



FIRE SAFETY POLICY

2018-19

FIRE SAFETY POLICY

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FIRE SAFETY POLICY

INTRODUCTION

Gulf Indian High School has been granted the appropriate license by the Civil Defence Authorities and is considered to be a safe and secure building and environment. Safety and security are of the highest priority and GIHS Fire Safety Policy gives details of what must be done in the event of an evacuation of the building because of fire.

This policy outlines the procedures at Gulf Indian High School for:

- Fire tests and checks
- Staff and pupil training
- Evacuation procedures

Responsibilities:

- ❖ Supervisor of evacuation/evaluation of procedures – Safety Officer (Physical Education Department)
- ❖ Roll call – Class Teachers

Fire Tests and Checks

❖ Daily

Exits and routes to remain unobstructed (on arrival)

Exit doors Unlocked (on arrival)

Electrical equipment not in use either disconnected or switched off (on leaving)

Exit and windows adequately secured (on leaving)

These checks are the responsibility of the caretaker/safety officer.

- ❖ Weekly
Test fire alarm systems (record in caretaker's log)
- ❖ Monthly
Check extinguishers are in the correct place and in appropriate order (responsibility of caretaker)
- ❖ Termly
Fire drill –this will include evacuation to check that procedures work effectively. (Logged in fire log book)
- ❖ Quarterly

Fire alarm system (cyclic maintenance)
Emergency lighting system (cyclic maintenance)
Fire extinguishers (cyclic maintenance)
Fire instruction for staff (to organize and record in fire log book)

Staff and Pupil Training

During the first day of school all class teachers should explain to children the procedures of fire drill. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping pathways clear

Means of escape is the nearest available exit.

Assembly point –Main Stage, in the playground away from the building

Where children have been in sets or working in other groups, they should return to the assembly point for roll call.

Attendance registers will be taken out on to the playground by the class teachers. Once the register has been checked teachers should inform the Supervisor or safety coordinator that the children are present.

Evacuation Procedure

The Gulf Indian High School Fire Drill Alarm:

At any time if you hear automatic fire alarms follow the procedures given below;

Evacuation procedures:

1. On hearing the GIHS Fire Alarm, all students should immediately line up by the door. (Do not panic as soon as you hear the Fire Alarm. Do not wait to arrange or try to take anything with you)
2. Once the Teacher in the class ensures that all students are out of the class in a line, she/he must turn off all lights, fan and the AC. The teacher must close the door once ensured that no one is inside
3. All students must move along with the teacher to the EMERGENCY ASSEMBLY AREA through the nearby EXIT
4. Do not run or overtake others or move past others, however, walk fast in an orderly line but not in a hurry
5. When all students have assembled at the Emergency Assembly Area, the class teacher takes the attendance to ensure all the students have exited the building
6. Wait for the ALL CLEAR signal (A Green flag waving in the air)
7. When you hear THREE SHORT BLOWS OF WHISTLE immediately after the ALL CLEAR signal, students will move to classes in an orderly line as per the dispersal instruction

SAFETY OFFICER-(M/S)

1. MS ATHIRA ANIYAN

SAFETY OFFICER-(A/S)

1. MR PADMARAJ

Gulf Indian High School Fire Safety Policy
Revised/Amended on September 2018

Agreed at the governing body meeting on

Date.....

Signed (Chair of Governors)

Director:

Principal:

GIHS EMERGENCY EVACUATION PLAN

GROUND FLOOR

ROOM NO: 1-4

EXIT NO: - 1

ROOM NO: 5-10

EXIT NO:-3

ROOM NO: 11-16

EXIT NO: - 4

ROOM NO: 17-20

EXIT NO:-6

FIRST FLOOR

ROOM NO: 21-24

EXIT NO: - 7

ROOM NO: 25-30

EXIT NO: - 8 UPSTAIRS

&

USE EXIT NO:-5 DOWNSTAIRS

ROOM NO: 31-32 PHYSICS, CHEMISTRY AND
BIOLOGY LAB

THROUGH EXIT NO:-9 USE EXIT 12

ROOM NO: 33-38

THROUGH EXIT NO:-10 UPSTAIRS

USE EXIT:-2 (CANTEEN EXIT)

ROOM NO: 39-44

EXIT NO: 11

ASSEMBLY POINT- MAIN STAGE AREA

COLOUR CODES

ZONE 1

ZONE 2

ZONE 3

ZONE 4

ZONE 5

SAFETY OFFICER (M/S)

1. MS ATHIRA K. ANIYAN

SAFETY OFFICER (A/S)

1. MR PADMARAJ

EMERGENCY CONTACT NUMBER: 997 (CIVIL DEFENCE)