

**Note: This is Online Appendix 1 of Raphela, T.D. & Ndaba, N., 2024, 'The fire hazard preparedness of special needs schools in the North West Province, South Africa', *Jàmá: Journal of Disaster Risk Studies* 16(1), a1669. <https://doi.org/10.4102/jamba.v16i1.1669>**

## **ONLINE APPENDIX 1**

### **QUESTIONNAIRE TO ASSESS THE PREPAREDNESS FOR SELECTED SPECIAL NEEDS SCHOOLS IN THE NORTHWEST PROVINCE OF SOUTH AFRICA**

#### **SECTION A: Fire Hazard Preparedness**

Please indicate your answer with an [X]

##### **Training for staff and learners**

1. Does your school conduct fire evacuation drills for students and staff?

yes	
no	
not sure	

2. Do you participate in your schools' staff fire evacuation training?

yes	
no	

*If you answered yes above*

3. How confident do you feel in your ability to assist students with special needs during a fire evacuation after receiving the school's fire preparedness training?

very confident	
somewhat confident	
neutral	
not confident at all	

##### **Maintenance and record keeping**

4. Does your school maintain records of all maintenance of doors windows, lockers, or other areas?

yes	
no	

5. Do you know if there are electrical compliance certificates in your School?

yes	
no	

6. How frequently are fire safety equipment inspected and maintained in your school?

monthly	<input type="checkbox"/>
quarterly	<input type="checkbox"/>
biannual	<input type="checkbox"/>
annually	<input type="checkbox"/>
only when needed	<input type="checkbox"/>
not sure	<input type="checkbox"/>

*If you answered yes in 12 above*

7. how is participation in fire evacuation drills recorded in your school?

manually	<input type="checkbox"/>
electronically	<input type="checkbox"/>
central record book	<input type="checkbox"/>
Not formally recorded	<input type="checkbox"/>
Not sure	<input type="checkbox"/>
Other (Specify)	<input type="checkbox"/>

### **Staff knowledge of protocols**

8. Should a fire break in your school, do you know your responsibility as a staff member of a special needs school?

yes	<input type="checkbox"/>
no	<input type="checkbox"/>
not sure	<input type="checkbox"/>

9. should a fire break will you be able to assist learners with special needs that need your assistance during an evacuation?

yes	<input type="checkbox"/>
no	<input type="checkbox"/>
not sure	<input type="checkbox"/>

10. Should a fire break will you be able to describe the step-by-step fire evacuation procedure specific to our school?

yes	<input type="checkbox"/>
no	<input type="checkbox"/>
not sure	<input type="checkbox"/>

11. Do you know how to operate a fire extinguisher in your school?

yes	<input type="checkbox"/>
no	<input type="checkbox"/>
not sure	<input type="checkbox"/>

## Fire compliance

12. Are you aware of the existence of fire safety plans in your schools?

yes	
no	
not sure	

13. Are you aware of the existence or recruitment of fire safety officers or safety committees in your school?

yes	
no	

14. Do you use any form of flammable chemicals in your School?

yes	
no	
not sure	

*If you answered yes above, please answer the following questions.*

15. Does your school store these flammable chemicals in purpose-made storage?

yes	
no	
not sure	

16. Does your school have protocols for handling these flammable chemicals?

yes	
no	
not sure	

17. Are these flammable chemicals in your school registered with the local fire services?

yes	
no	
not sure	

18. Is gas used at any given point in your school premises

yes	
no	
maybe	

**SECTION B: School Fire Safety Management: Disaster Preparedness Strategy Framework**

**1. Please select one answer that resonates the most with you for each of the following Lickert scale questions on the table**

<b>Disaster Preparedness strategy components</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Not sure</b>	<b>Agree</b>	<b>Strongly Agree</b>
19.1. Does your school do Hazard, risk, and vulnerability assessments?					
19.2. Does your school have response mechanisms and strategies for fires?					
19.3. Does your school have a fire Preparedness Plan?					
19.4. Does your school have fire Coordinators?					
19.5. Does your school have an effective Information management system for hazards					
19.6. Does your school have Early warning systems?					
19.7. Does your school mobilise resources?					
19.8. Is your school engaged in public education, training, & rehearsals?					
19.9. Is your school engaged in Community-Based disaster preparedness?					

*Thank you in advance*