



ABUJA PREPARATORY SCHOOL



THE FIRE DRILL ROUTINE IN ABUJA PREPARATORY SCHOOL

Created by HM & CSO - March 2018

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Abuja Central Fire Control Tel 080 32 003557

Alarm operation

Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point. They are located on each floor near the stairs.



Calling the fire service

All outbreaks of fire or any suspected fire, however small, should be reported immediately to the fire service by the quickest means available. This task could well be designated as the responsibility of the Headmaster's PA or Relations Manager as a telephone will be readily available at that location.

Evacuation

On hearing the fire alarm, pupils must be instructed to leave the building in single line and in a calm, orderly manner.

The person in charge of each class must indicate the exit route to be used and everyone must be directed to a predetermined assembly point.

Specific arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation.

- No running as running can lead to panic
- Leave whatever you are doing

- On the staircases, everyone must descend in single file. Overtaking of classes or individuals must not be permitted.
- Follow shortest and safest route to muster point.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
- Assemble children at muster point located on the school football field.
- Take a roll call.
- Ensure that the school emergency service has been informed.
- The Fire Marshals on each floor should check the floors (classrooms, toilets, office, kitchen etc)
- No one must be allowed to re-enter the building until told to do so by the fire service in attendance, or, in the case of a fire evacuation drill the senior person in charge.

Assembly

An area outside the school premises must be designated as an assembly point. It must be clearly marked and easily identified by anyone who may be on the school premises. It must be far enough away from the school premises to give protection from the heat and smoke given off by a fire. It should be in a position that does not put pupils and staff at risk by emergency vehicles responding to the incident.

Roll call

Teachers should bring the register (if possible) for the roll call. They should use the following instructions:

- Immediately after classes have assembled at the assembly point, a roll call or count must be made to check that no-one is still inside.
- Any parents, visitors or contractors on the premises at that time must be included.
- The count at the assembly point must be checked with the attendance registers and visitors book to verify that everyone is out of the building.
- Attendance registers and visitor's books should be held at a central point and must be brought to the assembly point when the alarm sounds.
- Teacher should raise the red card to seek attention and green card if all clear. Each teacher must report to the nominated person in charge of the evacuation to verify that everyone in their charge is accounted for or to inform him/her of the number of people missing.



Meeting the fire service

The CSO must identify him/herself to the fire service on their arrival. This will allow the fire officer to decide the necessary actions to be carried out by the fire service.

Typical information the fire service will want to know:

- Is everyone accounted for?
- If anyone is missing: how many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent)
- Are there any hazardous substances involved in the fire or stored in the building (e.g. chemicals, solvents, liquified petroleum gas or acetylene cylinders)?



Instruction, training and recording

During the first week of term or as soon as possible thereafter, all new entrants (pupils, staff and support staff) should be shown the primary escape routes of the school. They should also be informed of the school fire evacuation routine.

All members of staff should receive instruction and training appropriate to their responsibilities in the event of any emergency.

All members of staff should each receive a personal copy of written instructions. They should receive two periods of verbal instructions in each 12-month period. Such instruction should include details of how to call the fire service. In the case of new staff, instruction should be given as soon as possible after appointment.

A record of the training and instructions given and fire drills held should be entered in the log book and include the following:

- Date of the instruction or fire drill
- Duration
- Name of person giving the instruction
- Names of people receiving instruction
- Nature of instruction or fire drill

STAY SAFE

Fire drills, which may be combined with the instruction given above, should be carried out at least once per term. The fire drill should simulate that one escape route is not available. Each fire drill should be started by a pre-determined signal and the whole premises checked as if any evacuation was in progress.

At Abuja Preparatory School, the CSO and Admin Manager are responsible for organising staff training and nominating Fire Marshals.

FIRE DRILL PROCEDURES SIGNAL: Fire Alarm Bell PROCEDURE DURING CLASS TIME

1. Students exit classroom and WALK in a single line.
2. Students evacuate the building by designated routes to the assembly area.
3. NO TALKING IS PERMITTED

4. Teachers: a. Take your roll book/class roster with you (if possible). b. Check that all students are out of the classroom. c. Check that all exits are clear. d. Close classroom door. DO NOT LOCK. (Later entry may be required.)
5. In assembly area, teacher takes roll and accounts for each child and raises the red card (for attention) and green card (all clear).
6. Students in classrooms other than their own are to remain with that class until given permission to re-join their class.
7. Students remain in orderly and silent lines until all clear signal is given.
8. After returning to the classroom, teacher takes roll and accounts for each child. PROCEDURE

USED BEFORE SCHOOL DURING LUNCH AND BREAK

1. Students WALK to the assigned place on the yard where they meet their teacher before school.
2. Students wait in orderly and silent lines for their teacher, or other supervising adult, to conduct them to their proper assembly area.

PROCEDURE WHEN NOT IN YOUR OWN CLASSROOM

1. Teachers should be familiar with assembly area and evacuation route designated for that classroom or area.
2. The roll book/class roster should accompany the class and be used by the teacher, or supervising adult, to account for all students and raises the red card (for attention) and green card (all clear).

ALL SCHOOL PERSONNEL ARE TO PARTICIPATE DURING A FIRE DRILL Parents, guests and community people on the grounds during a drill must participate.









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At A

Fire Drill

A picture perfect student will

-  1. walk and not run.
-  2. follow your teacher outside.
-  3. wait with your class and do not talk.
-  4. listen for the all clear.
-  5. listen for your teacher's signal when it is time to go inside.
-  6. line up and follow the teacher.

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