



12a & 12b - POLICY AND PROCEDURES FOR RESPONDING TO FIRE

1.Statutory Policies	12a / 12b - Fire Policy and Procedures
ISI	Part 3 Welfare, Health and Safety – Fire Safety
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INTRODUCTION

This policy complies with the Building Safety Act (October 2024) which supersedes Part II of the Regulatory Reform (Fire Safety Order) 2005.

This still requires the school to provide the Inspectors with copies of their:

- Fire Risk Assessment
- Fire Safety Policy
- Firefighting and fire detection service sheets
- Fire Procedures and Arrangements

CONTENTS OF POLICY

All schools are required to have plans in place for dealing with fire (and other emergencies). At The British International School Casablanca we test those plans through holding regular practices, to update them and adjust them as buildings are modified or new ones added. The school is responsible for ensuring that all staff, visitors and students understand the school's fire evacuation procedures.

Clarity is essential. Escape routes are clearly signed, with standard, compliant signage. Escape routes and emergency exits are checked regularly to ensure that they are kept clear. Every room and corridor has a standard Fire Action Notice that states the exit to use in an emergency and the location of the outside assembly area. Equipment is clearly labelled, regularly tested and updated.

Fire practices are held at least once a term.

PART 1: FIRE SAFETY

INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of The British International School Casablanca in ensuring that staff, students and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at The British International School Casablanca are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

The Site manager is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by The Board and the Senior Leadership Team.
- The fire safety policy is promulgated to the entire school community.
- Staff and students are given clear instructions on where they should go in the event of fire.
- Procedures for emergency evacuation are regularly tested and lessons absorbed and acted upon.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

FIRE SAFETY ACTION PLAN

The school undertakes an annual review of the Fire Risk Assessment first conducted in 2019. From this we produce an annual Fire Action Plan which then seeks to eliminate and/or reduce the risks from dangerous substances and other associated fire hazards. The action plan is reviewed on a regular basis by the H&S Committee and the actions completed are then date/signed to show completion. Evidence of this then stored on the school's central database.

EMERGENCY EVACUATION NOTICE

All staff and students are trained on the following:

1. If you discover a fire, raise the alarm and leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run and you should make your way to the assembly point on the long asphalt by way of the driveway around the perimeter of the buildings.
3. If you are teaching a class, do not take anything with you (unless you are in possession of the form's register) and do not allow the students to take anything. Shut doors and windows behind you if it is safe to do.
4. The Headteacher / Site Manager will summon the Emergency Services if the alarm sounds.
5. At the assembly point take the register – the assigned Fire Marshall will hand you the register.
6. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
7. Remain at the assembly point with your students until the all clear is given.

PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND STUDENTS

All our new staff (teaching and non-teaching alike) and all new students are given a briefing on the school's emergency evacuation procedures during their Inset or Induction training. They are shown where the emergency exits and escape routes are located, and staff walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm.

School staff are told that they must log in on arrival at their place of work (e.g. Primary School turnstiles) and sign out at their permanent place of work when they leave the School premises.

School visitors sign in with the security staff at the top gate.

The safe evacuation of everyone - staff and students alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness during INSET training and then periodically thereafter. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

SUMMONING THE FIRE BRIGADE

The Administration Building is open between 08.00 and 17.00 during term-time Monday-Friday, and between 08.00 and 17.00 during half-terms and holidays apart from the Christmas and Easter closedowns. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the security room, located in Block B. The SLT is always given advance warning of fire practices. If the alarm goes off for any other reason, the Site Manager and Estates Staff will investigate first and will summon the Fire and Emergency Service if necessary.

VISTIORS AND CONTRACTORS

All visitors and contractors are required to sign in at the school gate, where they are issued with a visitor's badge or contractor's badge and lanyard, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the location of the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. an announcement will be made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting their students safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the assigned Fire Marshall. It is the responsibility of the Site Manager or designated person to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building.

FIRE PRACTICES

We hold one fire practice every ½ term at The British International School Casablanca. This combined with a programme of inducting new staff and students with emergency escape procedures helps to ensure that the school can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at The British International School Casablanca:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.

- Fires extinguishers (of the appropriate type) are strategically positioned throughout the buildings, automatic smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking an Emergency call point.
- The master panel for the alarm system is located in the security office.
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. A member of the Site Team is responsible for unlocking the buildings in the morning and checks that escape routes are not obstructed.
- Regular professional checks on fire detection and warning equipment.
- Regular servicing of alarms, smoke detectors, emergency lights and fire extinguishers.
- Records of all tests are kept in the Site Manager's files.
- See Annex A – Evacuation Plan

Fire Inspections

Within our school, maintaining the integrity of our fire procedures requires us to do regular on-site inspections, including:

- Clear emergency routes and exits (with doors opening in the direction of escape) which are then inspected weekly to ensure they are free of obstructions.
- Weekly testing of the fire alarm.
- Yearly servicing of the fire extinguishers.
- Yearly servicing of emergency lights.
- Yearly servicing of smoke detectors.

Furthermore, the school has its own trained staff undertake some of the inspections, whilst the yearly servicing of extinguishers / emergency lights / smoke detectors is done by external contractors.

Electrical Safety

- The British International School Casablanca undertakes electrical fixed wire tests for all its buildings. It uses qualified Electrical Engineers to inspect and maintain its electrical installations.
- Records of all tests are kept in the Site Manager's files.
- The Teaching Staff check that all Scientific and other electrical equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards are switched off every evening and during holidays and weekends.

Gas Safety

- All gas appliances (kitchen equipment etc) are regularly maintained and serviced by Registered Engineers. Records of all tests are kept in the Site Manager's files.
- All laboratories are checked at the end of each day by a responsible teaching staff to ensure that the central gas supply is turned off. All kitchen equipment is switched off and made safe at the end of service.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are clearly marked and locked in purpose-made, flame-proof containers after every use

Rubbish and Combustible Materials

- Flammable rubbish is collected at the end of each day.

PART 3: FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the **Building Safety Act 2024**. Specifically, it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train staff in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk, and we are progressively updating them. Generic risk assessments are used for classrooms; but individual may be required for kitchens, laboratories etc.

The British International School Casablanca has a fire risk assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings added.

In the Event of a Fire

In the event of a fire, it is a mandatory requirement of the Health and Safety at Work Act that every member of staff and all students are accounted for, and their safety ensured.

In most cases the first indication of an incident will be the sounding of the automatic fire alarm system. Anyone discovering smoke or fire in a building should break the nearest fire alarm call point.

Fire Evacuation Procedure

School Day procedures: 07:00 - 20.00 (Monday-Saturday during term-time)

Site Staff are responsible for the evacuation in the following locations:

Persons in charge	Responsibility
Site Staff	The Primary School (Building A)
	The Secondary School (Building B)
	The Administration Building
	The Languages Centre

(under guidance of the Site Manager)	Creative Arts facilities (including Drama, Music & The Auditorium)
	Sports Facilities (including Sports Hall, Swimming Pool, Gymnasium)
	Catering Facilities
	The Library

By day, students are dispersed throughout the school site and the only effective method of completing a roll call is to evacuate all of the school buildings to their designated areas:

- Primary School – Playground Area
- Secondary School – Basketball Courts
- All other staff – Administration Car Park

When a fire alarm sounds, all members of staff, visitors and students evacuate the buildings by their nearest safe fire exit report to their designated assembly point. If students are not in their normal area (e.g. Primary students located in the gym for PE) they are to move to the closest assembly areas.

The Moroccan Fire Services should be contacted (phone 15), informing them of the nature of the incident, and an accurate location by the school office staff. If, due to the location of the incident it is not possible to telephone The Moroccan Fire Services, then The Headteacher/Site Manager will contact them using a mobile device.

The Admissions Department are responsible for disseminating information on staff/students details throughout the school, to ensure fire lists are kept up to date. Up to date registers are retained by The Primary & Secondary School Secretaries for students, whilst the Administration Team will maintain records for all staff on site.

If it is safe to do so, the member of The Administration Building/Reception staff and Site Manager should remain outside the building to meet the Fire and Rescue Incident Commander giving as much information as possible about any risks, hazards, students or staff.

At the Assembly Point:

Students assemble in their form groups in a straight line behind their Form Tutor. They stand in silence for the duration of the evacuation procedure. Staff supervise students and visitors as they leave their classrooms; and close all doors while evacuating to the designated assembly point. It is the responsibility of The Site Staff to ensure all the rooms are cleared.

Form Tutors ensure their students are standing in silence whilst the register is taken. Updated paper registers are kept in the Form Tutors planner. Names of any missing students are given to the relevant member of The Site Staff by the security camera room.

The Headteacher, Deputy Headmaster & Head of the Primary School will prepare a list of any missing students for the Moroccan Fire Services.

The Site Manager/Headteacher will meet the Moroccan Fire Services to provide as much information about the incident as possible and pass on lists of any missing students / staff.

The Site Staff are responsible for clearing all school buildings and then reporting back to The Site Manager to confirm all the buildings are clear.

All members of staff should be prepared to do whatever is requested of them by the nominated person, to ensure the situation remains calm and well managed at all times.

After the alarm

The following procedures will take place:

- Staff and students can return to their classes once dismissed by the SLT on duty.
- Classes will be dismissed one at a time and return to their lessons in an orderly manner.
- For each fire alarm or alert, the Site Manager retains a register of all call-outs.
- A record of the assembly time and evaluation of the practice will be conducted afterwards.

SCHOOL HOLIDAY PROCEDURES

These procedures will be in force during all school holidays. The Administration Team will compile a list of school staff who will be working over the school holiday periods; this will include all contractors.

This list will form the basis of the roll call. Any members of staff who comes into school during holiday periods should ensure that they register with either the school office (Administration).

In the event of a fire, all staff will assemble at the designated Assembly Point (Administration Car Park) and will be registered by the most senior member of staff present. The procedure in place for checking the possible source of the fire should be taken prior to phoning the Moroccan Fire Services.

Annex A: School Evacuation Plan – Block A, B & Administration

