

TRAINING SNAPSHOT: FIRE EMERGENCY EVACUATION

Fires are life-threatening emergencies that can, and do, cause serious and sometimes fatal injuries. In any fire situation, we need our staff to **work together to help keep everyone safe from harm.**

RESPONSIBILITIES

- ✓ **As a classroom teacher, you are deemed to be a Fire Warden.** In a fire or other emergency, you have the responsibility to usher the students in your class safely to the Emergency Assembly Point.
- ✓ It is your duty and safest course of action to **follow the school's Evacuation Procedures that have been practised in Emergency Drills**
- ! If you are ushering students to the Emergency Assembly Point in a fire emergency evacuation, **only use fire-fighting equipment in extreme circumstances to make sure the egress route is safe.** (Other members of staff who are not responsible for ushering students may, if it's safe, work in pairs to use fire extinguishers to put out small fires).

ACTIONS

- ✓ **In any emergency, the highest priority is *always* people's safety.**
- ! Once a fire situation has begun, or a fire alarm has sounded, **do not delay. Every minute counts.** By 1 minute, flames and smoke can already be spreading quickly. By 3 minutes, a whole area can be engulfed and filled with deadly toxic smoke, and by 5 minutes, entire structures can be ablaze and collapsing, making escape impossible.
- ! As you begin evacuating with your students to the Emergency Assembly Point, remember to consider and **look out for anyone who could be missed** (for example, students with special needs, or who may have gone to the toilets, or been sent on an errand, or who may panic and hide).
- ✓ When you and your class reach the Emergency Assembly Point, **follow emergency roll call procedures** to ensure that all the students you are responsible for are there and accounted for.

CRITICAL KNOWLEDGE

Before *any* emergency situation ever arises, make sure you:

- ✓ **Check the Emergency Evacuation Diagrams** in each classroom and area you work in so that you know the safest routes to the Emergency Assembly Point
- ✓ Fully **understand** the school's **Emergency Management Plan** and your role in its implementation
- ✓ **Confirm** that **Personal Emergency Evacuation Plans (PEEP)** are in place for the students in your classes who have a physical disability, and that you understand the requirements of each one
- ✓ You **know** the school's **Emergency Roll Call procedures**

As a classroom teacher, YOU have the key role in leading your students to safety in a fire or other emergency.