

# Fire

This checklist outlines what to do in the event of fire.

|                                   | Response actions (as appropriate)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>Discovery of a fire</b>        |  <ul style="list-style-type: none"> <li><input type="checkbox"/> Break the call point (red box that says FIRE) and push the button down, a long, continuous bell will be heard.</li> <li><input type="checkbox"/> Call points (red box) are in many different areas of the school.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                   | <input type="checkbox"/> Senior Management or Office Staff will call 111                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>On hearing the alarm</b>       | <ul style="list-style-type: none"> <li><input type="checkbox"/> Teachers should collect their emergency backpacks and take their students to the designated assembly point. Do not re-enter the classrooms to get your backpack.</li> <li><input type="checkbox"/> Walk calmly and quickly and avoid panic.</li> <li><input type="checkbox"/> Ensure those with disabilities are assisted.</li> <li><input type="checkbox"/> Ensure any visitors are included in the evacuation.</li> <li><input type="checkbox"/> Check bathrooms and meeting rooms on the route to the designated exit point.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>At Assembly Point</b>          | <ul style="list-style-type: none"> <li><input type="checkbox"/> Teachers take their class roll and then give this to their syndicate leader.</li> <li><input type="checkbox"/> Syndicate leaders take all class rolls to the Principal to report attendance.</li> <li><input type="checkbox"/> Class rolls are handed to the Office Staff, who cross-reference student attendance with the ICE Report or SMS</li> <li><input type="checkbox"/> Students who are unaccounted for will be investigated by the Deputy Principal/Site Manager when they inspect the buildings.</li> <li><input type="checkbox"/> Teachers are to direct any visitors in their class to the Principal.</li> <li><input type="checkbox"/> Teachers check medical lists and attend to any first aid needs.</li> <li><input type="checkbox"/> Ensure all students remain at the assembly point until clearance to leave is given.</li> <li><input type="checkbox"/> Students may only be released by their class teacher at the assembly point if signed out by a designated caregiver/parent (use sign-out sheet). It is the teacher's responsibility to check if the adult is a designated caregiver on the class list. If the adult is not a designated caregiver, the child stays with their class, and the adult is directed to the Principal.</li> <li><input type="checkbox"/> The SENCO accounts for Teacher Aides and passes the roll to the Principal.</li> </ul> |
| <b>After a false alarm</b>        | <ul style="list-style-type: none"> <li><input type="checkbox"/> The Principal, in tandem with the Site Manager, will decide on the re-occupation of buildings.</li> <li><input type="checkbox"/> Do not return to the building(s) until given the all clear, by air horn or whistle, by the Principal.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>After the impact of a fire</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> The Principal, in tandem with the Fire Brigade and Site Manager, will decide on the re-occupation of buildings.</li> <li><input type="checkbox"/> Do not return to the building(s) until given the all clear, by air horn or whistle, by the Principal.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|                                                   | <p><input type="checkbox"/> If we are unable to reoccupy the buildings, we will <b>evacuate to Mazengarb Reserve</b>.</p> <p><input type="checkbox"/> The designated route is out the Gray Ave gate, across the pedestrian crossing, walk north on Gray Ave, turn right into Beachwater Gr, left onto Guildford Dr, cross the road down to the track by the creek, walk along the track to Mazengarb Reserve, assembling in front of the pavilion building at the touch fields.</p> <p><input type="checkbox"/> On evacuation, parents will be notified via SMS, text, and Facebook.</p> |
| <p><b>Ongoing operations following a fire</b></p> | <p><input type="checkbox"/> The continuing operation of the school will be determined by the nature of the fire and the availability of resources such as buildings, staff, employees, resources and other services.</p>                                                                                                                                                                                                                                                                                                                                                                 |
|                                                   | <p><input type="checkbox"/> The responsibility of whether to continue school functions rests with the Board, in consultation with the Principal/MoE.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                   | <p><input type="checkbox"/> Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                  |