

# WBBS Emergency Evacuation Plan

This Safety Plan has been written for Fire Emergencies, but other types of emergencies may arise that will be handled in the same manner.

## A. Fire Emergency Exists Whenever

1. The building fire alarm is sounding.
2. A fire or fire hazard occurs.
3. There is the presence of smoke or the smell of burning.
4. There is spontaneous or abnormal heating of any material, an uncontrolled release of toxic gas, or a flammable liquid spill.

## B. On Discovery of a Fire Emergency

- **Sound the Alarm.**

If the hall does not have an alarm ensure that other occupants know there is a potential emergency.

- **Leave the Building.**

1. Every person should immediately leave the building whenever the fire alarm is activated or a fire emergency exists.
2. Teachers should collect all members of their class together and make their way in an orderly fashion through the nearest fire exit. If any child is not in the classroom at the time of the emergency the teacher must assess whether the risk to all pupils in searching for the missing child is greater than the risk to the missing child.
3. Everyone should familiarise themselves with the nearest stairwells, exits, and alternative exits. If the nearest exit is blocked by fire, heat, or smoke, go to another exit. Close doors as you leave to help contain the fire.
4. Personnel with disabilities requiring assistance during an evacuation should be guided to the nearest exit.
5. Building occupants are not required to fight a fire. Only use a fire extinguisher if the fire is small and you have been trained in the safe use of fire extinguishers. If you choose to use a fire extinguisher, do not place yourself or others in danger, do not delay activation of the fire alarm and do not delay notification of the fire service. Even if you succeed in extinguishing the fire, the fire service must be notified.
6. Individuals should take personal belongings, i.e. purses, laptops, book bags, etc. with them when they leave the building, only if you are able to do so without delaying evacuation..
7. Do not re-enter the building until you are told it is safe to do so by the fire service or police department.

- **Call the fire service from a safe place.**

1. Dial 999.
2. Be prepared to give the emergency operator as much information as possible, including your name, building name, room number, or floor.
3. Meet the fire service outside to direct them to the emergency.

- **Fire Alarms**

1. No person may shut off any fire alarm system during a fire emergency incident.
2. No person may shut off any alarm system during a bomb threat emergency.

The fire alarm will be reset by the proper authorities when the emergency is over.