

FIRE

UPON HEARING THE ALARM

FIRE WARDEN'S RESPONSIBILITY:

- 1. INITIATE EVACUATION**
- 2. ENSURE YOU AREA IS EVACUATED. CHECK TOILETS AND LOCKER ROOMS ETC.**
- 3. ENSURE ALL SMOKE-STOP DOORS EN ROUTE OF EXIT ARE CLOSED.**
- 4. NOTE LOCATION OF PERSONS REMAINING IN PREMISES, INCLUDING DISABLED PERSONS, FIRE CONTROL PERSONNEL ETC.**
- 5. DO NOT LET ANYONE RETURN TO BUILDING UNTIL YOU HAVE BEEN CLEARED TO DO SO BY THE HEAD WARDEN.**
- 6. REPORT TO HEAD WARDEN AND PASS INFORMATION ON.**
- 7. REPORT TO ASSEMBLY AREA FOR PERSONNEL CONTROL.**
- 8. ONLY IF CONDITIONS PERMIT AND IT IS SAFE TO DO SO, SHOULD ANY ATTEMPT BE MADE TO EXTINGUISH THE FIRE. (PERSONS REMAINING IN BUILDINGS TO ATTEMPT EXTINGUISHMENT OF FIRE SHOULD HAVE THEIR LOCATION REPORTED TO THE HEAD WARDEN)**

HEAD WARDEN'S RESPONSIBILITY:

- 1. ENSURE THE FIRE SERVICE HAS BEEN NOTIFIED PER 111 CALL.**
- 2. AWAIT REPORTS FROM FIRE WARDENS AT FRONT ENTRY OF SCHOOL.**
- 3. REPORT TO FIRE SERVICE ON ARRIVAL.**

FIRE WARDENS RESPONSIBILITY

OUTSIDE EMERGENCY SITUATIONS:

- 1. MAKE SURE YOU KNOW WHAT TO DO IN THE EVENT OF A FIRE. (REFER TO FIRE WARDENS RESPONSIBILITIES ON THE BACK OF EMERGENCY RESPONSE PLAN IN YOUR POLICIES FILE.**
- 2. KNOW WHERE FIRE EXTINGUISHERS AND FIRE EXITS ARE IN YOUR BLOCK.**
- 3. HAVE A DEPUTY IN CASE YOU ARE NOT AT SCHOOL.**
- 4. IDENTIFY ANY STUDENTS WHO MAY NEED HELP TO EVACUATE AND RECORD THEIR NAMES IN THE ASSISTANCE REGISTER WHICH IS KEPT IN THE E.O.'S OFFICE.**
- 5. WHEN A TRIAL EVACUATION IS HELD. SEND A RESPONSIBLE STUDENT TO THE HEAD FIRE WARDEN WHO WILL BE STANDING AT THE MAIN ENTRANCE TO THE SCHOOL. DO NOT LET ANYONE RETURN TO THE BUILDING UNTIL YOU HAVE RECEIVED THE ALL CLEAR FROM THE HEAD FIRE WARDEN.**
- 6. FILL OUT THE TRIAL FIRE EVACUATION FORM LISTING ANY CONCERNS / DIFFICULTIES.**