

## LANDAU SCHOOL Fire Safety Policy

This policy describes the emergency response arrangements in place for the building, including evacuation and mustering procedure, roles and responsibilities and recommended actions in case of an emergency.

The School's Fire Safety is as follows:

- To reduce the risk of fire as far as is reasonably practical.
- To implement a system of early warning of the outbreak of fire.
- To eliminate or reduce risks from dangerous substances
- To develop fire procedures and provide staff training, repeated periodically where appropriate
- To carry out regular Fire Risk Assessments
- To ensure the safety of staff or anyone else legally on the School's premises
- To carry out fire drills, normally at least one per term and contact emergency services when necessary
- To have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required (e.g. -1 floor), fire detectors, alarms and extinguishers, and to employ a competent contractor to carry out all work to such equipment.
- Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency.

All staff participate in the regular fire evacuation drills.

### INTRODUCTION TO PROCEDURES

The Fire / Emergency Evacuation Procedure – is a requirement needed to ensure the safety of all users of the School premises.

The bulk of the procedures refers to evacuation in the event of fire. However, the same Evacuation Procedures will be applied in the event of any other emergency requiring an evacuation of the premises.

The Procedures apply to all staff and students of the School, all visitors, guests, lettings and contractors – **there are no exceptions**. Everyone on the school area must take part in evacuations, whether drill, real incident or false alarm.

The Procedures are the same for ALL evacuations, whether a real incident or a false alarm.

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## Emergency Notification, Evacuation and Mustering

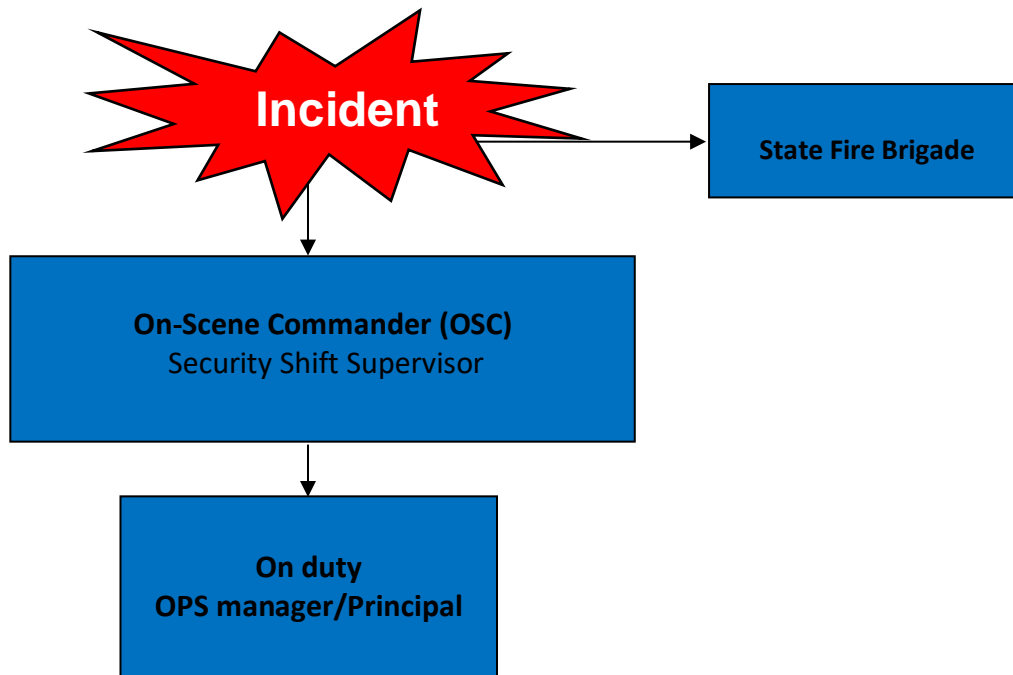
All personnel and visitors arriving to LANDAU School shall undergo the safety induction which covers emergency evacuation procedures, alarm systems, escape routes and mustering. LANDAU School is equipped with the relevant systems to detect an emergency, inform and allow the building occupants safely evacuate the building in case of an emergency.

The communications facilities available on the site include the following:

- Audible alarm signals, which are activated automatically or by manual intervention
- Visual alarm signals such as illuminated signs or flashing lights
- Verbal messages from security guards
- Telephones
- Mobile telephones
- Radios.

On hearing the alarm, personnel shall proceed to the designated muster point using the pre-defined escape routes. Upon arrival to the Muster Point all personnel shall report to their Fire warden and gather into groups based on the principle of office area they occupy. Where, following an incident, personnel escaped in the areas away from the Muster Point, they are expected to make every attempt to inform Security, Fire warden or colleagues that they are safe and communicate their location.

The Fire wardens hold lists of personnel in the area of their responsibility and shall report the muster results with names of those mustered and missing to the Muster Coordinator (Security at the Muster Point).



See [Appendix B](#) for further details on Evacuation Procedure and Mustering Philosophy



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## **FIRE ALARM SYSTEM**

- The School has implemented a fully comprehensive system of fire detection and audible warning.
- Smoke and/or heat detectors are installed throughout the premises.
- Break glasses are provided to enable an alarm to be raised manually should the need arise.
- Audible warnings are provided in the form of a continuous siren throughout the premises.

### **In the event of an alarm activation (whether automatic or manual):**

- All School sirens sound
- A central monitoring station is automatically informed; Ministry of Emergency of Azerbaijani Republic is contacted
- A senior member of staff (Principal, Deputy Principal, Deputy CEO) will ensure a full roll call of all pupils, staff and visitors
- Fire Wardens will assist in confirming all buildings are clear
- Staff and pupils should only return to the buildings when all clear is given by the Senior staff member

## **FIRE ALARMS OUT OF SCHOOL HOURS**

Out of normal school hours, and throughout the holidays it is essential that the same practices apply. Everyone in the building should evacuate and assemble in the same place. It will not be possible to take a full register of all pupils (although where possible registers of School Clubs etc) should be used. The role of the Fire Warden is to ensure that they can, without putting themselves at unnecessary risk, check **all** areas of the building are clear.

### **ACTION TO BE TAKEN ON DISCOVERING A FIRE:**

**DO NOT ATTEMPT TO TACKLE THE FIRE UNLESS YOU CAN DO SO WITHOUT ENDANGERING YOURSELF**

### **Drills and Exercises**

Regular drills with staged evacuation are carried out to ensure that all personnel are familiar with the actions to be taken in the event of an emergency.

All drills are monitored to assess the effectiveness of the procedures and the personnel involved and, if relevant, corrective actions are implemented. These corrective actions may involve revisions to the plan, implementation of further training for personnel, or improvement of safety equipment or facilities. The exercise report, as well as actions deriving from it, shall be followed by action tracking register.

The fire alarm is tested monthly by security staff and annually by third party. However, at all times all occupants must remain alert and follow instructions given by fire wardens, security officers and/or the announcement system and immediately respond to any alarm.



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## STAFF/TEACHERS RESPONSIBILITIES

All staff have a responsibility to ensure a safe and ordered evacuation of the building. If you are not responsible for a class but can, without endangering yourself, check any ancillary areas such as toilets or cloakrooms you should do so and report this to the Principal.

- On hearing the fire alarm, the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children must be evacuated to the nearest assembly point
- Staff must bring register with them to check all children present
- Staff will check children against the fire register and immediately inform administration staff via radio of any missing children
- Any staff who have children in a different location to their normal assembly point must notify via radio
- Do not re-enter building

To ensure that there is no conflict between personnel performing response functions, the roles of individuals are clearly identified in their individual roles and responsibilities as follows:

| <b>SITE RESPONSE TEAM</b>   |  |
|-----------------------------|--|
| <b>Role</b>                 | <b>On-scene Commander</b>  |
| <b>Person Assigned</b>      | Security Shift Supervisor  |
| <b>Key Responsibilities</b> | <ul style="list-style-type: none"> <li>• Leads and manages the response team and is the primary point of contact on site.</li> <li>• Notifies the Incident Commander if emergency evacuation and mustering take place.</li> <li>• Security or Fire/Police representative is leading emergency response activities. The first person from either personnel or local Emergency Response member to arrive at the scene shall assume command of the incident and shall remain in command until command is transferred.</li> <li>• Delivers safe evacuation and mustering. The tactical priorities are: Remove endangered staff, pupils, contractors, visitors, the public, and treat the injured.</li> <li>• Stabilize the incident and provide for life safety.</li> <li>• Conserve property.</li> <li>• Provide for the safety, accountability, and welfare of staff, contractors, the public and visitors. This priority is ongoing throughout the incident. On the status of evacuation</li> <li>• Prevent any occupant from re-entering the office</li> </ul> |



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|-----------------------------|--|
| <b>Role</b>                 | <b>Deputy On-Scene Commander</b>   |
| <b>Person Assigned</b>      | Security guard   |
| <b>Key Responsibilities</b> | <ul style="list-style-type: none"><li>• Security staff assigned to ensure employees remain at the muster point until the scene is safe for re-entry. He/She is equipped with handheld radio and mobile phone to maintain communication with the Security shift commander and shall have a first aid kit and megaphones available.</li><li>• Receive personnel list from Fire wardens.</li><li>• Ensure that road and entry to the base is kept clear for the fire brigade truck &amp; ambulance.</li><li>• Initiates emergency procedures on receipt of emergency notification whether automatically via fire detector or manually by telephone or radio.</li><li>• Controls access into and out of the site</li></ul> |
| <b>Role</b>                 | <b>Muster Coordinator</b>  |
| <b>Person Assigned</b>      | Security Guard   |
| <b>Key Responsibilities</b> | <ul style="list-style-type: none"><li>• Hold the up-to-date list of personnel in the building.</li><li>• Maintain communications with Fire wardens and co-ordinate headcount by names.</li><li>• Keep log of missing people and ensure OC is informed</li><li>• Provide Site Response Team with details of muster status.</li><li>• To receive all headcounts from the Fire wardens and check against POB.</li><li>• Record any changes of mustered people and keep log of missing personnel.</li></ul>  |
| <b>Role</b>                 | <b>Fire warden</b>   |
| <b>Person Assigned</b>      | Security Guard/Office personnel  |



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| <b>Key Responsibilities</b> | <ul style="list-style-type: none"> <li>• Act as liaison between Security and their area of responsibility.</li> <li>• Ensure that occupants have vacated the premises in the event of an evacuation and for checking assigned areas.</li> <li>• Check allocated areas to ensure a complete evacuation</li> <li>• Once all personnel have reached the MP Fire warden shall confirmed the names of those who is missing or that none is missing from the area of his/her accountability</li> <li>• Reports the status to Muster Point Coordinator</li> <li>• Liaise between Security and Staff, announcing the updates and instructions</li> <li>• During exercises, Fire wardens are to note and later report any observations in the fire safety provision (e.g. defective fire alarm sounders, areas where the alarm cannot be heard, etc.) or conduct of the exercise (e.g. use of wrong exits etc.)</li> <li>• As far as reasonably practicable, the Fire wardens are to make sure that nobody remains in their area of responsibility during an evacuation</li> </ul> |
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Note: For more details related to Roles and responsibilities of Fire warden see Appendix C.

## Appendix A - Emergency Key Contacts

|                                       |                                 |
|---------------------------------------|---------------------------------|
| Incident Commander Rustam Agamammadov | (+994 55) 722 27 72             |
| Ministry of Emergency Situations      | Hotline: 101 Fire<br>112 Rescue |
| Ambulance                             | Hotline: 103                    |
| Security Manager Nazim Abilov         | (+994 55) 206 52 81             |
| Ministry of Internal Affairs          | 102                             |

## Appendix B - Evacuation Procedure and Mustering Philosophy



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## Appendix C - Fire Warden roles responsibilities



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