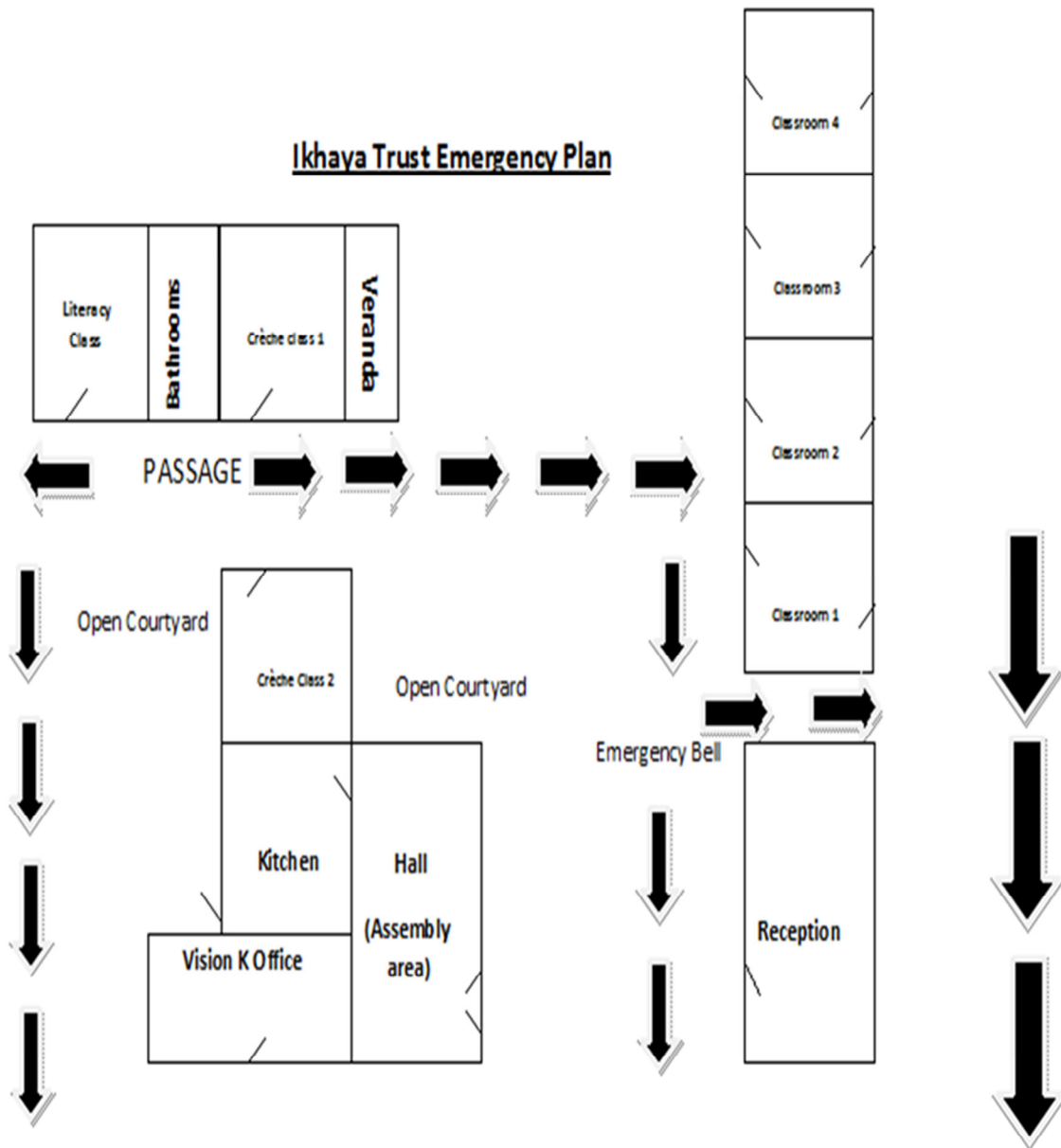


Vision AfriKa FIRE ACTION PLAN DOCUMENT



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Last revised:

Aim of this plan

- To ensure the safety of children, staff & visitors should a fire evacuation take place

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- To ensure that staff & children are aware of their roles & responsibilities on discovering a fire or when the fire bell sounds.

Objectives

- To evacuate the building safely & quickly in the event of an alarm activation.

Actions - discovering a fire

Vision AfriKa has Fire Extinguishers in the Kitchen, in each Crèche, Literacy & After-Care Classroom (7 classrooms) & Administration building. There are also Fire Extinguishing Pipes: one, next to the door leading to the Admin building, one, outside the side door from the kitchen leading to the crèche & literacy classrooms and one on the outside of the building in front between Amazink and the Ikhaya Trust Centre. Lastly there is a Fire Extinguishing pipe at the food garden behind the crèche classrooms. There are clearly marked green & white arrows showing the Fire extinguishers.

Anyone discovering a fire or suspects there might be a fire must raise the appropriate alarm by immediately using the nearest call point. If the alarm sounds at any time, the building must be evacuated immediately.

Fire extinguisher & Fire blankets are provided according to law and to specifications. No one is to tackle any fire unless they have received suitable training. Fire safety equipment is inspected annually by a qualified contractor.

If in doubt, ALWAYS EVACUATE.

Assembly points

The assembly points are outside the building. Assembly will be in the parking area of the building or outside on the front pavement should the parking area be inaccessible.

Evacuees must not linger close to the building nor must they attempt to move vehicles until advised that it is safe to do so. Any movement of vehicles may hinder the attendance of emergency services.

ALL STAFF MUST BE AWARE OF ALL PERSONS OF LIMITED MOBILITY.

Responsibilities

The Operations Manager has responsibility for the whole of the premises, staff, students, visitors and as a consequence their welfare & security.

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All Project Managers – are responsible for ensuring that all attendance registers (staff and beneficiaries) are removed from the building & taken to assembly point. They are also responsible for notifying the Operations Manager of all unaccounted children & staff.

All Facilitators – will be responsible for ensuring registers are checked against children and all children accounted for. Missing children must be reported to the Project Manager. The facilitators are responsible for ensuring that a leading role is taken in ensuring that good order is maintained during the evacuation and any subsequent period of removal until re-occupancy is authorised.

In case of an evacuation, everyone must leave the building via the closest available exit. Personal belongings must be left in the building and no one is to remain in the building or return to collect belongings or search for friends.

Evacuations must be carried out calmly with everyone in each area moving in the same direction.

DO NOT RUN

All staff, students, visitors and contractors must comply with these instructions are expected to follow all directives from the Operations Manager.

All groups using the building must be made aware of the fire & safety policy as well as the location of all exit routes.

Fire exits

All fire exits in the Vision AfriKa are clearly marked. At NO times must these doors or the access areas around them be hindered by any obstacle.

Classrooms

Entrance into classrooms must be kept of all obstructions. Classrooms must be kept tidy at all times.

Flammable materials must be kept away from all heaters and lighting.

Smoking is not permitted at any time inside the Trust Building

Record of Fire Training Required

Name	Job title	Responsibility	Training Req	Priority	Date completed

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