



Fire Drill Policy

Scope

To instil guidance and confidence in following a fire drill evacuation.

Purpose

To ensure in the event of an actual fire our staff, students, vendors, suppliers, contractors and guests are able to maintain discipline, assist where required and successfully reach their desired assembly points within the stipulated time of 3 minutes.

Application

It applies to Buds Public School campus where fire drills will be conducted at regular undisclosed dates and times when the school is in full operation.

Definitions and Abbreviations

- OSHA – Occupational Safety and Health
- EHS - Environmental Health and Safety
- NFPA – National Fire Protection Association

Roles and Responsibilities Environmental Health and Safety will:

- Maintain this written plan and place in the online safety manual
- Assist with the implementation and interpretation of the plan
- Conduct fire drills
- Maintain records as required

Department heads (Responsible Units) in buildings where fire drills are conducted shall:

- Ensure staff are trained in fire drill response
- Report any problems or concerns related to fire drills
- Employees shall:
 - Participate in required training
 - Respond as required to fire alarm activation
 - Report any problems associated with the fire drill performance

Procedures:

Environmental, Health and Safety (EHS) is available to assist departments with fire drills.

Fire drills should be realistic and held at different times.

The general procedure for responding to a fire evacuation can be remembered by using the RACE (mnemonic)

- R- Rescue anyone in danger if it is safe to do so.
- A- Alarm Sound off, by activating the school fire alarm system. Have someone call 997 Civil Defence / 999 Police

- C – Close all doors
- E – Extinguish the fire if safe to do so or evacuate the structure.

**NOTE: that designated individuals should check the area to ensure everyone hears the alarm and evacuates.*

- EHS shall coordinate with the Facilities Services to schedule drills.
- The performance of the fire alarm system shall be evaluated during the drill and noted on the evaluation form.
- Feedback shall be given to all heads on drill performance.
- The date and time of a drill are generally not announced to School occupants. However, there are times when prior notice will be provided (e.g. first drill at the beginning of the new school term).
- All occupants are expected to participate in the fire drills.
- Failure to evacuate the premises may result in disciplinary action.
- False alarms may be counted as drills provided information and general performance can be documented.
- Required drill frequency is found in Appendix C.

Recordkeeping

Buds Public School makes it a point to maintain a record of the fire drill performance for a minimum period of at least three years.

Training and Information

Fire drill training is to be made available to all staff of Buds Public School. This training may be conducted Online or in house from an Authorized and approved agency. BPS will assist to develop its staff.

Appendix C is the guide for fire drill performance and is included within this document.

Appendices

- Fire Drill Evaluation Form. (Annexure A)
- Fire Drill Performance Guide (Annexure B)
- Fire Drill Frequency (Annexure C)

Disclaimer

The information provided within this program is designed for educational use only and is not be used as a substitute for training or experience.

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Annexure A

Fire Drill Evaluation Form

Name of Building: Buds Public School.

Person Conducting the Drill: _____

Date of Drill: _____ Time of Drill: _____

Note that partial credit may be awarded for any measure based on the level of performance:

Performance Criteria	Score	Possible Points
Occupant Performance		
Were rooms checked (cleared) by staff in the building?		
Was the staff familiar with the location and use of portable fire extinguishers?		
Were all doors shut as part of the drill?		
Did occupants evacuate in a timely manner (<3 minutes)? Were provisions made for the physically challenged?		
Did evacuees assemble in the correct location?		
Did staff stay outside the building until the drill was cancelled? Alarm System and Associated Equipment		
Did the pull station operate properly?		
Did all signaling devices (horn, light, bells, and speakers) operate properly?		
Did the alarm report to the main panel?		
Did the alarm report to Central Alarm?		
Were the elevators recalled to the main floor automatically or recalled by use of the elevator key?		
Did the panel reset?		
<u>Total Score</u>		
<u>Comments and notes:</u>		

(continues)

Appendix B

Fire Drill Performance Guide

The information below has been developed to assist departments respond to fires and fire drills.

- All staff should know:
 - The location of the nearest fire extinguisher and how to use it
 - The location of two exits
 - The location of the nearest fire alarm pull station
 - Dial 911
- When the fire alarm sounds:
 - Leave the building.
 - Ensure that rooms are checked for occupants who may not have heard the alarm.
 - Close all doors.
 - Do not use the elevator.
 - Turn off equipment if time permits (Within 30 seconds of hearing the alarm) and take valuables (keys, purses).
 - Assembly at a pre-determined location (each dept. decides) that is at least 30 feet away from the building
 - Do not re-enter the building until notice is given by Police, Fire Dept. or those individuals conducting the drill.

Appendix C

Required Fire Drill Frequency

Buds Public School will conduct the fire drill procedure at least 4 times a year:

Fire Drill Procedure: 1. All will be informed of the Date only.

Fire Drill Procedure: 2. Head of Departments will be informed of the Date only

Fire Drill Procedure: 3. None will be informed.

Fire Drill Procedure: 4. None will be informed. (Done with select technical issues choices)

- No Voice guidance.
- Shutdown of Power.
- Just a Bell ringing (No Sounders)

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Approved By: Mr. Donald Weilson (Principal)