

# **Fire Protection Plan for Kindergartens, Nursery Schools, Schools for Disabled Children, and Elementary and Junior High Schools (medium scale)**

## Fire Protection Plan of Aichi International School (Fire Control Stipulations)

### Purpose

Article 1 In accordance with Article 8-1 of the Fire Services Act, the purpose of this plan is to stipulate the fire prevention requirements of Aichi International School, and to outline the said establishment's protection measures for safeguarding human lives from fires, earthquakes and other disasters.

### Coverage

Article 2 This plan applies to all persons employed at and entering the said establishment's building.

### Preventive Management Organization

Article 3 The establishment's fire protection manager, persons in charge of fire protection, and fire prevention assistant supervisors are as follows:

Fire Protection Manager Mark Hill (Headmaster)			
Persons in Charge of Fire Protection		Fire Prevention Assistant Supervisors	
Location	Position/Name	Location	Name
1 <sup>st</sup> floor	Kindergarten Principal Chris Redpath	Office	Midori Kato
		Room 10	Matthew Fitzgerald
		Room 11	Elizabeta Vaskiviciute
		Room 12	Erika Korai
		Room 13	Chris Redpath
		Room 14	Stephen Morris
2 <sup>nd</sup> floor	Elementary Dep. Principal Motofusa Hamano	Teacher's room	Rina Yokoyama
		Room 20	Grace Rodgers
		Room 21	Joshua Collett
		Room 22	Sylvia Likami
		Room 23	Michael Meek
		Room 24	
		Kitchen	

### Self-inspection of Building etc.

Article 4 Fire prevention assistant supervisors shall carry out self-inspection of designated areas in accordance with the table below.

Area of inspection		Frequency	Area of inspection	Frequency
Building	Corridors, stairs, etc.	Twice a day	Fire-use facilities	End of each day
	Fire protection area	Daily		
Fire apparatus etc.		Daily		

2. Persons in charge of fire protection shall confirm the self-inspection results of fire prevention assistant supervisors, and report to the fire protection manager.
3. The fire protection manager shall record the reported findings in the fire protection management log, as well as report any deficiencies and/or faults to Masao Suzuki (Management Authority), who will endeavor to see necessary improvements and/or repairs are made.

### Duties of Staff

Article 5 In order to prevent fires and enable safe evacuation in the event of a fire, all staff members must adhere to the following:

- (1) Fire management
  - a. Matches and lighters must be kept out of the reach of children.
  - b. Fire-use equipment shall be inspected before and after use to confirm safe working order.
  - c. The kitchen shall be kept tidy, with periodic cleaning of the ventilator etc. to be carried out.
  - d. During any construction, the fire protection manager shall establish a fire prevention and safety plan.
- (2) Arson prevention
  - a. Flammable objects must not be kept around the vicinity of the building
  - b. Flammable objects must not be kept in blind areas of corridors, stairwell rooms, toilets, etc.
  - c. Sheds and vacant rooms, etc. shall be kept locked.
  - d. Conduct patrols of toilets and laundry areas, etc.
- (3) Evacuation management
  - a. Objects (toys, chairs, vending machines, etc.) should not be kept in corridors, stairs or passages.
  - b. Any objects which obstruct the opening or closing of doors to stairs or emergency exits shall be removed immediately.
  - c. Any objects which cannot be removed easily shall be reported to Mark Hill (fire protection manager).

### Regulatory Inspection of Fire Protection Equipment

Article 6 In order to maintain the function of fire protection equipment etc., Kyoei Setsubi Ltd. is commissioned to conduct regulatory inspection as stated below.

2. The fire protection manager shall record the results of regulatory inspections in the fire protection management log, as well as report any deficiencies and/or faults to Mark Hill (Headmaster), who will endeavor to see necessary improvements and/or repairs are made.
3. The results of the regulatory inspection of fire protection equipment etc. must be reported to the jurisdiction fire department once a year.

### Fire Defense Activities

Article 7 A fire defense team shall be organized in order to minimize injury and/or damage in the event of a fire or other disaster.

2. The organization and duties of the fire defense team are as follows.

Fire Defense Chief (Fire Protection Manager)	Communications Leader (Kato) — Members (Shirai) (Suzuki)
	Firefighting Leader (Hamano) — Members (Wade) (Likami)
	Evacuation Leader (Uno) — Members (Sato) (Yokoyama)
Duties	
Communication team	Call 119 to notify the fire station. Make an emergency announcement throughout the school. Contact relevant persons.
Firefighting team	Carry out initial firefighting with fire extinguishers etc.
Evacuation team	Guide evacuees to safety in the event of a fire. Confirm any persons remaining in the building. Evacuate those remaining in the building using evacuation equipment.

\*If deemed necessary, a first-aid team and safety team shall be organized.

### Earthquake Measures

Article 8 In order to prevent injury or damage in the event of an earthquake, the following measures shall be implemented.

#### (1) Daily earthquake measures

- Attachments shall be used to prevent lockers etc. from tipping over.
- Measures shall be taken to prevent falling or scattering of window glass, signs, etc.
- Devices to prevent fires starting from fire-use equipment shall be used.
- Measures shall be taken to prevent the outflow or leaking of hazardous materials.
- Heavy objects stored in high places shall be moved to a low position.
- Supplies for use following an earthquake shall be kept and regularly inspected.

Supply item	Quantity	Location
Drinking water	100 liters	1F office
Emergency-use food (canned goods, dry biscuits, etc.)	50 meals	1F office
First-aid kit (incl. sling, bandages, medicines, plasters, gauze, scissors, etc.)	One per room	1F office/ each classroom
Torches, batteries	2	1F office
Portable radio	1	1F office

\*Drinking water and emergency-use food kept on site for staff and/or students who may have difficulty returning home and need to remain at school.

- (2) In the event of an earthquake early warning:
  - a. The person who confirms the earthquake early warning shall notify all those in the vicinity, as well as take measures to protect one's self.
  - b. Swiftly move to a safe location and protect one's self if there is a danger of falling light fittings etc.
  - c. Strive to provide information to children etc. within the building in order to alleviate panic and protect their safety.
- (3) Safety measures in the event of an earthquake
  - a. The first priority following an earthquake is to protect one's own safety.
  - b. Any staff members in the vicinity of fire-use equipment/appliances should switch off the gas and/or electricity to these items, and confirm status to the relevant fire prevention assistant supervisor.
  - c. In order to prevent a secondary disaster, the persons in charge of fire protection shall inspect buildings, fire-use equipment/appliances, facilities for dangerous goods, etc. and report to the fire protection manager, as well as conduct any emergency measures if abnormalities are found.
  - d. Equipment and appliances can be used after checking it is safe to do so.

(4) Self-defense activities following an earthquake

In the event of an earthquake, the self-defense team shall conduct the following activities.

- a. Information gathering and communication

The communication team shall undertake the following:

  - (i) Gather information from TV and radio, etc.
  - (ii) Pass on necessary information to staff.
- b. Lookout patrol

The firefighting team shall undertake the following:

  - (i) In order to ascertain the precaution or damage status, a patrol of the building interior shall be conducted.
  - (ii) Any fallen or collapsed objects which could obstruct evacuation should be removed.
  - (iii) Report the damage status of the building interior to the fire protection manager.
- c. Evacuation guidance

The evacuation guidance team shall strive to prevent confusion among students, as well as undertake the following:

  - (i) Try to keep students calm, and have them wait until instruction is received from the fire defense chief.
  - (ii) When evacuating students, instruction should be given to protect one's head from falling objects, and to take care not to trip over collapsed materials.
  - (iii) When evacuating students to the evacuation area (Nijigaoka Park), a staff member

should be at the front and back of the group.

(iv) All persons should walk during an evacuation and should refrain from using vehicles.

Measures to be taken after a Tokai Earthquake advisory has been issued and until an official warning is announced

Article 9 Staff members who are aware of an announcement of a Tokai Earthquake advisory should immediately notify the fire protection manager etc.

2. The fire protection manager etc. who receives the notification should confirm the information via TV, radio, etc. Following which, each member of the self-defense teams should give swift instructions of required measures and duties should an official warning be issued.
3. Staff and students should be informed via broadcasting system of the Tokai Earthquake advisory, disruption of transportation services, and other information, and prompted to return home.
4. In the event a Tokai Earthquake advisory or official warning is announced, only necessary fire defense team members should remain at school, while other staff should be advised to return home in accordance with prearranged plans.

Measures to be taken in the event an official warning is announced

Article 10 In accordance with the Large-Scale Earthquake Countermeasure Act, in the event that an official warning regarding the Tokai Earthquake is issued, the following measures shall be taken.

- (1) Educational activities, including classes, shall be halted.
  - (2) Kindergarten students shall, in principle, be handed over to parents. However, the school shall look after students until parents can collect their children.
  - (3) Elementary school students should be sent home in accordance with prior arrangements made with parents.
  - (4) When an official warning is in place, school shall be canceled.
2. The fire defense team shall conduct the following:
- (1) Information collection/ communication  
The communication team shall conduct the following:
    - a. Gather information from TV, radio, etc.
    - b. Communicate information regarding official warnings to staff members.
  - (4) Emergency measures  
The firefighting team shall conduct the following:
    - a. In principle, prohibit the use of fire-use facilities/equipment; however, in the event that such items need to be used, use as sparingly as possible, and take measures to secure safety, such as appoint a supervisor.
    - b. Take measures to prevent window glass from breaking or scattering.
    - c. Take measures to prevent light fittings, lockers, shelves, office equipment, other objects, etc. from falling or tipping over.
    - d. Prepare evacuation materials.

### (3) Safety guidance

The evacuation team shall conduct the following:

- a. Secure a safe evacuation route and open emergency exits etc.
- b. The evacuation team should give guidance to students so that they are able to return home without trouble.

3. In the event that an official warning is issued outside of class time, any persons remaining in the building should follow the emergency procedures stipulated in Article 10 2-(2).

4. In principle, staff who are on holiday or have returned home for the day when an official warning is issued shall remain at home.

### Education

Article 11 In order to increase fire protection knowledge, fire control techniques, and earthquake measures among staff, the fire protection manager etc. shall conduct fire and earthquake training/drills at least twice a year.

Article 12 In order to fulfil appropriate fire protection measures, the fire protection manager shall be in regular contact with the jurisdiction fire department regarding the following:

- (1) Fire protection plan (amendment)
- (2) Requests for fire protection instruction
- (3) Requests for training instruction
- (4) Implementation of fire training drills
- (5) Reporting of inspections of fire protection equipment etc.
- (6) Other necessary fire protection matters

### Supplementary

This plan comes into effect from May 29, 2017.

### Updates:

This plan was updated March 20, 2018.

This plan was updated March 23, 2019.

This plan was updated March 18, 2020.

This plan was updated June 15, 2020.