



Name of Policy: **FIRE SAFETY and EMERGENCY  
EVACUATION POLICY**

Date Approved: April 2023

Date for Review: April 2024

**Purpose:**

The purpose of this policy is to establish procedures to ensure the safety of all individuals in the event of a fire at the Royal School.

**Scope:**

This policy applies to all personnel (students, teachers and admin/maintenance staff and visitors on the school premises).

**Policy:**

**Responsible Personnel**

**FIRE SAFETY and EVACUATION LEADERS**

(Principal and Operations Manager. Deputies: Primary and Secondary Principals)

- Monitor the process
- Receive reports from assembly point officers
- Initiate follow-up action where necessary
- Announce 'all-clear' when the emergency is over

## **EMERGENCY RESPONSE TEAM**

Amr Tarek, Amr El Naggar and Menna El Welely : Follows up on missing personnel.

### **Assembly Points**

1. The assembly point for students and teachers is close to the south wall in the football area. It is marked with a sign on the wall.
2. There is a second assembly point outside the front entrance of the school. Admin and support staff should use this one if they are unable to access the one in the football area.

### **Warning:**

- The decision to evacuate the building will be made by either the Managing Director, the Principal, the Operations Manager or their delegated authority.
- In an extreme case, any responsible adult may activate the alarm
- The signal to evacuate will be the continuous sounding of the emergency siren and/or the hand-held siren which is kept in the Principal's office.
- Alarm siren switches are located on each floor at the 'L' bend in the corridor.

### **Action:**

#### **TEACHERS IN CHARGE OF CLASSES/PROFESSIONALS IN CHARGE OF CHILDREN**

1. Students to be immediately silent and the silence must be maintained throughout the drill.
2. Students stand behind chairs.
3. Teacher instructs students to line up inside the classroom at the door, in order of desk rows (students do not touch their bags and take nothing with them except electronic devices on

**desks/in pockets)**

4. Teacher collects red and green cards from behind classroom door.
5. Teacher WALKS class, in a line, via the designated exit point, to the assembly point, and hands class to form tutor/class teacher:
  - EYFS and Primary: Teacher in front and TA at the rear.
  - KS 3 and 4: Teacher monitors whole class except where a TA is present to bring up the rear, as with Primary.
6. Form tutor/class teacher checks attendance and:
  - If all students are accounted for, holds up a green card until the fire safety leader indicates that it can be lowered,
  - In the case of a missing student, a red card is held up. A fire safety leader will approach the teacher for details.

**Class attendance records will be brought to the assembly point by PA to the Primary Principal and PA to the Principal BUT Teachers must be aware at all times of which students are in their classes on any particular day.**

7. Fire Safety Leaders to check for missing students/staff. The Principal to monitor students and teachers whilst the Operations Manager to monitor administration and support staff.
8. Fire Safety Leaders to contact the school emergency response team to follow up on missing students.
9. **TEACHERS NOT WITH CLASSES**
  - Go to assembly point
  - Class teachers/form tutors, take over classes
  - Specialists help class teachers/form tutors to keep order (as needed)

## 10. DOCTOR AND ASSISTANT

- Leave building with emergency first aid kit and list of students sent home for medical reasons
- Report to Fire Safety Leader at the assembly point on football court

## 11. BUS MATRONS

- Check toilets and other spaces for children and escort them to classes or assembly point (whichever is safer)
- Then go to assembly point to assist teachers

## 12. ADMINISTRATIVE and SUPPORT STAFF

- Go to the nearest assembly point

13. Operations Manager contacts the French school in the East Wing and the Emergency services

14. Everyone waits until 'ALL CLEAR' signal from Fire Safety Leader to be dismissed back to classes

## Training:

Fire drills are held once per term. There are three levels of fire drill.

### 1. Initial drill.

- Staff and students know the date and time.
- Straightforward

### 2. Unannounced drill.

- Time and date known only to Steering Committee and Fire Safety Leader
- straightforward

3. Unannounced drill with complications:
  - Time and date known only to Steering Committee
  - Scenarios:
    - 'Lost/incapacitated' student
    - 'Lost/incapacitated' staff member
    - 'Fire' blocking exit route

### **EXITS and ALTERNATIVES**

All staff members to:

1. Know where the designated exit is for the room where you are
2. Know the signage
3. Know where the alternative exits are

### **FIRE HOSES and EXTINGUISHERS**

It is not the job of academic staff to fight fires. However, everyone should know how to operate the safety equipment, in the event of exits being blocked and the necessity to clear a way through. Staff to receive training in the use of fire extinguishers at the beginning of each academic year.

### **BUILDING CHECK (for missing personnel):**

**4TH Floor: IT Manager/Asmaa**

1. Check IT room and lab, etc.
2. Report problems to Fire Safety Leader by phone
3. Go to assembly point

**3rd Floor (KS3 & KS4), Mohamed (Hall Monitor) and Sara Labib**

1. Assist with checking rooms, including staff toilet
2. Report problems to Fire Safety Leader by phone
3. Go to assembly point

**2nd Floor (PRIMARY), PA to the Primary Principal and Hall Monitor**

1. Assist with checking rooms, including toilets
2. Report problems to Fire Safety Leader by phone
3. Go to assembly point

**Ground Floor (EYFS & YEAR 1):**

1. Assist with checking rooms, including staff room
2. Report problems to Fire Safety Leader by phone
3. Go to assembly point