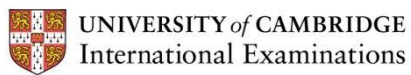




## Fire Safety

(Organizační směrnice k zajištění úkolů požární ochrany)




Cambridge International School





## Fire Safety

(Organizační směrnice zajištění úkolů požární ochrany)

<b>School:</b> Česko Britská Mezinárodní škola a Mateřská škola s.r.o., Sokolovská 76/6, 779 00 Olomouc	
<b>Policy Leader:</b> <b>Mgr. Eva Pluskalová</b>	<b>Date &amp; Signature:</b>  21/8/2020
<b>Checked by:</b> <b>Markéta Pospíšilová Musiolová, BA EY (Open)</b>	<b>Date &amp; Signature:</b>  21/8/2020
Scope: This policy applies to the Whole school community.	
Effective from: September 2020	Effective to: August 2021

### Fire Safety Policy:

Date Due for review : June 2021

#### Distribution list:

1. Proprietors
2. Head of School / Head of Preschool / Deputy Head
4. Teaching staff
5. Parents / Legal guardians

## Fire Safety

Fire Safety Policy is in compliance with the Czech legal requirements (act n. 133/1985 Fire Safety and regulation n. 246/2001 Fire prevention). The following posts were designed in order to organize the procedures for FS at International School Olomouc. The designated fire marshals (FM) (Head of Preschool and Head of School) have overall responsibility for the fire drills and evacuation procedures. These are carried out and recorded for each school section (preschool, JS) at least once a year or as and when a large change occurs, e.g. a large intake of children/students or a new member of staff joins International School Olomouc. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children /pupils and staff participate in the rehearsals.

### Fire safety organization

Fire marshal for Preschool – Head Teacher- Mrs Petra Leonhardtová, (Deputy FM: Eva Matoušková, Head of Preschool Markéta Pospíšilová Musiolová

Fire marshal for Junior School – Head of School – Mrs Eva Pluskalová (Deputy FM: Morning FMD1 Janita Itaniemi, Morning FMD2 Monika Hrušková, Afternoon FMD1 Ladislava Livingstone, Afternoon FMD2 Iva Tenorová)

Fire Prevention Officer (FSO) – (Požární preventista) Luděk Krobot

Fire marshals are trained by external FSO once a year, every member of staff will receive instructions in fire precaution during induction. The training will be recorded. All members of staff will receive refresher training at least every 24 months. Children will be instructed during fire drills.

Copies of Fire Emergency Regulations and Evacuation Plans are posted on hallway corridors and at the office of each building (preschool, JS) thus everybody is aware (even visitors) of what to do in the event of fire. Mandatory signage around the buildings indicating fire exits are clearly displayed.

#### Fire Safety Documentation:

Fire Prevention Policy, Fire Safety Policy (Organizační směrnice k zajištění úkolů požární ochrany, Evakuační řád), Fire Regulations (Požárně poplachové směrnice), Fire Evacuation Plans, Fire Log Books, Protocols and documentations of fire checks and controls.

## Fire checks

FSO carries out fire inspections of the school premises (fire risk assessments) at least once a year.

	Who checks	How often	Location
Escape route / fire exits	JS - FPO PS - FPO	Every six months	<b>PS:</b> 4 emergency exits and evacuation routes. <b>JS:</b> 3 emergency exits and evacuation routes.
Fire extinguishers	Certified external company	Once a year	<b>PS:</b> 3 in Y1 and in Reception class <b>JS:</b> main entrance EE1, utility room, halls outside H1, H6 and H10.
Fire hose / hydrants	Certified external company	Once a year	<b>PS:</b> main corridor near utility room , next near Y1 and EX3. <b>JS:</b> main entrance right hand side.
Lighting Conductor	Certified external company	Every four years	PS, JS

## Registration

The way how to keep records of the number of children, pupils and adults present in both buildings for fire safety purposes is based on the school size. Each adult/teacher working with children is responsible to be aware of the number of the children (eventually visitors) he/she is working with at the time to be able to evacuate all the children and report whether all the children were evacuated or if somebody is missing to the fire marshal at the assembly point. Presence of preschool children will be checked by the fire marshal against the regular attendance sheet that will be taken along to the assembly point. An accurate record of visitors must be kept in the visitor's book. In JS school each teacher is responsible to take the attendance sheet of the class she / he is teaching at the moment of evacuation to the assembly point.

## No smoking policy

International School Olomouc operates a strict no smoking policy – please see this separate policy for details. Smoking is not allowed on any part of the school site and signs are distributed around the buildings and on the gates of the compound to reinforce this.

## Fire drill procedure

**JS Premises:** A ground floor building located at Sokolovská 76/6, 779 00 Olomouc, on a fully fenced compound. The main entrance to the building is located from the inner side leading to

the compound, through the hallways and a children's cloakroom. The hallways allow entrance to all the classrooms, office, staff room, dining hall, utility room and toilets. When evacuating the building there are three emergency exits and different ways all leading to the assembly point. The evacuation route will depend on the location of fire; therefore the procedure below must be followed. The three emergency exits are located: **Emergency Exit 1 =Main Entrance, Emergency Exit 2 = Side Entrance** between classrooms H9 a H10, **Emergency Exit 3 Side Entrance / Supply Entrance** next to the utility room. See the **Evacuation Plan**.

### **On discovering a fire at the JS Building:**

- Try to extinguish the fire on your own or in cooperation with other individuals with the fire extinguishers if the situation is safe.
- Call out „FIRE/HOŘÍ“ in order to inform the fire marshal and the other individuals at the workplace about the fire.
- Immediately evacuate the building under guidance of the fire marshal
- Assemble Point that is far away enough from the JS building
- Close all windows, doors behind you wherever possible
- At the moment the school does not cater for children or adults with mobility difficulties
- **Do not** stop to collect personal belongings on evacuating the building
- **Do not** attempt to go back in and fight the fire
- **Do not** attempt to go back in if any children or adults are not accounted for

### **The children/adults will evacuate the building in this order:**

**Fire Location:** *kitchen, canteen, boiler room, office or WC* – **order of evacuation** – canteen, kitchen, classroom H 1, H2, H5, H3, H4, staff room and office through **Emergency Exit n. 1 a 3** under the instructions of the fire marshal.

**Fire Location:** *classroom H3, H4, staff room* – **order of evacuation** – affected rooms first, then rooms H2 a H1, canteen, staff room and office through **Emergency Exit n. 1 a 3** under the instructions of the fire marshal.

In above scenarios the second part of the building (H6 – H10) evacuates through Emergency Exit n. 2.

**Fire Location:** connecting hallways and common corridors – depending on the exact location of the fire the fire marshal decides upon the **Emergency Exits**.

**Fire Location:** *classroom H6, H7 or lab* – **order of evacuation** - affected rooms first, then rooms H11 a H8, H10 a H9 - through **Emergency Exit n. 2**.

**Fire Location:** *classroom H11 and H 8* – **order of evacuation** - affected rooms first, then rooms H9 a H10- through **Emergency Exit n. 2**. Lab and rooms H7 a H6 - through **Emergency Exit n. č. 1**.

**Fire Location:** *classroom H9 a H10* – **order of evacuation** - affected rooms first through **Emergency Exit n. č. 2**, then rooms H8, H11, H7, H6, lab through **Emergency Exit n. č. 1**.

In above scenarios the second part of the building (H1 – H4) and all other rooms evacuates through Emergency Exit n. 1

In case the fire occurs in the corridor next to the printer or surrounding area and is of such extent that is not safe to pass the evacuation will have to lead through the nearest possible door / exit (it mainly can regard rooms H1, H2, H3..)

Comprehensiveness and correctness of the evacuation plan and procedures is checked by the fire drills that happen at least once a year.

**Preschool Premises:** A ground floor building located at Sokolovská 76/6, 779 00 Olomouc, on a fully fenced compound. The main entrance to the building is located from the inner side leading to the compound, through the hallways and the children's cloakroom. The hallways allow entrance to all the preschool classrooms, staff room, kitchen, utility room and Y1 classroom, staff toilets, junior school toilets, laundry and the office. When evacuating the building there are **four emergency exits** and different ways all leading to the assembly point. The evacuation route will depend on the location of fire; therefore the procedure below must be followed. The **four emergency exits** are located: EE1 the main entrance, EE2 in the Y1 classroom, EE3 in the Reception classroom leading on the terrace, EE4 in the Nursery class

#### **On discovering a fire at Preschool:**

- Try to extinguish the fire on your own or in cooperation with other individuals with the fire extinguishers if the situation is safe
- Call out „FIRE/HOŘÍ“ in order to inform the fire marshal and the other individuals at the workplace about the fire
- Immediately evacuate the building under guidance from fire marshal
- Using the nearest accessible exit lead the children out, the main exit entrance is the main entrance door, another exit point are described above
- Assemble Point is on the grass field near the carpark and is far away enough from the school building
- Close all windows, doors behind you wherever possible
- At the moment the school does not cater for children or adults with mobility difficulties
- **Do not** stop to collect personal belongings on evacuating the building
- **Do not** attempt to go back in and fight the fire
- **Do not** attempt to go back in if any children or adults are not accounted for.

#### **If you are unable to evacuate safely:**

- Stay where you are safe
- Keep the children calm and together

- Wherever possible alert the fire marshal of your location and identity of the children and other adults with you.

**The fire marshal (deputy marshal) is to:**

- Pick up the mobile phone (with emergency contacts), keys, visitor book, attendance sheet....
- At the Assembly Point check the children according to the attendance sheet, visitors according to the visitors book
- Telephone emergency services: dial 150 / 112 and ask for the fire service
- Turn off the main electricity and gas switch where possible and applicable
- Leave the main entrance door open and without obstruction when possible
- In the fire assembly point check the children / pupils and constantly supervise
- Account for all adults - staff and visitors
- Advise the fire services of anyone missing and possible locations and respond to any other questions they may have.

**Remember**

**Do not** stop to collect personal belongings on evacuating the building

**Do not** attempt to go back in and fight the fire

**Do not** attempt to go back in if any children or adults are not accounted for.



**I declare that I have undergone the in-house training for Fire Safety and Fire Prevention and I understood all its procedures and practices:**

<b>First Name</b>	<b>Surname</b>	<b>Date</b>	<b>Signature</b>