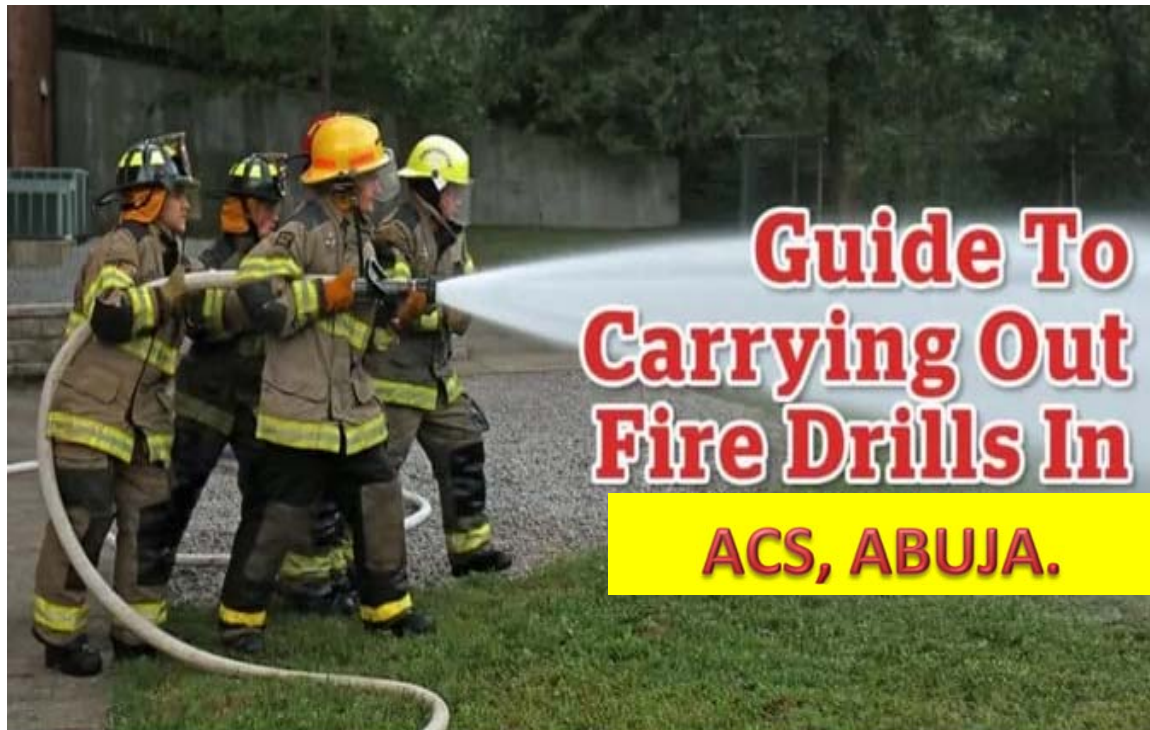


GUIDE TO CARRYING OUT FIRE DRILLS

IN

**AFRICA COMMUNITY SCHOOL,
ASOKORO, ABUJA.**

Motto: Knowledge in the fear of God



We are committed to the safety of our wards.

Fire drills in Africa Community School, Asokoro, Abuja.

An overview of how we carry out our fire drill.

It is the responsibility of the Head Teacher/Principal and Facility Manager of the premises to ensure that fire evacuation drills are carried out carefully.

The dangers which may threaten children and staff if a fire breaks out depends on many different factors. Consequently, it is not possible to construct a model procedure for action in the event of fire which would be suitable for use in all premises.

Each fire routine must be based upon a simple, efficient procedure which is specifically designed for the premises in which it has to operate. It is therefore important that the following points must be given prime consideration.

The purpose of the fire drill

Fire drills are intended to ensure, by means of training and rehearsal, that:

1. People who may be in danger act in a calm and orderly manner;
2. Those with responsibilities carry out their tasks to ensure the safety of all concerned;
3. Escape routes are used in accordance with a predetermined and practised plan;
4. Evacuation of the building is achieved in a speedy and orderly manner;
5. People will react rationally when confronted with a fire or other emergency at school or elsewhere.

The occupancy of the premises

Consideration must be given to the age of the pupils attending the school and whether there are any children with special needs.

Frequency of fire evacuation drills

Fire evacuation drills should be held at least once per term, preferably at the start of each term.

Notices and signs

Each fire alarm point should, where necessary, be clearly indicated 'Fire Alarm' in accordance with the health and safety (safety signs and signals) regulations followed by the appropriate operating instructions (see notice 1 below).

A notice should be displayed adjacent to the telephone or switchboard giving clear instructions for calling the fire service in case of fire (see notice 2 below).

Notices should be displayed for staff detailing their actions in an emergency in visible positions e.g staff room (see notice 1 below).

[Notice 1 - for day schools](#)

Notice 1 - Fire Instruction For Day Schools
Fire Notice Any person discovering a fire must:

- Operate the nearest fire alarm.
- (the fire service will be called immediately by dialling "999" using the nearest telephone). On hearing the fire signal:

- When in class the order to evacuate will be given by your teacher, who will indicate the route to be followed.
- When not in class form single file and move by the most direct route to the place of assembly.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.
- Do not attempt to pass others on your way to the place of assembly.

The place of assembly is: playground near the gate (note: complete as to the place of assembly)

[Notice 2 - calling the fire service](#)

Notice 2 - specimen instructions for person responsible for calling the fire service (also to be posted adjacent to the telephone or switchboard)
On hearing the fire alarm Call the fire service by telephone - Dial "999" Give the operator your telephone number and ask for the "fire service", when the fire service replies Give the call distinctly:

Fire at Plot 1849, Mahathir Mohammed Street, Asokoro, Abuja. (give exact address) Do not assume that the call has been received until it has been acknowledged by the fire service Note: if informed of any outbreak of fire by word of mouth, first operate the fire alarm And then call the fire service as above.

[Notice 3 - to staff in case of fire](#)

Notice 3- specimen instructions to staff in case of fire (general Instructions to be observed by staff) In the event of fire it is the first duty of all concerned to prevent injury or loss of life. For this purpose

you should make certain that you are familiar with all means of escape in case of fire. Since there may be an opportunity in the event of fire, for you to attack it with the nearest fire extinguisher or hose reel, you should also be familiar with how to use them. Immediately you discover a fire or one is reported to you, you should - sound the alarm.

The (PRO, Facility Manager, Principal, Head Teacher) is responsible for ensuring that the fire service is called immediately on the sounding of the fire alarm. Immediately the fire alarm sounds you should assist all pupils to leave the building. On arrival at the assembly point which is at The playground by the gate. A roll call should be taken by the form teachers who will be responsible for informing the fire service of persons not accounted for.

Firefighting

Any attempt to fight the fire must always be secondary to life safety. Circumstances will clearly dictate whether firefighting should be attempted. Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment available on the premises.

Regular fire drills will ensure that the evacuation procedure fulfils its aim satisfactorily and will highlight any area which may need to be reviewed.

Multi-building sites

Many schools have more than one building on site. It is not necessary for the fire alarm systems within these buildings to be linked together.

In the event of an alarm, a procedure should be established whereby contact is made with the other buildings on site either by telephone or by a designated person. Once contact has been made, it will be usual

procedure to evacuate all buildings (by operating the fire alarm, tannoy message or personally with each class).

The aim of evacuating all buildings is to attempt to carry out a roll call. Operating procedures within our school (mainly middle and high schools) may make it virtually impossible to say with any degree of certainty that "all persons are accounted for." In these cases, management may decide to operate a 'floor warden' scheme. This delegates responsibility to members of staff to quickly search each floor (all rooms, including toilets) and to report to the designated person that their floor is clear. Where this procedure is in operation it is not necessary to evacuate all buildings.