



# **FIRE SAFETY POLICY 2020/21**

**Stafford Sri Lankan School Doha**

# FIRE SAFETY POLICY

## **1. Aims and objective**

- 1.1. The aim of this policy is to state how our establishment deals with the requirements of the law regarding fire precautions and prevention, and the arrangements by which this is brought about.
- 1.2. To have an effective and proactive system of fire prevention, aimed at identifying those circumstances that could lead to a fire if not recognised.
- 1.3. To have a well organised means of safe evacuation of all persons on the premises and from all buildings to a point of safety in the event of any emergency.
- 1.4. To have a means by which fire and rescue services required to enter the building during a fire, can quickly, safely and accurately navigate their way around and be fully informed of any persons not accounted for in the evacuation.
- 1.5. Our primary objective is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Stafford Sri Lankan School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.
- 1.6. In order to do so we will comply with the appropriate legislation in compiling an Emergency Plan from a structured and systematic Fire Risk Assessment of our workplace by:
  - Identifying the fire hazards
  - Identifying who is at risk from each fire hazard eg:- Occupants.
  - Determining what additional measures are required, in particular;
  - Means of escape eg:-fire exit doors
  - Means of detection and giving warning in case of fire eg:-fire alarms
  - Means of fighting the fire eg:-fire fighters
  - Planning, Training and Maintenance

## **2. Arrangements**

The following arrangements and activities are in place in order to meet the above policy requirements:

- 2.1. A risk assessment system that includes assessment of the risk from fire and the identification of adequate preventative controls carried out by a fire consultant annually within academic year.
- 2.2. Clearly defined Fire Evacuation Procedures tailored to each site to be maintained and kept up to date. Ensuring all persons with responsibilities clearly understand their duties

- 2.18. A system of waste management minimises the amount of rubbish and waste materials.
- 2.19. An induction programme for all new staff joining the organisation (whether temporarily or otherwise) that includes information and instruction on fire precautions and the rules by which they must abide. Fire tours showing them escape routes and final exit doors.
- 2.20. The provision and updating of a diagram of the premises and associated buildings showing the internal layout, including rooms and corridors, and the location of all relevant and applicable fire equipment and installations. The location of any specific hazards or hazardous areas, such as chemical laboratories, gas cylinder locations etc. are included.

### **3. Staff Responsibilities**

- 3.1. The Protocol Officer undertakes the role of School Fire Officer. They are the person responsible for Fire Safety at their respective School sites.

#### **All staff have the following responsibilities**

- 3.2. Take responsibility for any pupils and students in their charge at the time of any fire or emergency situation and ensure they are safely guided out to the pre-designated assembly point at the front gate.
- 3.3. Keep all fire exit routes clear and free from obstacles and waste materials.
- 3.4. Not to restrict access to or reduce vision of any mounted fire extinguishers.
- 3.5. Fully co-operate in any evacuation drills
- 3.6. Store all flammable substances and materials in appropriate locations after use
- 3.7. Take note and comply with all signs posted around the premises
- 3.8. Maintain vigilance for any potential fire hazards and to report them at the earliest opportunity to the Estates team.
- 3.9. To ensure safe access and egress to and from the premises

### **4. Training and Prevention Methods**

- 4.1. Training in the safe and speedy emergency evacuation procedures is given to all staff and pupils of Stafford Sri Lankan Schools through regular fire drills in each academic year. Further information and guidance can be obtained from the School Fire Safety Officer.
- 4.2. All staff will be trained in the basics of fire prevention and precautions either through the organisation's own internal training system or by arrangement through a competent external organisation. Annually, records will be kept by the School Fire officer

- it is in the correct position
- it is fully charged
- the accidental discharge mechanism is intact
- Appropriate fire extinguisher identification and usage signage is in place

7.1.3. Spare fire extinguishers of each type are kept by maintenance staff. This ensures that should a fault be found during the yearly check, or at any other time, an operable extinguisher can be used to replace the faulty one.

## 7.2. Colour Coding

7.2.1. The School meets BS 5423, Specification for Portable Fire Extinguishers, which recommends that all fire extinguishers should be red with an additional colour coding to indicate the extinguishing medium.

- Red = Water
- Cream = Foam
- Blue = Dry Powder
- Black = Carbon Dioxide (CO<sub>2</sub>)

7.2.2. The table below describes the type of fire extinguisher required to deal with the various classes of fire.

Class of Fire	Water	Foam	CO <sub>2</sub>	Dry Powder
Wood, paper, cloth, etc.	Most suitable	Only suitable on small surface fires	Only suitable on small surface fires	Only suitable on small surface fires
Liquids, fats, petrol, oil, etc.	Unsuitable	Most suitable, especially for fats	Suitable where contamination must be avoided	Most suitable
Electrical	Unsuitable and dangerous	Unsuitable and dangerous	Suitable	Suitable

7.2.3. Portable fire-fighting equipment, where practicable, is securely fixed to a wall with the carrying handles approximately 1m from floor level.

7.2.4. Persons who need to use a fire extinguisher do not have to travel more than 30m in any direction to locate one.

## 7.3. Fire Blankets

7.3.1. Fire blankets are used for smothering small fires, which involve cooking fat or other flammable liquids, and for smothering flames on people whose clothing has caught fire.

7.3.2. Fire blankets are kept in suitable containers, which are fixed to the wall open end downwards. Blankets are positioned adjacent to the fire extinguishers in every kitchen, science laboratory, pottery area and assembly room.

## **10. Fire Drill Response Guide**

### **10.1 Evacuation**

- 1) Create an in-house Fire Safety Committee
- 2) Communicate with SSLSD Fire Wardens the point
- 3) Fire Warden wear Reflector jackets immediately
- 4) Find out the point of origin of the Fire and act fast to put off the Fire
- 5) Communicate Evacuation Routes to the staff and the students
- 6) Open Exit doors
- 7) Check the bathrooms
- 8) Check each and every class rooms
- 9) Bring all the students to the Assembly point.
- 10) Teachers come to the Assembly point. with the Student Registers and Red & White Flags
- 11) Teachers check the students according to the registers
- 12) Teachers show the Red Flags for the missing students and communicate with Fire Warden
- 13) Teachers show the White Flag if all the students in the register are present
- 14) Head of the Fire Warden is present at the assembly point to communicate with the teachers
- 15) All the Fire Wardens proceed to the assembly point after confirming 100% that everything is under control.
- 16) Head of Fire Warden makes sure everything is under control and blows the whistle 3 times and students move back to the classes
- 17) Conduct Fire Drills Quarterly.

### **10.2 Responding to Fire Alarm**

- 1) Stay calm. Do not panic when you hear fire alarm
- 2) Treat the alert as if it were a real fire
- 3) Stop what you are doing
- 4) Start moving out of the building
- 5) Close your class door after moving out your students
- 6) Leave the lights on.
- 7) Immediately proceed to the Assembly point.

### **10.3 Responding to the Fire Alarm**

- 1) **Stay Calm:** - Don't panic when you hear the fire alarm. Also it is important to stay quiet so you can hear any instructions.

## 11. Annexes

### 11.1.Pre-determined assembly areas

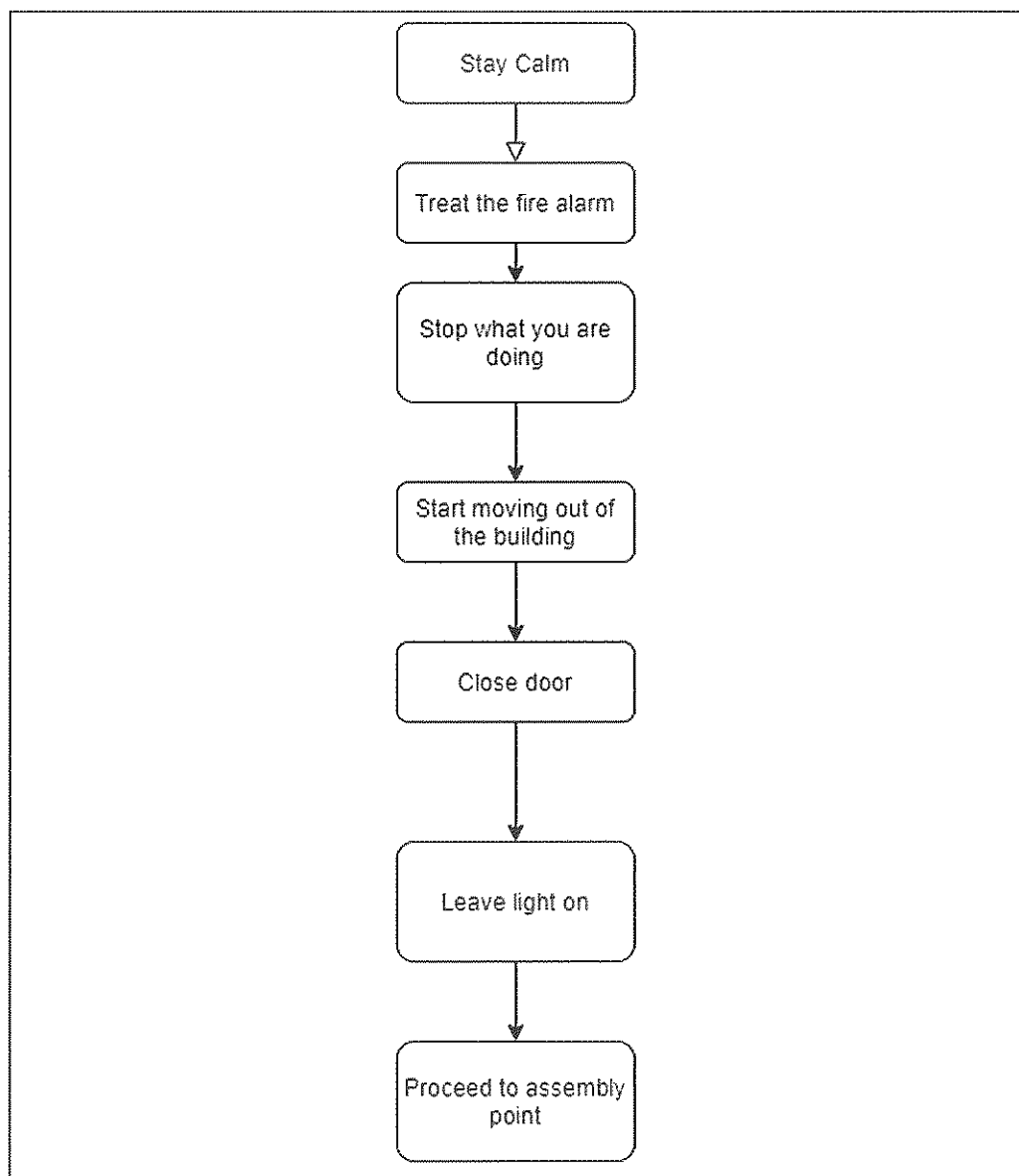
#### Main School

- Gate 01
- Gate 02

#### Pre Primary

- Basketball Play area
- Gate 02

### 11.2. Fire Safety Management plan



### 11.4. Fire Evacuation Plan & signage

#### Main School

**EMERGENCY EVACUATION PLAN** خطة إخلاء في حالة الطوارئ

**STAFFORD SRI LANKAN SCHOOL - DOHA** P.O.Box: 30220

**IN CASE OF FIRE**

**REMOVE PEOPLE**  
For immediate removal from a fire or ALERT OFFICERS

**CONTROL FIRE AND SOURCE**  
Once more and ensure it will be safe

**EVACUATE**  
To the Assembly Area

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**EVACUATION PROCEDURES**

Remember the hierarchy of the normal call and to the Fire Alarm. Evacuate from the building immediately by the safety of the building emergency services personnel.

Remember at the Assembly Area will always be indicated by the Safety Officer or building emergency services personnel.

**GROUND FLOOR PLAN**  
SCALE

12

**999** EMERGENCY if emergency dial 999

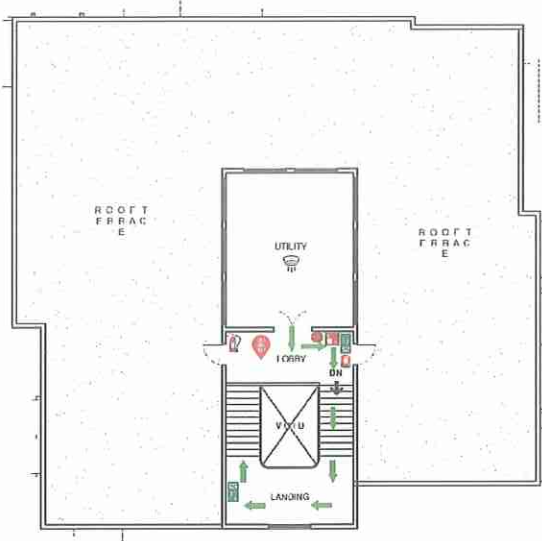
**LEGEND**

- ASSEMBLY POINT
- EXIT PATH
- ALARM SOUND
- FIRE ALARM
- FIRST AID
- EXIT

Second Floor



STAFFORD SRI LANKAN SCHOOL -PRE PRIMARY



LEGEND	
	FIRE EXTINGUISHER
	EMERGENCY LIGHT
	EXIT LIGHT
	MANUAL CALL POINT
	SOUNDER
	SMOKE DETECTOR

11.5.List of pre scribed fire installations

Description	Existing School		Pre Primary
	Building 01(admin building)	Building 02	
Optical detectors	77	50	60
Heat detectors	03	-	02
MCPs	13	10	10
Sounders	10	-	08
Sounder + Flasher	02	10	-
Electric Pump	01	01	01
Diesel Pump	01	01	01
Jockey pump	-	01	01
Hose reel	05	06	05
Emergency & exit lights	52	47	53
Fire extinguishers	52	29	35
Control panel	01	01	01