clear.
- Drawing HSO's attention as soon as possible to anyone trapped in the building or unaccounted for.

#### Floor Wardens

- Assisting occupants to safely evacuate the building and reporting to the Fire Marshall.
- 'Sweeping' their floor, including toilets, storages, rooms to make sure no one is stuck in the building and reporting to the Fire Marshall.
- Reporting to the Fire Marshall and advising that their floor is clear.
- Identifying themselves to the Fire Marshall at the Assembly Point.

#### Heads of Department (HoD)

- Ensuring that people under his/her management understand and accept their responsibilities as described in this policy.
- Ensuring that all fire incidents are reported to HSO in a timely manner.
- Promoting fire safety awareness in his/her department.
- Ensuring that all staff attend all required fire safety training provided and fire evacuation practices.
- Directing all his/her staff to evacuate the building and proceed to the Assembly Point.
- Conducting a head count and reporting any missing person to the Fire Marshall.

#### Head of HR

- Enforcement of fire safety policy through disciplinary action.
- In conjunction with HSO to arrange fire safety training for staff.

#### Head of Schools

- Being the Fire Marshall (or delegating to a Deputy )
- Ensuring that his/her deputy and floor wardens are nominated.
- Ensuring that all relevant procedures have been completed satisfactorily.
- In association with HSO to carry out fire evacuation practice. Passing a relevant report to HSO.
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#### Boarding Houseparents

- In association with HSO to carry out fire evacuation practice. Passing the report to HSO .
- Ensuring that matrons and house staff know the location of fire alarm call points.
- Ensuring that all boarders are given a briefing on emergency evacuation procedures.
- Ensuring that all fire exits, stairwell and fire equipment are free from obstruction.
- Co-operating with the Health and Safety Officer to conduct fire evacuation practice.

#### Head of Health Care Centre

- Managing the ambulance crew if they are called..
- Providing first aid treatment.
- Classifying the injured persons according to type and urgency.
- Liaising with any external medical team.

#### Head of Service Support

- Preparing transportation in case it is required during an emergency.
- Arranging alternative accommodation under the disaster recovery plan.

#### Teaching Staff

- Escorting their pupils safely out of the building in silence and in an orderly fashion.
- Conducting a head count on arrival at the Assembly Point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Person in Charge. On no account should anyone return to a building when the fire alarm has activated.

#### Non-Teaching Staff

- Looking out for danger signs and fire hazards. Any concerns must be reported immediately to his/her manager and/or HSO.
- Attending all relevant fire safety training.

- Participating in fire evacuation practice.
- Strictly following the fire safety rules.

#### Pupils

- Not to misuse or damage fire safety-related equipment provided.
- Participating in fire evacuation practice

#### Contractors

- Providing a description of their method of work to the HSOI if any 'hot' work-related activities are undertaken in the school.
- Attending site safety induction before commencing any works.
- Complying with the relevant fire safety measures and instructions given by HSO.
- Participating in fire evacuation practice.

## 4. EMERGENCY EVACUATION NOTICE

- 4.1. All new staff and pupils, contractors and visitors are informed of Fire Action Notices:
- If you discover a fire, set off the alarm and leave the building by the nearest exit.
  - If you are responsible for a class or departmental members, make them leave quietly with you. No one should talk or run.
  - Make your way to the Assembly Point for your building.
  - If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils or staff to take anything. Shut doors and windows behind you if at all possible.
  - The 'Person in Charge' (teacher, Head of Department (HoD), or Housemaster/mistress .All alarms are first investigated by the Person in Charge.
  - The central control room personnel will alert the administration department that a fire alarm has been activated on site
  - If you have a disabled pupil or staff member in your class or department, you should accompany them to the Assembly Point. If you are located on an upper floor you should direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
  - Take the Ipad/register of your class or department members as soon as you reach the Assembly Point.
  - Anyone who is waiting to be evacuated from a designated refuge or who is missing should be reported immediately to the Person in Charge, staff member on duty or the building HSO. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
  - Remain at the Assembly Point with your pupils/staff members until the all clear is given.

## 5. FIRE SAFETY PROCEDURES

#### Briefing New Staff and Pupils

- 5.1. All newly appointed staff and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at Rugby School.



- 5.2. The location of all fire alarm panels is known by the HSO and senior members of boarding houses.
- 5.3. The fire alarm panel shows the location of all the automatic fire detection devices and alarm call points on the networked alarm system in the school buildings.
- 5.4. If the alarm activates for any reason other than a predetermined 'test', staff members have instructions to evacuate the premises immediately.
- 5.5. When large numbers of visitors are at the school for open days, plays, concerts, exhibitions, the person in charge is to ensure that an announcement is made advising all personnel of the location of the emergency exits that they should use in the event of the alarms activating and the location of the nearest Assembly Point
- 5.6. Any disabled staff, pupils, visitors and their carers will be given specific instructions for the school building they intend to occupy.

#### Fire Practices

- 5.7. We hold one fire practice in each occupied building every term. We also practice a night-time evacuation of the Boarding Houses every term. This, combined with a programme of inducting new staff and pupils with emergency procedures and the presence of responsible people in every building, helps to ensure that the school can be safely evacuated in the event of a fire.

#### Fire Prevention Measures

- 5.8. We have the following fire safety/prevention measures in place at Rugby School Thailand
  - There are alternative escape routes from every part of all buildings.
  - Fire notices and evacuation signs are displayed in corridors and strategic locations.
  - Fire extinguishers (of the appropriate type), smoke/heat detectors, call points and automatic fire doors.
  - All buildings are provided with automatic fire detection and alarm systems.
  - The master panels for alarm systems are located in strategic positions within school buildings.
  - The HSO will ensure that regular inspections of escape routes are carried out to ensure they are unobstructed and clear of combustible materials.
  - PAT testing of the school is undertaken annually.
  - Records of all tests are kept in the Estates Office.
  - All laboratories are checked daily and after use by Science Technicians to ensure that the central gas supply is turned off.

#### Letting or hiring of school facilities.

- 5.9. Our standard contractual terms that we use for letting and hiring the school's facilities cover fire safety and specify that the hirer should certify that [he/she] has read and understood the school's Fire Safety Policy and procedures.
- 5.10. A responsible person is always on duty/call when the school is let or hired for an external function or event.

## General Outline

- 6.1. In the event that any one or more buildings at RST become unavailable for occupation the following alternatives have been identified as possible alternatives in the short to medium term.

## Alternative Facilities

### 6.2. Staff Accommodation

- Phanhin Serviced Apartments
- Burapa
- Kim's Place

### 6.3. Boarding Accommodation

- If only one boarding house is affected, pupils can be moved temporarily to other boarding houses.
- Kim's Place has 10 bed dormitory available.

### 6.4. Academic: Pre-Prep

- Transfer to other academic classrooms.

### 6.5. Academic: Prep

- Transfer to other academic classrooms – 6<sup>th</sup> form centre.

### 6.6. Academic: Senior

- Transfer to other academic facilities on site.
- Additional use of dining hall, administrative building.

### 6.7. Dining

- Set up a dining facility in a classroom / CGA/WEC
- Advise day children to bring “packed lunch”.

### 6.8. Sports/Swimming

- Use of alternative facilities in Pattaya Area “Planet Football”.

### 6.9. Administration

- Use of office + spare classrooms available in other facilities.

## ANNEX 1: Assembly Points and What to do on discovery of a fire



### What to do on discovery of a fire

On discovery of a fire:

1. Raise the alarm to alert anyone in the immediate vicinity by shouting FIRE!
2. If safe to do so, use the nearest portable fire extinguisher to put out the fire. After the fire is out, report to your manager/Fire Marshall, the location of fire with relevant information.
3. If not safe to do so, activate the nearest fire alarm call point.
4. Evacuate the building by the nearest exit.

## ANNEX 2: Pre-Prep Evacuation Procedure

### Personnel

- Fire Marshall: Sarah Shuttleworth
- Floor wardens: 1st Floor - Chalita Smith, Sarah Shuttleworth, Jariwan Sawasdioarp 2nd Floor - Kirsty Elizabeth Burkhill and Cindi McCall-Pohl.
- The Pre-Prep secretary maintains the register sheet for checking pupils and staff on site.

**Assembly Point (No.4):** It is on the path to the Dining Hall, between the MUGA and the playground and is clearly marked.



### Procedure

On hearing the fire alarm;

- Pupils must be silent whilst leaving the building, walking to the Assembly Point and lining up as directed by their class teacher. This will allow pupils to clearly hear instructions and for staff to communicate with each other if required.
- Staff must close classroom windows and doors before they leave, if safe to do so.
- Do not use the lift, locate the nearest exit, make your way to the fire assembly point. Children may exit using both sides of the stairs to aid a swifter exit.
- At the Assembly Point, class teachers will undertake a roll call of their classes. Teachers take a head count and report immediately if anyone is missing.
- The School Secretary will bring the grab file containing class absence lists, staff sign out sheets and visitor book and staff log book to the Assembly Point. The Secretary will check these against any missing staff/pupils with the Head of Pre-Prep.
- Class teachers will raise their hands to show all pupils are accounted for.
- When the false alarm/practice is over, lead your class back to the form/classroom to continue lessons. In the event of actual fire, be responsible for your class until all clear is given.
- Floor Wardens check (sweep) their areas of responsibility for pupils in toilets or corridors etc), report any absentees to Fire Marshall. This is assigned to Teaching Assistants and Nanny/Nanny supports to ensure toilets are empty.

**Non-Class Tutors** – You are to assemble next to where the children assemble at the Assembly Point. Deputy Head /Head Pre-Prep to check staff presence.

**Support Staff** – You are to assemble next to where the children assemble at the Assembly Point.

**Cleaners/Security Guard/Contractors/Visitors** – You are to assemble next to where the children assemble at the Assembly Point. Security Supervisor, Secretary to check they are all out.

### **ANNEX 3: Prep School/Covered Games Area (CGA) Evacuation Procedure**

#### **Personnel**

- Fire Marshall: William Horwell, Matthew Buck (CGA)
- Floor wardens: 1<sup>st</sup> Floor – Ryan Driver, Helen Fellows, 2<sup>nd</sup> Floor – Lin Yushan and John Gore, 3<sup>rd</sup> Floor – Pattra Artluek, Ainnie Sarzona. Prep PE staffs (CGA)
- The School secretary maintains the register sheet for checking pupils and staff on site.

**Assembly Point (No.3):** It is on the games pitch by the covered games area (CGA)



#### **Procedure**

On hearing the fire alarm:

- Pupils must be silent whilst leaving the building, walking to the Assembly Point and during the taking of the register. This will allow pupils to clearly hear instructions and for staff to communicate with each other if required.
- Staff must close classroom windows and doors before they leave, if safe to do so.
- Do not use lift, using the nearest exit, make your way to the fire assembly point.
- At the Assembly Point, class teachers and form tutors will do a roll call of their classes.
- The Prep School Secretary will bring the grab file containing class and staff lists to the Assembly Point.
- When the false alarm/practice is over, lead your class back to the form/classroom to continue lessons. In the event of actual fire, be responsible for your class until all clear is given.
- Floor Wardens check (sweep) their areas of responsibility for pupils in toilets or corridors etc), report any absentees to Fire Marshall.

**Support Staff** – You are to assemble next to where the children assemble at the Assembly Point. Head of music to check the presence of music teachers.

**Cleaners/Contractors/Security Guard/Visitors** – You are to assemble next to where the children assemble at the Assembly Point. Security Supervisor, Secretary to check they are all out.

Check with the senior member of staff present that those areas of the School not on the main alarm system swimming pool, CGA changing rooms - have been notified.



## **ANNEX 4: Senior School Evacuation Procedure**

### **Personnel**

#### Senior Classroom

- Fire Marshall: David Ennis-Billing (Deputy: Rob Groves)
- Floor Wardens: 1st Floor – Anita Pardoe and Stuart Douglas, 2nd Floor: Nat Rees and Carl Pohl, 3rd Floor – Barny Groucott and Andrew Duckworth

#### Senior Science Centre

- Fire Marshall: James Rees (Deputy: Peter Reeh)
- Floor Wardens: 1st Floor – Viput Visitkul, 2nd Floor: Natcha Kaewwonglom, 3rd Floor – Peter Reeh

#### Collingwood Centre (Sixth Form)

- Fire Marshall: Greg Threlfall (Deputy: Claire Cecil)
- Floor Wardens: Stuart Markes

#### Performing Arts Centre (PAC)

- Fire Marshall: Loretta Duncan
- Floor Wardens: 1st Floor – Daniel Furness, 2nd Floor: Nitu (Silaporn) Gulati

**Assembly Point (No.2):** It is on the croquet lawn in front of the Collingwood Centre.



### **Procedure**

#### **During Lessons or Enrichment**

On hearing the evacuation alarm:

- Students who are in a supervised session should stop their activity, be silent, and await instruction from the member of staff leading the session.
- If a staff member is not present, students are to proceed directly to the assembly point.
- Heat generating equipment / gas outlets should be turned off and windows / doors should be shut if safe to do so.
- Class teachers are to encourage the safe evacuation of their students.
- Students are to evacuate the building in an orderly manner and in silence, by the nearest exit. Class teachers should leave the room last to make sure no student is left behind (do not run and do not use the elevator).

- All persons should proceed to the Assembly Point and remain calm. DO NOT re-enter the building until all clear is given.
- Students line up in front of their class teachers at the Assembly Point.
- Those students who have evacuated the building but are not in a scheduled lesson / session at the time of the evacuation will muster at the Fire Assembly Point but will not be 'registered'.
- Class teachers check their pupils are in attendance using the iSAMS register on their laptops.
- Attendance and missing persons will be reported to the Fire Marshall.
- The Fire Marshall assists in coordinating information from Floor Wardens to ensure everyone has safely evacuated from the building.
- Staff and Students are only permitted to return to the building once the alarm has stopped and the all clear has been given.
- A member of the Security or Estates team will give the 'all clear' to those at the Assembly Point, at which time and only then, persons can re enter the building.

#### **Outside of lessons (before school, break, lunch, after school)**

- The priority is to clear the building and ensure students move to a safe space
- All staff should facilitate the calm evacuation of the building
- Students are permitted to move to a different safe building where there is no alarm
- Staff and students do not need to meet at the Assembly point and do not need to register students as this task is not possible
- Staff and Students are only permitted to return to the building once the alarm has stopped and the all clear has been given.
- A member of the Security or Estates team will give the 'all clear' to those at the Assembly Point, at which time and only then, persons can re enter the building.

## **ANNEX 5: Boarding Houses Evacuation Procedure**

### **Personnel**

#### Marshall House

- Fire Marshall: Will Stoker
- Floor Wardens: Will Stoker (Fl.1), Penny Dunn (Fl.2), Amanda Harper (Fl.3), Oonagh Stoker (Fl.4)

#### Rupert Brooke

- Fire Marshall: Jennie Windsor
- Floor Wardens: Tidarat Suwannatrai and Anne Boeve

#### School House

- Fire Marshall: Dave Ennis-Billing
- Floor Wardens: Duangporn Jomphueak and Barny Groucott

**Marshall House's Assembly Point (No.4):** It is on the path to the Pre-Prep School Hall, between the MUGA and the playground.



**Senior Boarding Houses Assembly Point (No.2):** It is on the football pitch next to the tennis courts



### **Procedure**

On hearing the fire alarm:

- Everyone is to be alert.
- Boarders are to evacuate the building in an orderly manner in silence by the nearest exit.
- DO NOT RUN, DO NOT USE LIFT.
- Floor Wardens assist boarders to safely evacuate the building.



- Proceed to the Assembly Point and remain calm. DO NOT re-enter the building until the 'all clear' is given.
- Boarders will line up as instructed at the Assembly Point.
- Fire Marshalls or the relevant member of staff on duty will check all boarders are accounted for.
- In case of actual fire, the relevant member of the operations team will call the Fire & Rescue Service after consultation with the Fire Marshall.

## **ANNEX 6: Webb Ellis Centre Evacuation Procedure**

### **Personnel**

- Fire Marshall: Matthew Buck (Deputy: Melisande Balcita)
- Floor Wardens: Lucy Reeder, Jasmine Olds, Mark Johnson, Setthawut Limjanon, Gorakot Saenlacon and Phatarinee Sookumnuay

**Assembly Point (No.7):** It is on the 3rd football pitch.



### **Procedure**

On hearing the fire alarm:

- Everyone is to stop activity and be alert.
- Close doors and windows if safe to do so.
- Class teachers will manage their pupils and evacuate the WEC in an orderly manner in silence by the nearest exit and join the pupils at the end of the line and ensure no pupil has been left behind.
- On duty staff will lead any non RST personnel to evacuate WEC in an orderly manner by the nearest exit.
- Floor Wardens will assist the evacuation and 'sweep' their areas, and report to the Fire Marshall.
- Proceed to the Assembly Point and remain calm. No one is allowed to re-enter the building until all clear is given.
- Pupils will line up in front of their class teachers/ instructors at the Assembly Point.
- Class teachers/Instructors check their pupils are in attendance using the register sheet.
- Attendance and missing persons will be reported to the Fire Marshal.
- The Fire Marshall will assist in coordinating information from Floor Wardens to ensure everyone has safely evacuated from the building.
- If anyone is unaccounted for, and it is safe to do so, floor wardens will look for them by retracing the exit route the missing person(s) should have taken. The Fire Marshall will inform HSO/Head of Estates to call the Fire & Rescue Service.

## **ANNEX 7: Administration Building Evacuation Procedure**

### **Personnel**

- Fire Marshall: PA to the Chief Operating Officer (Deputy, HSO)
- Floor Wardens: 1st Floor - Artit Promwiharn, 2nd Floor - Paveen Rattanasupa supported by HSO.

**Assembly Point (No.1):** It is at the corner of the Admin carpark opposite Senior Classroom Block.



### **Procedure**

On hearing the fire alarm:

- Everyone is to stop activity and be alert.
- Close doors and windows if safe to do so.
- HoDs lead their people/visitors to evacuate the office in an orderly manner by the nearest exit.
- If you are in the scrummy cafe or the school shop, do not wait to collect orders. As soon as the alarm sounds, please leave these areas and go to the Assembly Point by the front entrance.
- Floor Wardens will assist the evacuation and sweep their areas, and then report to the Fire Marshall.
- Proceed to the Assembly Point and remain calm. No one is allowed to re-enter the building until the 'all clear' is given.
- Staff/contractors/visitors are to line up separately in front of their HoD at the Assembly Point.
- HoDs check their staff and visitors, the Security Supervisor checks contractors are in attendance.
- Attendance and missing persons will be reported to the Fire Marshal.
- Fire Marshall will assist in coordinating information from Floor Wardens to ensure everyone has safely evacuated the building.
- If anyone is unaccounted for, and it is safe to do so, floor wardens will look for them by retracing the exit route the missing person(s) should have taken. The Fire Marshall will inform the HSO/Head of Estates to call the Fire & Rescue Service.

## ANNEX 8: Fire System Inspection and Testing

The inspections are to be performed as follows:

No	Inspection	By	Frequency
1	Escapes and exists	H&S	Everyday
2	Emergency signs	H&S	Every month
3	Portable fire extinguishers	H&S	Every month
4	Hose reels and cabinets	H&S	Every month
5	Sprinkler heads	H&S	Every month
6	Emergency lights	H&S	Every month
7	Fire Alarm Testing	Maintenance	Every month
8	Fire Alarm System (PM)	Maintenance	Every 6 months
9	Fire Pump Testing	Maintenance	Every week
10	Fire Pump Performance Testing	Maintenance	Every year
11	Electrical System Inspection	Maintenance	Every year
12	Building Inspection	Estates	Every year

### Fire Alarm Testing

The testing is to be performed by the service technicians on the 3rd Wednesday of each month at the following times.

● Staff Accommodation Blocks	11:00 a.m. – 12:00 p.m.
● Pre Prep School (Oval)	06:15 p.m. – 07:00 p.m.
● Prep Classroom (Veeraphan)	06:15 p.m. – 07:00 p.m.
● Senior Classroom	06:15 p.m. – 07:00 p.m.
● Senior Science Centre	06:15 p.m. – 07:00 p.m.
● Sixth Form Centre (Collingwood)	06:15 p.m. – 07:00 p.m.
● Administration Building	06:15 p.m. – 07:00 p.m.
● Performing Arts Centre (PAC)	06:15 p.m. – 07:00 p.m.
● Marshall House	06:15 p.m. – 07:00 p.m.
● Rupert Brooke	06:15 p.m. – 07:00 p.m.
● School House	06:15 p.m. – 07:00 p.m.
● Covered Games Area (CGA)	06:15 p.m. – 07:00 p.m.
● Dining Hall	06:15 p.m. – 07:00 p.m.
● Webb Ellis	06:15 p.m. – 07:00 p.m.
● Boat House	06:15 p.m. – 07:00 p.m.
● Maintenance Workshop	06:15 p.m. – 07:00 p.m.

The staff members who are living in the Staff Accommodation Blocks will be communicated with, regarding the fire alarm testing plan, and a reminder will also be sent in the morning on the test day. The fire alarm will be set off, and speakers will continue to sound until the testing is completed. Documented results will be reported to the Head of Estate.

## ANNEX 9: Fire Extinguishers

Portable fire extinguishers are classified according to their capacity for handling specific types of fires. Always keep portable fire extinguishers visible and easy to access. They can be used by anyone who discovers a fire. The portable fire extinguishers have been regularly inspected and recorded by the responsible personnel.

### Types of fires

**Class A:** These fires consist of wood, paper, plastic, fabric, rubbish and other ordinary combustible materials.

Recommended extinguishers:

- Dry chemical fire extinguisher.
- CO2 extinguisher.
- Water (never use water on electric fire).

**Class B:** Flammable liquids and gasses.

Recommended extinguishers:

- Dry chemical fire extinguisher.
- CO2 extinguisher.

**Class C:** Electrical equipment.




Recommended extinguishers:

- Halotron fire extinguisher (clean agent).
- CO2 extinguisher.
- Dry chemical fire extinguisher (leave a residue that can be harmful to sensitive electronic and computer equipment).

**Class K:** Cooking oils and greases such as animal and vegetable fats.

Recommended extinguishers:

- Fire blanket.
- Class K fire extinguisher.

		
Dry chemical fire extinguisher	Carbon dioxide fire extinguisher	Halotron fire extinguisher

**Use of fire blanket**

- Cover the burning material with a lid or a fire blanket.
- Switch off the burner.
- Leave covered until cold.

**Use of portable fire extinguisher**

- Pull (break seal and test fire extinguisher).
- Aim (aim the hose to the base of fire 2-4 metres away from the fire).
- Squeeze the operating handle.
- Sweep from side to side.

Note: A 10 lbs. portable fire extinguisher at the buildings contains 10-15 seconds of agent if fully charged

## **ANNEX 10: Good practice and fire safety rules to prevent a fire**

- Make sure that you and your visitor know the building's evacuation procedure, fire exits and Assembly Point of the building.
- Flammable liquids such as gasoline, benzene, naphtha, paint thinner, etc., shall not be stored in any electrical room or stairwell.
- All flammable liquids shall be kept in proper containers, clear labels and away from heat source.
- Make sure the flammable liquid containers are not damaged and the caps or fittings are properly secured.
- Do not use gasoline as a cleaner.
- Combustible materials no longer being used, should be removed from buildings.
- Smoking in the school is prohibited, violators will be subject to significant disciplinary action or fines of 2,000 Bath.
- Do not cover a smoke detector or interfere with its operation in any manner.
- Always make a maintenance request if a smoke detector is faulty or not in working order.
- Materials and supplies must be stored in an orderly manner so as to keep a proper distance (at least 60 cm.) from heat sources i.e. light bulbs etc.
- Keep the sprinkler heads free from obstruction, with at least 50 cm. clearance maintained below, and protected from damage. Storage or objects could block the spray and the temperature sensitive bulb (red liquid-filled capsule).
- Place equipment, tools, electric cord, rope in the corridor is prohibited, the corridor must remain clear at all times.
- Keep fire exits and stairwells lighted, cleaned, dried and free of any obstruction at all times.
- Do not use a fire exit as a regular entrance.
- Replace any strands of lights that are worn, broken or frayed.
- Never use an extension cord with alliance with high power usage such as air conditioners or refrigerators. Overloading an outlet can cause an extension cord to overheat, which can cause a fire.
- Never use spliced, taped or frayed cords.
- Electrical wiring or installation must only be carried out by a licensed electrician, with prior permission from the Estates Department.
- Hot work activities i.e. welding, cutting and grinding, owner/supervisor/contractor must request for approval from HSO to make sure the sufficiency of fire preventive measures, violators will be subject to significant disciplinary action or termination of contract.

**ANNEX 11: Fire Emergency Contacts**

Who	Telephone number
RST - CCTV Control Room RST - Health and Safety Personnel	1912 1453
<u>Local fire and rescue authorities</u> Khao Mai Kaew (SAO) Pong Municipality Nong Prue Fire Station	038-072634 (ext.101), 086-3342285 038-078960 038-734 934