



Athula Dassana International Buddhist Vihara Dhamma School



Heathrow Dhamma School Fire evacuation procedure at Lampton School, Hounslow, Middlesex

Fire Safety Officer: Mr Thilak Dharmawardene

Deputy Fire Safety Officer: Mr Priyan Gunawardena

Predetermined Assembly Point: Back field by the hedges path – pass the 6th form building

Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point.

Evacuation:

1. On hearing the fire alarm, pupils must be instructed by the class teacher to leave the building in single file and in a calm, orderly manner. Class teacher must accompany his/her class to the Predetermined Assembly Point.
2. The Class Teacher must indicate the exit route to be used and everyone must be directed to a Predetermined Assembly Point.
3. Specific arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation. – currently not relevant but will be evaluated periodically.
4. No running is to be permitted to avoid panic.
5. Anyone who is not in class when the fire alarm sounds must go immediately to the Predetermined Assembly Point.
6. Class Teacher must bring the class registers with them to the Predetermined Assembly Point.
7. At the Predetermined Assembly Point class teacher must keep their group of children together.
8. No one must 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 (Safety Officer and/or Deputy Fire Safety Officer).

Assembly Point:

1. An area outside the school premises must be designated as an assembly point.
2. It must be clearly marked and easily identified by any person who must be expected to be in the school premises.
3. The assembly point must be far enough away from the school premises to afford protection from the heat and smoke in a fire situation.
4. The assembly point must be in a position that does not put pupils and staff at risk by emergency vehicles responding to the incident.

Roll call:

1. Fire Safety officer (or the deputy) to have overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.
2. Immediately that classes have assembled at the assembly point, a roll or count must be made by the class teacher to ascertain that no one remains in the premises.
3. Attendance registers must be brought to the assembly point when the alarm sounds by the class teachers.
4. Each teacher must report to the nominated person (Fire Safety Officer or the deputy) in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.

Meeting the service

The person in charge of the roll call (fire safety officer or the deputy) must identify him/herself to the Fire Service on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Service.

Information the Fire Service will want to know (fire safety officer or the deputy should provide this) if the information is not known then the caretaker should be available to provide the information):

1. Is everyone accounted for?
2. If anyone is missing: How many? What is their usual location? Where were they last seen?
3. Where is the fire? What is on fire? (It may not be apparent).
4. Are there any hazardous substances involved in the fire or stored in the building? (i.e. Chemicals, Solvents, Liquefied Petroleum Gas or Acetylene Cylinders etc).

Frequency of the fire evacuation drills.

Fire evacuation drills should be held at least once per term, preferably at the commencement of each term. Record of drills should be kept in the Dhamma School office.

Evacuation Process Map for Teachers

(Below is a set of simple instructions, teachers should refer and act as per Dhamma School Fire Evacuation Procedure)

