

Exupery International School fire safety regulations

Pinki

Issued in accordance with paragraph 7.2 of Cabinet Regulation No. 1338 "Procedure of safety provision for the pupils of educational establishments and activities organised there" of 24 November 2009

I General Provisions

- 1 These regulations have been elaborated, based on the standards of the Cabinet Regulation No. 82 "Fire safety regulations" of 17.02.2004 and the normative documents in force, as well as the key safety provisions, which must be mandatory observed by all the employees and pupils of the School.
- 2 SIA "Exupery", as well as Exupery International School (a structural unit of SIA "Exupery"), are serviced in fire safety issues and their employees are instructed by SIA "AP-HELP", legal address: 45 Bullu Street, Riga, LV-1067, Reg. No.: 40103167083.

II Fire safety requirements for the safety of the pupils

- 3 All the passageways and driveways leading to each building in the School territory must always be free. It is not allowed to use them for the parking of the means of transport (bicycles, mopeds, motorcycles) belonging to the pupils.
- 4 At the School and in its territory pupils are not allowed to:
 - 4.1 Smoke.
 - 4.2 Carry around and use matches, lighters, explosives, flammable substances, objects and materials.
 - 4.3 Kindle the fire, except in the following special cases: in the presence and under the supervision of a teacher or school employee; under the instruction of the administrative manager (indicating the place and time), during the improvement works of the School territory.
 - 4.4 Burn last year's grass, stubble, papers.
- 5 In the School buildings, it is prohibited to:
 - 5.1 Obstruct the escape routes (passages, staircase, lobbies), aisles and exits with bags and belongings.
 - 5.2 Use gasoline, kerosene and other flammable liquids and liquid fuels for the cleaning of the premises.
 - 5.3 Leave unattended household appliances and electrical devices (electric stoves, kettles, calculators, etc, except for the computing devices that is permitted by the user's manuals).
 - 5.4 Bring in and keep flammable liquids and liquid fuels indoors.
- 6 During the use of electrical equipment, it is prohibited to:
 - 6.1 Use cables with broken isolation.
 - 6.2 Use electrical heating devices without fireproof pads.

- 6.3 Use non-standard electrical devices.
- 6.4 Leave electrical cables with bare ends under voltage.
- 6.5 Use broken sockets.
- 7 In the physics and chemistry labs, pupils may work with reagents, electrical and heating systems only in the presence and under the supervision of a teacher or a lab assistant.
- 8 Light effects, using chemical and other flammable substances, which might cause fire, are not allowed during any performance and other public events held at the School.
- 9 If a pupil notices the outbreak of fire or violation of fire safety regulations that might cause the fire at the School or in its territory, he/she must immediately notify any school employee or adult about it.
- 10 The principal appoints the person responsible for the fire safety in the School.
- 11 All the pupils are obliged to comply the School fire safety regulations.
- 12 Pupils, who have violated the fire safety regulations, or their parents, depending on the nature of the damage and the consequences, can be called liable.

III Fire extinguishing equipment

- 13 Special fire boxes/stands are erected in the School territory for the placement of the fire extinguishing equipment.
- 14 Hand fire-extinguishers must be hanging on the wall on each floor, but those placed around the School territory - on the stands.
- 15 During the coldest part of the year fire-extinguishers that are not meant for operation in temperature under zero degrees, must be removed from the fire stands, and instead information about their location should be left.
- 16 The label on the fire-extinguisher body contains the following information:
 - 16.1 Type of the device,
 - 16.2 Type of the filling,
 - 16.3 The purpose of the device,
 - 16.4 The extinguishing procedure,
 - 16.5 Expiry date.
- 17 All the fire extinguishing equipment must be maintained in working order.
- 18 The fire extinguishing equipment must always be freely accessible.
- 19 Fire-extinguishers must be hanging not higher than 1.5m from the floor and placed near the exits.
- 20 Technical maintenance of the fire safety equipment must be carried out; in the event of damage, repairs must be executed as soon as possible.
- 21 **The use of fire extinguishing equipment:**
 - 21.1 In order to run the chemical foam fire-extinguisher OHR-10, you must raise the handle, pick up the fire-extinguisher with its lid facing downwards, and turn the foam spray at the fire outbreak.
 - 21.2 In order to run the air foam fire-extinguisher OJS-10, you must tear off the safety pin, pull out the ring and strongly push the yellow start button situated on the upper part of the extinguisher.
 - 21.3 It is prohibited to apply chemical and air foam fire-extinguishers in order to put out fire on electrical equipment under voltage.
 - 21.4 In order to run a hand carbonic fire-extinguisher (OU-2, OU-5 or any other alternative), you must turn the fire-extinguisher nozzle at the object on fire first, and only then using the handle open the closing valve.
 - 21.5 When applying fire-extinguishers of various types, you must carefully follow the instructions on the body of the fire-extinguisher.

IV Teachers and technical staff action in the extreme situations

- 22 In the event of fire and any other extreme situation, **the alarm for evacuation** is switched on.
- 23 The Director or a designated person instructs the technical staff, teachers and guards of the School on how to activate the alarm for evacuation of the pupils.
- 24 As soon as the evacuation alarm is activated, the Director or a designated person and the person responsible for evacuation gather on the ground floor next to the central entrance.
- 25 The evacuation of the teachers, technical staff and pupils is executed in accordance with the Evacuation plan.
- 26 The teacher manages the evacuation of pupils in a calm and composed manner, he/she controls that all the pupils leave the classroom and gather in the stadium. Evacuation takes place in accordance with the Evacuation plan. Personal belongings should remain in the classroom.
- 27 With the Director's permission, the pupils and preschool students return to their classrooms, accompanied by their teachers.
- 28 At the beginning of the school year and the 2nd semester, the mentor of each class informs the pupils about the behaviour during the evacuation, paying particular attention to the evacuation alarm, evacuation routes and the gathering place after leaving the premises, and also makes records in the class register regarding the provision of the instructions.
- 29 The names of the persons responsible for evacuation are specified in the Evacuation plan.

V Pupils actions in the case of fire

- 30 In the case if the fire has originated during the lesson, the pupils shall closely observe the instructions of the teacher leading the respective lesson, because he/she organises and is responsible for the evacuation of the pupils in this class in accordance with the school evacuation scheme.
- 31 In the case if the fire has originated during a break and the pupils are inside the school premises, they shall go to the classroom or lab where the next lesson is going to take place. When it is impossible, the pupils shall go to the nearest lab or classroom and follow the instructions of the teacher present there.
- 32 The pupils shall leave the school building in a controlled manner and quickly.
- 33 If the pupils are outside of the school building when the fire starts, ***it is strictly prohibited to*** enter the building.
- 34 People are informed about the breakout of the fire in the School with the continuously sounding alarm or orally.
- 35 In case of fire, **call: 112.**

VI Mandatory safety regulations for explosives

- 36 *It is strictly prohibited to:*
 - 36.1 Move, pick up or throw any found explosives.
 - 36.2 Try to disassemble them.
 - 36.3 Heat up or hit them.
 - 36.4 Bring them home, put in the stove, fireplace or fire, water or well.
 - 36.5 Do not dispose the explosives as scrap metal.
- 37 In the event of found explosives:

- 37.1 Enclose the territory and put up a warning inscription: "DANGEROUS, MINE!", "DO NOT TOUCH, DANGEROUS!"
- 37.2 Call the security service, the police, inform the adults.
- 37.3 Do not touch unfamiliar objects.

VII Fire safety regulations during the New Year celebration

- 38 During the New year celebration, *it is prohibited to:*
 - 38.1 Organize any kind of firework show, burn sparklers, wax or stearin candles indoors.
 - 38.2 Use fire-crackers, matches, lighters, any flammable liquids and substances.
 - 38.3 Completely put out the light in the room.
 - 38.4 Dress the children in costumes made of cotton wool or gauze.
 - 38.5 Decorate the Christmas tree with flammable details.
 - 38.6 Decorate the branches of the Christmas tree with cotton wool.
 - 38.7 Use candles for the decoration of the Christmas tree or the School premises.

VIII Final provisions

- 39 The School fire safety regulations with amendments are issued by the Director.

Director

Veronika Skripáčova