

St Augustine's Parish Primary School



Staff Fire & Evacuation Training

**#Includes General Evacuation: Annually and no later than 2 days for new staff (including relief staff)
First Response: Every 2 years and no later than 1 month for new staff.**





Fire & Evacuation Training

EXIT

Contents & Instructions

- This Power Point presentation contains information taken from the School Critical Incident Management Recovery Policy and the Queensland Building Fire Regulations 2008.
- This presentation includes training for **General Evacuation** (which is to be given annually and no later than 2 days for new staff (including relief staff) and **First Response** Instruction (which is to be given every 2 years and no later than 1 month for new staff).
- To view the presentation, click on 'View\Slideshow' in the menu bar, or wait until the slides advance automatically.



Notice

- Under the provisions of the Qld Building Fire Safety Regulations 2008, there is a requirement that all staff be made aware of the School Fire & Evacuation Policy and Procedures, and for that training to be recorded for monitoring & reference purposes.
- All Staff members have a responsibility to familiarise themselves with the Fire and Evacuation requirements of the School and to comply with all policy directives.



Staff Fire & Evacuation Training



Action In The Event Of Fire

- In the event of a Fire breaking out in the school, you should immediately **contact the Front Office** (ext 100) and advise the location of the **Fire**. School Secretary rings Fire Brigade/Police on **000**.



- Once advised the Chief Warden (Principal) will determine the action to be taken.



Fire Drill/Lockdown Procedure Signs

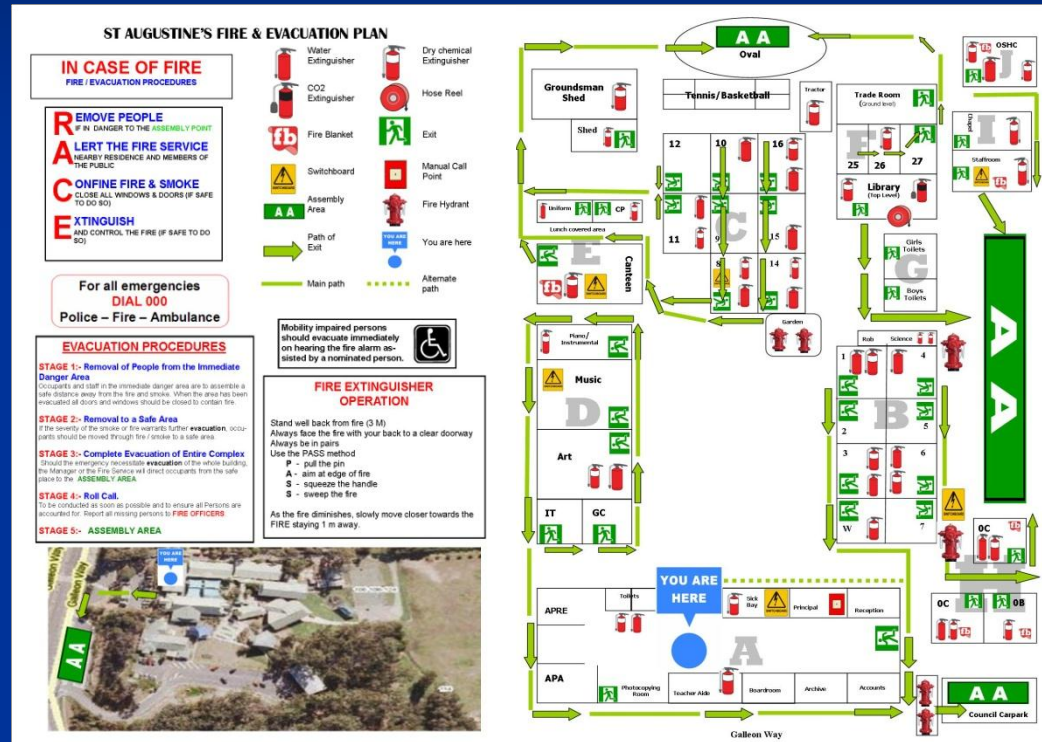
- **Emergency Fire Drill/Bomb Threat & Lockdown' Procedure signs are located adjacent to the main entry doors of all classrooms and buildings.** The signs provide information on Fire/Lockdown Alarm Procedures and requirements.
- You are required to familiarise yourself with the information, in particular the evacuation exit paths and direction of travel from your room\ building to the designated Evacuation Assembly Area.



Fire Extinguisher Location & Exits

- Fire Extinguisher location & Exit signs are located adjacent to the main entry doors of all classrooms and buildings.

You are required to familiarise yourself with the location, type and use of extinguishers in that area, as well as emergency exit points and the direction of evacuation for that building.



Fire Wardens

School
Principal
is the
Chief
Warden

The role of a Fire Warden is to:

- sound the siren,
- oversee procedures,
- instruct Secretary to notify emergency services and avail himself/herself to emergency services.

A Fire Warden is identified by a fluorescent orange coloured vest.



Staff Fire & Evacuation Training



School Evacuation Point

- The School Evacuation Assembly Areas are located on the school **Oval** and **Council Carpark**.



Fire Extinguishers

There is now only 1 type of Fire Extinguisher (Dry Chemical) in use at St A's (excluding the Library).

(All Water extinguishers were removed in 2010/2011 and replaced with Dry Chemical extinguishers. The Dry Chemical extinguisher is suitable for all types of fires.)



1. **Dry Chemical (Class A: B (E))** use on paper, wood, textile, oil, liquid and electrical fires

However, in the Library there is a CO₂ extinguisher which is to be used on: paint, oil, electrical and other liquid fires.



Take note of the colour markings of each type of extinguisher, their contents and their specific uses.




Fire Extinguishers (Cont'd)


- When using a fire extinguisher, aim the nozzle at the **base of the flame** *and* **sweep from side to side**.
- You must maintain a **clear and safe line of retreat** when extinguishing a fire.





Using a Fire Extinguisher

OPERATING YOUR EXTINGUISHER

 **PULL THE PIN**

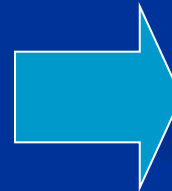
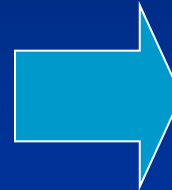
 **AIM AT THE BASE OF THE FIRE**

 **SQUEEZE THE LEVER**

 **SWEEP FROM SIDE TO SIDE**

IN ADDITION

- TEST EXTINGUISHER PRIOR TO APPROACHING FIRE.
- KEEP LOW & APPROACH WITH WIND AT YOUR BACK.
- BACK AWAY, WATCHING FOR REKINDLE.



Fire Blanket

- A fire blanket is ideal to **extinguish cooking fat fires** and can be used to **wrap around people** if their clothes catch on fire.
- Place (not throw) fire blankets over cooking fat fires, keeping hands and face protected behind it.
- Turn off the heat source and leave the blanket over the burnt area for at least 15 minutes or until the heat has dissipated.



Staff Fire & Evacuation Training



Instructions to Children

If an evacuation siren sounds over the school PA system or a manually operated Bell is rung continuously, then staff need to instruct the children in their care to:

1. Stop work immediately;
2. Leave all property as is;
3. Exit the classroom quickly and calmly in pairs.



Immediate Action By Teachers

At the sound of an alarm teaching staff are to:

1. Give **calm** and **clear** instructions to students;
2. Collect a **class list**;
3. Check that the **classroom is clear**;
4. **Close** (do not lock) **the classroom doors and windows** and proceed with their class to the **designated Assembly Area**;
5. Report their class status to the **attendance Fire Warden**.



Note:

In case of a Fire or Evacuation
the ONLY concern for staff
is the safe evacuation of

PEOPLE

NOT in saving school or personal property

Work Safe - Stay Safe!

