

## St. Andrews International School Samakee

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## Fire, Earthquake & other Emergency Procedures

### Policy and Practice Statement

The safety of all children, visitors and staff at St Andrews International School is paramount. The Headteacher and Senior Leadership Team will ensure procedures are in place for the safe evacuation of children, visitors and staff, including those who may be disabled, from the school.

In this policy, you will find procedures to follow:

- Protective Equipment – Fire Extinguishers
- Inspection Procedures/ Good Housekeeping Practices
- Unexpected Explosions
- Raising the alarm
- Action to be taken on hearing the alarm
- The assembly point and roll-call procedures
- The procedure for re-entry to the building

### Protective Equipment – Fire Extinguishers

Firefighting equipment is provided throughout the school. Only persons who have received training in the use of extinguishers should attempt to use them. Extinguishers should only be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk. The recommended policy is to telephone the fire brigade and exit the building as quickly as possible.

### Good Housekeeping Practices

The contractors, per the logbook's details, carry out regular inspections of fire safety equipment. Any defects or shortcomings are brought to the attention of the Office who will ensure the arrangements for replacement or replenishment. The Headteacher, SLT and Board are responsible for health and safety in the school.

Fire alarm tests take place regularly. An evacuation exercise occurs at least once a term and as soon as possible after any new intake of children. A record is kept of the results.

The School Building & Grounds Supervisor is responsible for a weekly visual inspection of all firefighting equipment to ensure that they are in the correct location and have not been tampered with. Extinguishers are fitted with a tag that will drop below the level of the trigger grip if they have been tampered with. This responsibility is delegated to The School Building & Grounds Supervisor.

The Building & Grounds Supervisor will carry out daily visual checks as follows:

- On the physical state of fire extinguishers.
- Checking that the exit routes are free from obstruction and are left unlocked.

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- Reporting all defects to the School Office Manager, who will ensure that remedial action is taken.

### Good Housekeeping within the school

- Extension Leads with various outlets (reel) are fully unwound.
- No overhanging visual displays from wall to wall (will aid the spread of fire considerably.)
- No visual displays from the ceiling and around light fittings.
- Doors/exits not obstructed and closed at all times.
- No locks to be placed on any exits.
- Storage should be secure, ensuring no risk of anyone setting fire to it.

### Agreed System for Evacuation Exercise

In the case of a fire or an immediate evacuation, everyone needs to know what they have to do. The following is an agreed system that we practise regularly.

1. During the first few days of each new term, all classes 'walk through' their evacuation procedure at a time to suit them.
2. Once everyone has completed stage 1, an evacuation practice occurs by appointment. Children are advised that the fire alarm will sound, for example, ten minutes before the break. When the alarm sounds, everyone goes to their assembly points to be checked by their teacher (and then remain out for playtime). Those working with the youngest children will understand that even these practices will need careful supervision. The sound of the alarm or the change of routine distresses some small children, but it is literally vital that we do everything possible to help them overcome this problem.
3. Within a few days, there is an unannounced practice.

(This three-stage programme is repeated every term.)

### Instructions for Teaching Staff

**When the fire bell sounds, the School Building & Grounds Supervisor or Office Manager will telephone the Fire Brigade:**

1. Escort children from the room in an orderly manner via the nearest exit point and the closest stairs. Check that all windows and doors are shut and lights are off.
2. Sweep any areas you move through for anyone who may still be inside.
3. Assemble in class rows at the closest assembly points:

### Assembly Point - Playing Field next to the Big Swimming Pool

**Children in the small pool remain where they are, and the teacher leading the lesson must WhatsApp - Samakee Staff Updates with a list of participating students.**

4. Each teacher will be given his or her register upon entering the assembly point.

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5. Class teachers should mark the register and double-check numbers to ensure no person is left inside the building.
6. Immediately report any discrepancies in the register to the Head of School.
7. Only dismiss after the Head of School has given permission.

**Evacuation of premises** – on hearing the alarm, children will stand and wait to be instructed by the teacher or member of staff in charge to exit the building via the nearest exit. Bags and shoes are **NOT** to be collected on the way out. The teacher/staff member will ensure that all doors and windows are closed behind them as they leave the premises. The evacuation should take place in a quiet and orderly manner so that instructions can be heard.

**Report to Assembly Point** – At the assembly point, classes will begin to line up in class order to enable a headcount for each class.

- Class teachers/staff members in charge will immediately call the register and show that ‘all are present’ by raising a hand in the air.
- Once the assembly coordinator has seen all registers in the air for their assembly point, your register can be taken down.
- **Tabietha, Alice, Alyssa and Nicky** will coordinate the roll call at the Assembly Point. They will notify **Monica** that everyone is present at the Assembly Point.

### Re-entering Building

When the headteacher receives notification from Phase Leads, she will inform staff that it is ok to re-enter the premises.

Building & Grounds Supervisor / Office Manager – On hearing the alarm, will contact the Fire Brigade using the 191 telephone system. Responsibility will be given to the Office Manager only if the Building & Grounds Supervisor is not present in school.

### Unexpected Explosions

In the event of an unexpected explosion, the School Office will instigate a controlled evacuation immediately. Children, staff and the public will be directed away from the explosion site. The Police and Fire Brigade will be summoned, and The School Office will alert the ambulance service. In addition, the scene of the explosion will be cordoned off. The School will implement a separate emergency plan to manage unexpected situations, including explosions, whether on-site or nearby.

Please refer to the following policies for further information:

- ☰ PO-H&S-20 Weather Policies & Procedures
- ☰ Admin staff\_Fire drills
- ☰ PO-H&S-5B Emergency Procedures
- ☰ PO-H&S-19 Samakee Lightning Policy