



REIGATE GRAMMAR SCHOOL  
VIETNAM

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## Fire Emergency Plan & Evacuation Procedures

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## Appendix I: Fire Emergency Plan

### FIRE EMERGENCY PLAN

#### The purpose of the emergency plan is:

1. To ensure that the people in the premises know what to do if there is a fire;
2. To ensure that the premises can be safely evacuated.
3. To ensure the Senior Leadership Team (SLT), Operations Team and Fire Wardens/Sweepers with specific responsibilities understand the arrangements in place.

1.	<p><b>How people will be warned if there is a fire</b></p> <ul style="list-style-type: none"><li>• The fire alarm will sound, which is a loud continuous ringing sound. Note, if it switched off immediately, you should not continue to evacuate but wait for information from the facilities department or school office.</li><li>• In the event of a malfunction to the sounder alarm system. Fire Wardens/Sweepers will be alerted via PA system, email, phone or in person and/or by using air horn warnings as necessary.</li></ul>
2.	<p><b>What staff, students or visitors should do if they discover a fire</b></p> <ul style="list-style-type: none"><li>• Activate the alarm system by operating the nearest call point (pull lever)</li><li>• Evacuate the premises by the nearest available fire exit</li><li>• Proceed to the nominated Assembly Points [astro turf] – once safely outside; update the Headmaster (or Senior Leadership Team Member) in charge of the situation as known.</li></ul>
3.	<p><b>How the evacuation of the premises should be carried out</b></p> <ul style="list-style-type: none"><li>• In an orderly manner by following the designated routes and exits to the assembly points. This will be assisted by the relevant Fire Wardens/Sweepers and Operations Team/Senior staff on duty at the time. Any one-way systems in place do not need to be followed in the event of emergency evacuation.</li><li>• On hearing the alarm, you must evacuate the building immediately using the nearest available exit and using the stairs only. <b>Do not use any lifts or take or stop to retrieve any personal possessions.</b></li><li>• Any pupils who have temporarily reduced mobility will be supported by classmates under the supervision of the class teacher to safely descend stairs.</li></ul>
4.	<p><b>Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated.</b></p> <ul style="list-style-type: none"><li>• Assembly Points are on the football pitch.</li></ul> <p>Fire Wardens/Sweepers will conduct a sweep of the relevant areas being evacuated.</p>
5.	<p><b>Identification of key escape routes, how people can gain access to them and escape from them to a place of safety.</b></p> <p>All areas of the School have an escape route plan. These are displayed in classrooms and key communal areas (operations Manager must ensure they are updated). Fire procedures are displayed in or near key venues used after school and at weekends.</p>

6.	<p><b>Arrangements for fighting any fire</b></p> <ul style="list-style-type: none"> <li>• A suitable number and type of portable fire extinguishers are provided and cited throughout the School's buildings.</li> <li>• Fire extinguishers should only be used by those members of staff who have been trained in their use. Members of staff should not place themselves at unnecessary risk.</li> <li>• If in doubt, all personnel are to wait for the arrival of the fire and rescue service.</li> </ul>
7.	<p><b>The duties and identities of staff who have specific responsibilities if there is a fire</b></p> <ul style="list-style-type: none"> <li>• <b>Senior Leadership Team Members and Senior Staff</b> (to take control of any evacuation or incident and liaise with the Operations Manager, Operations Team and Emergency Services).</li> <li>• <b>Operations Manager or deputies supported by the maintenance team</b> to locate the fire/cause of alarm and give approval to the SLT member to instruct an orderly return to the buildings once appropriate checks are conducted.</li> </ul>
8.	<p><b>Arrangements for the safe evacuation of people identified as being especially at risk.</b></p> <p>A personal emergency evacuation plan (PEEP) will be in place for any individual who may need assistance to evacuate the premises. The Line Manager (staff) /Pastoral Leader (pupil) in liaison with the Human Resources or Operations Manager will put this in place as required. Any visitor requiring assistance will be taken care of by their school contact/host.</p>
9.	<p><b>Any machines, appliances, processes or power supplies that need to be stopped or isolated if there is a fire.</b></p> <ul style="list-style-type: none"> <li>• All kitchen equipment to be turned off and fat fryers to be fully switched off</li> <li>• Shut off the gas systems in operation when the fire alarm sounds</li> <li>• Maintenance Workshop equipment to be switched off</li> </ul>
10	<p><b>Specific arrangements, if necessary, for high-risk areas.</b></p> <p>The Fire Information File is held at the document rack in room E105 and in the Document's project storage G103 . This file also provides information on gas, electrical and water shut off points. This information is available for the Fire and Rescue Service as necessary when attending an incident particularly in a high-risk area.</p>
11	<p><b>Arrangements for an emergency plan to be used by a hirer of part of the premises</b></p> <ul style="list-style-type: none"> <li>• <b>The Operations team</b> who facilitates the hiring of the premises, will brief the organisers on the arrangements in place.</li> </ul>

12	<p><b>Contingency plans for when life safety systems, such as evacuation lifts, fire detection and warning systems, sprinklers or smoke control systems are out of order.</b></p> <ul style="list-style-type: none"> <li>• The only life safety system is the fire alarm system. Annual maintenance and prompt response to repair any system fault is organised by the Operations Manager or Deputies through a contracted Fire Alarm Company.</li> <li>• In the event of system failure, the Operations Manager or deputies will contact the Fire Wardens/Sweepers and Senior Staff via PA system, email, telephone or direct message to alert them to the fact that the fire alarm system is out of order and the arrangements in place to urgently circulate information in the event of an incident occurring during the system down time via PA system, email, telephone, in person via support team members.</li> <li>• Ongoing awareness of evacuation arrangements through organised fire drills, communication of procedures via briefings, staff handbook and email updates.</li> </ul>
13	<p><b>How the fire and rescue service or any other necessary services will be called and who will be responsible for doing this.</b></p> <ul style="list-style-type: none"> <li>• Buildings are linked to the fire alarm panel in the server room E105</li> <li>• Outside the above school hours, the duty operations staff member or senior staff member leading any after school event will make the necessary contact with the services.</li> </ul>
14	<p><b>Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials</b></p> <ul style="list-style-type: none"> <li>• The senior or duty staff member overseeing any evacuation or incident will meet the fire service at the main fire services entry point or boundary to the specific site where the incident is occurring – that staff member will pass on any relevant information known.</li> <li>• The Fire Information File will be made available to the Fire Service. This is held in room E105 and identifies where chemicals are stored (Science, Maintenance etc.). It also provides information on gas, electrical and water shut off points.</li> </ul>
15	<p><b>What training employees need and the arrangements for ensuring that this training is given</b></p> <ul style="list-style-type: none"> <li>• Fire Awareness Training is organised via an annual training course after joining the school. Existing staff undertake the awareness training every two years. Fire Wardens/Sweepers and persons with specific responsibilities are briefed as appropriate annually.</li> <li>• All staff receive regular updates via emails following every evacuation exercise. Information is also displayed in key areas and is available on Google Drive.</li> </ul>

## Appendix 2: Fire Evacuation Procedures

### During normal school hours Guidance

1. **STEP 1:** On hearing the alarm, all persons are to vacate the building immediately via the quickest fire escape route (PEEPs must be followed), in silence, not taking personal belongings and go to the Astro turf to be registered. Lifts should not be used.

2. **STEP 2:** Staff to be responsible for checking their classroom in each area on each floor. HONG\* will check the DP self-study room. The following will act as sweepers for each floor section:

- 1st: C - Brendan
- 1st B & toilets - Maureen, Talia
- 2nd:C - Stacey, Ann
- 2nd:B & Toilets - Ludovic, Jonny
- 3rd:C - Michael, Ed
- 3rdB & toilets - Louise, Dr Nam,
- 4th:C - Manrik, Ian
- 4th:B & Toilets - Daniel ,Red
- 1st Kitchen and Canteen - Kim Oanh, Kien
- 2nd Canteen - Kim Oanh, Kien
- Library - Katherine, Diep, Nhan
- 1st E - Linh, Areum
- Swimming pool and locker - Rob, Hao
- Gymnasium - Physit, Alberto

*The list below requires two (02) staff for each section in case one of them is away for lunch, recess or toilets. If both of them are available at the same time, they then can quickly share the task and move to the assembly point.*

3. **STEP 3:** Paper registers for the roll-call will be brought from the relevant school office.

#### PUPILS & FORM TUTORS:

- Paper registers will be distributed to FTs to take the roll-call by the relevant school office.
- Pupils should line up in register order (Nursery nearest Block B to Year 13 nearest Basketball Court. Note - for external exams. these students will line up separately after Year 13 closest to the Basketball Court).

#### NON-FORM TUTORS & SUBJECT TAs & WHOLESCHOOL TEACHERS

- Roll-call will be taken by Head of School office manager
- These persons should line up next to Year 13.

#### PREP TAs

- Roll-call will be taken by Prep office manager
- These persons should line up next to the Nursery.

#### NON-ACADEMIC STAFF

- Roll-call will be taken by the HR manager.

- These persons should line up nearest the basketball court.

#### VISITORS & CONTRACTORS

- Roll-call will be taken by Security.
- These persons should line up nearest the basketball court.

4. **STEP 4:** RED & GREEN cards - will be brought by both the Prep and Secondary Office teams. These will be distributed to FTs right after giving the paper registers for FTs to display pupil check. Red is displayed until all members of the group are accounted for.

5. **STEP 5:** List of teachers in & out - one (01) for the front gate (outside the registrar office) - REGISTRAR OFFICE will give this & one (01) for the back gate (on the table near the M&E block) - Ms Thuy Nuygen\* will visit there to collect the list after STEP 3

6. **STEP 6:** Only re enter the building once the 'all-clear' is given by the Headmaster (or nominated Senior staff member).

## After School Events – Evenings and Weekends – All School Areas

The person running the event must act as the **FIRE OFFICER** and be the principal contact and control person should an evacuation or emergency arise. This person should be identified prior to all events on the relevant event plan and/or risk assessment

### **This person should**

- Ensure he/she is aware of the Operations team member on duty or on call
- Ensure he/she has access to a mobile or school telephone as necessary for obtaining support.
- Be aware of the fire exits and the location of fire extinguishers in place in the relevant venue/s.
- Undertake the appropriate fire announcement at the beginning of the event to ensure fire exits and assembly points are pointed out to the audience/guests.
- Take control in the event of a fire alarm activation, act as the point of contact with the Fire or Emergency Services (**114**), Operations Team and Senior Leadership Team as necessary. Take responsibility for providing clear incident information and any concerns regarding people unaccounted for or other relevant facts.

1. **STEP 1:** On hearing the alarm, all persons are to vacate the building immediately via the quickest fire escape route (evac plans must be followed), in silence, not taking personal belongings and go to the Astro turf to be registered. Lifts should not be used.

2. **STEP 2:** Staff who are leading events, act as the main Fire Warden/Sweeper and are responsible for checking all areas on that floor/section.

3. **STEP 3:** This/these staff member(s) must account for all students and confirm that with the on-duty senior staff member/senior operations team member that all persons are accounted for.

4. **STEP 4:** Only re-enter the building once the 'all-clear' is given by the Headmaster (or nominated staff member).