

## Fire Safety Policy

### Purpose

The purpose of this policy is to ensure the safety of all students, staff, and visitors at IBSB in the event of a fire. This policy sets out clear guidelines for staff to follow in preparation for the possibility of a fire and in the event of an actual fire. Our priority at all times is the safety of individuals.

### Overview

We have formulated this policy to help us comply with our legal obligations to staff, students and visitors under Romanian law and also the UK Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimised and include the documentation or reduction of risks from dangerous substances. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy.

To assist us in achieving the highest level of fire safety we are inspected regularly by the Romanian Fire Department to carry out regular Fire Risk Audits on the school to ensure that all precautions are taken and all procedures followed both on the main campus and the new Sixth Form campus, located on level three and five of the CODECS Building.

### Fire Wardens

#### Primary Warden

#### Secondary Warden

#### Main Campus Office Admin Building

EYFS Centre Ground Floor  
Medical Room/Reception Ground Floor  
Lunchroom Level 1  
Finance Office Level 1  
Office Admin Level 2

Deborah Ferguson  
Madalina Taraze  
Ana Maria Stere  
Elena Iluita  
Florina Georgescu

Madalina Soare  
Mihaela Puiu  
Iulia Boboc  
Cristina Constantin  
Lea Cohen

#### Main Campus Primary

Primary Ground Floor  
Primary First Floor  
Primary Second Floor

Orla O'Dwyer  
Iulia Karaca  
Alexandra Ivascu

Delia Ciobanu/ Oana Marcu  
Alexandra Filip  
Luiza Stoica Diaconovici

#### Main Campus Secondary

Secondary Basement  
Secondary Ground Floor  
Secondary First Floor  
Secondary Second Floor  
Secondary Third Floor

Efstratia Laiou  
Pete Ennion  
Bohdan Pantella  
Joy Murphy  
Ioana Cojocar  
Paul Georgescu /Ciprian Iacob

Luis Mujica  
Cristina Marascu  
Aidan Ryan  
Mihaela Senzaconi  
Diana Lia  
Alexandru Lacraru

#### Main Campus PE Hall

#### Sixth Form College Campus

Building 1 (Office Admin Building)  
Building 2 (Main Building)  
Building 3 (Examinations Building)

Roxana Anghel  
Jayne Baker  
Johanna Croci

Kendall Peet  
Roxana Anghel/Kendall Peet  
Iona Tanguay/Roxana Anghel

#### Dallas Admin Building

Dallas Admin Building

Dan Boboc

Marius Bogdan

#### Parents Hub

Uniform Shop/Meeting Room

SLT

SLT

**Members of staff responsible with the switching off the electricity and gas in case of emergency are: the Site Manager, Security staff, and Guards. They are all aware of the switching points and will action immediately in case of an emergency.**

At the start of each year, fire wardens will be sent an up to date copy of the Fire Safety Policy and Earthquake Policy to read to confirm their roles and responsibilities. A whole school meeting focusing on Health and Safety, including fire and earthquake procedures, is included in the summer induction programme each year for all staff as a follow up to the online Educare Course completed by all staff over the summer break.

## Fire Safety Officer

The Fire Safety Officer responsible for ensuring that the school meets local fire and safety standards is the Site Manager Iulian Marin.

### The Fire Safety Officer is responsible for:

- Overseeing the annual visit from the local fire safety authority, with documentation completed
- Overseeing the annual service of fire extinguishers
- Ensuring all fire extinguishers are securely in place as required
- Ensuring staff receive adequate annual training in regard to the use of fire extinguishers
- Ensuring that emergency fire safety doors are functioning effectively
- Ensuring that emergency evacuation plans are placed in each room
- Ensuring regular fire emergency evacuation drills are carried out on a half termly basis

## Staff Duty of Care

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

All staff are expected to cooperate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students, and visitors.

## Staff Duty of Care

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

It is the duty of all staff to keep up to date on school procedures, including those that may be introduced as a measure to protect the safety and well-being of staff, students, and visitors.

## Communication

All staff will be kept informed by their line manager or respective Head of School of any relevant changes to fire safety procedures or fire risk assessments.

If staff have any concerns regarding fire safety within the school, they should inform the Head of School directly.

## Procedures

The following procedures are in place to ensure high standards of fire safety.

- Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by the Site Manager and by the Fire Wardens.

- Each room has an emergency evacuation plan. Staff should be familiar with the plan and should inform all students of the procedures in regard to safe evacuation at the start of each course.
- The fire evacuation procedure will be practised each term. A record will be kept by the Assistant to the Head of School of the date and time taken to evacuate the buildings.
- It is noted that there are two distinct situations where different evacuations procedures are required: firstly, when students are in class, and secondly, during break time and after school when students are out of their classes. Evacuation procedures will be practised for both scenarios.
- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. All staff will also be given annual refresher training during the summer induction.
- All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly by the Health and Safety Officers or their 'responsible person'.
- Evacuation procedures are posted prominently in every corridor next to the Fire Alarm Call Point.
- All fire extinguishers are serviced and maintained annually by a suitable contractor. If any staff member notices defective or missing equipment, they must report it to the Health and Safety Officer (Head of Primary/Secondary).
- Alarms are checked every year by a suitable contractor and tested regularly.
- Emergency lighting is checked annually by a suitable contractor and monthly by the Health and Safety Officer or their responsible person.
- All visitors must be logged into the Visitors' Log Book in the Reception Areas on arrival on site and must be accompanied by a member of staff at all times.

*Please see the School Control Register for all records of checks, certificates, and remedial works.*

## Emergency Evacuation Plan

To try to account for occasions where members of staff designated with various functions within this Emergency Evacuation Plan are absent, deputies have been allocated to all functions. However, in the event that both members of staff designated for a specific function are absent, the Head of Primary/Secondary/School/Office Manager will sweep their respective buildings or shall temporarily allocate this function to an alternative suitably trained member of staff.

### If you discover a fire

#### 1. Raise the alarm immediately

- I. If you are a staff member not responsible for a class, or a student, and you discover a fire on campus, proceed directly to the nearest available **Fire Alarm Call Point** to activate the alarm.
- II. If you are a member of staff in a room where the fire is first discovered, and there are students in the room, your primary duty of care is to evacuate the students from the room with the fire in a calm and safe manner. (refer to the procedure in **Point 4** If you hear the fire alarm below)
- III. At the same time, it is important to activate the fire alarm as soon as possible. This can be done by a second member of staff present in the room proceeding directly to the nearest available **Fire Alarm Call Point** to activate the alarm.
- IV. In the absence of second member of staff being present in the room, nominate a responsible student to locate the nearest member of staff asking them to activate the fire alarm.

The **Fire Alarm** can be activated at one of the following **Call Points**.

<b>EYFS Centre/Office Administration</b>	On each level, near each entry door
<b>Primary School</b>	On the ground floor directly inside the main entrance on the left
<b>Secondary School</b>	On the ground floor directly inside the main entrance on the left
<b>School Gymnasium</b>	At each exit point <b>PE Hall</b>
<b>Sixth Form College</b>	Inform a member of the Office Administration Team and a hand bell will be sounded in the courtyard

The alarm can be activated by pressing hard against the button with your thumb. In the absence of a digital **Fire Alarm Call Point**, a hand bell should be used in a manner that all persons in the relevant area are able to hear it and relocate to the initial assembly point for roll call.

The **fire alarm** is a continuous ring. [The earthquake **practice alarm** is a staccato ring].

## 2. Report the location of the fire (if known) to a member of the SLT

If you are the person who first identifies the fire, and the fire is in a room with students, staff, or visitors present that you are responsible for, your primary duty of care is to organise the immediate and safe evacuation of the students, staff, or visitors present. In this situation, you should ask the nearest available member of staff not responsible for the immediate evacuation of students, staff, or visitors present, to contact a member of the Senior Leadership Team to inform them of the location and nature of the fire. In the absence of a second member of staff in the room, you can nominate a student to locate a member of staff to **1. Raise the Alarm** and **2. Report the location of the fire (if known) to a member of the SLT/ Office Manager/Executive Director**

The Office Manager/Executive Director will assess the situation regarding the location and nature of the fire and contact the fire department to inform them of the situation.

## 3. Extinguish the fire

Following the evacuation of students, staff, and visitors from the presence of immediate danger, if the fire is small in size and able to be extinguished using a fire extinguisher, the nearest available staff member able to do so should locate the nearest appropriate fire extinguisher (there is one in each room and in each hallway area), release the pin, and attempt to extinguish the fire in accordance with staff training. All fire extinguishers have been labelled externally to indicate the type of fire they should be used to extinguish.

If the fire is too large to extinguish with a fire extinguisher, do not attempt to extinguish the fire. Exit the building immediately following the steps below in Point 4.

If, at any time, a member of staff feels that the situation places them at any risk at all, they must not proceed to extinguish the fire, leaving this job to the Fire Brigade.

## 4. If you hear the fire alarm

- I. **Fire/Earthquake Wardens** – on hearing or setting off the alarm should
  - a. Encourage everyone to evacuate their area of responsibility as soon as possible
  - b. Check that all rooms are empty, and that all windows and doors are closed
  - c. Be the last person to evacuate their designated level/area
- II. **If you are inside a building** - exit the building you are in immediately in a calm and safe manner using the nearest available fire exit, moving directly to the **initial assembly point**.
  - a. Any teacher in a classroom with students should escort the students to the **initial assembly point** outside in a calm and safe manner.
  - b. Do not stop to pick up any personal possessions.

- c. The last staff member leaving a room should ensure that the doors and windows are shut and that the Fire Safety Sign is taken from the back of the door and placed on the outside of the door to show the room has been cleared.
  - d. Pupils, staff, and visitors in the Office Admin Building on the Main Campus should use the stairs (not the elevator).
  - e. Having exited the buildings, no-one should re-enter the buildings for any reason, unless given permission to do so by the Head of School
  - f. Staff should take every measure to calm students and ensure their safety
- III. **If you are outside a building**, make your way to the **initial assembly point** (refer to point ii below) and if a student, report to your Form Teacher.
- IV. Report to the **initial assembly point** for roll call.

<b>Main Campus</b>	<b>PS (EYFS/KS1/KS2): Sports Court</b>
	<b>SS (KS3/4/5): Along the front fence line in front of the Gym</b>
<b>Dallas Building</b>	<b>Parent Waiting Area</b>
<b>Sixth Form College</b>	<b>Sixth Form College Quad/Courtyard</b>

If you are with a visitor, ensure they accompany you.

Students should line up in front of their class number.

## 5. Roll Call - Check class registers

- I. Students should be lined up in front of their class number along the front fence perimeter
- II. The office staff will bring the class registers to check all students are present
- III. The Form Teachers take the roll and report to the Head of Primary and Secondary (or Head of School in their absence).
- IV. The Heads of Primary and Secondary will take the teacher register
- V. The Head of Office will take the Office Admin Staff, Cleaners, Drivers, and Guards register
- VI. The person in charge of the reception area should bring the Visitors' Log Book and ensure all visitors are present

## 6. Once the registers have been checked, relocate to the appropriate campus or safe zone

- If the fire is on the Main Campus,
  - EYFS/KS/KS2 Should remain on the Sports Court
  - KS3 should Relocate to the Sports Court
  - If the sports court is not safe, staff and should exit onto Iliare Chendi
  - KS4 & 5 should relocate to the Sixth Form Campus
- If the fire is on the Sixth Form Campus, students should relocate to the Main Campus
- If the fire is in the Dallas building, staff should evacuate to the main campus.

Two members of staff per class, at the front and back of each class line when moving between campuses.

Security guards to manage pedestrian crossing traffic to ensure a safe crossing

## 7. In a situation where there is a missing person

In a situation where there is a missing person, the Head of School, and in their absence another member of the Senior Leadership Team, will assess the danger of re-entering a building to search for a missing person.

Where it is deemed safe to re-enter a building, a member of the SLT or nominated MLT member will re-enter the building/s to complete a room check in search of the missing person.

Office staff will try to contact any missing person by phone, and will contact parents and to inform them of the situation.

In times of a pandemic, removing students, staff, and visitors from the immediate danger is the priority. Where social distancing can be maintained, this should happen.

## **Liaising with the Fire Brigade**

The persons designated to liaise with the Fire Brigade on its arrival are the site manager Iulian Marin and in their absence, the Office Manager or Executive Director. The persons designated to liaise with the Fire Brigade on its arrival shall ensure they give the Fire Brigade as much information as possible regarding the evacuation and the roll call and must provide them with the Visitors' Log Book and the names of any person not accounted for during roll call.

## **Injured persons**

Any person who is injured at the time of the fire should receive care in accordance with the Medical First Aid Policy.

For serious injuries, as advised by the school doctor or nurse, medical services should be contacted by the school office.

## **False alarm**

In the event that the fire alarm is a false alarm, the Head of School should establish the cause before allowing anyone to re-enter the buildings to resume lessons.

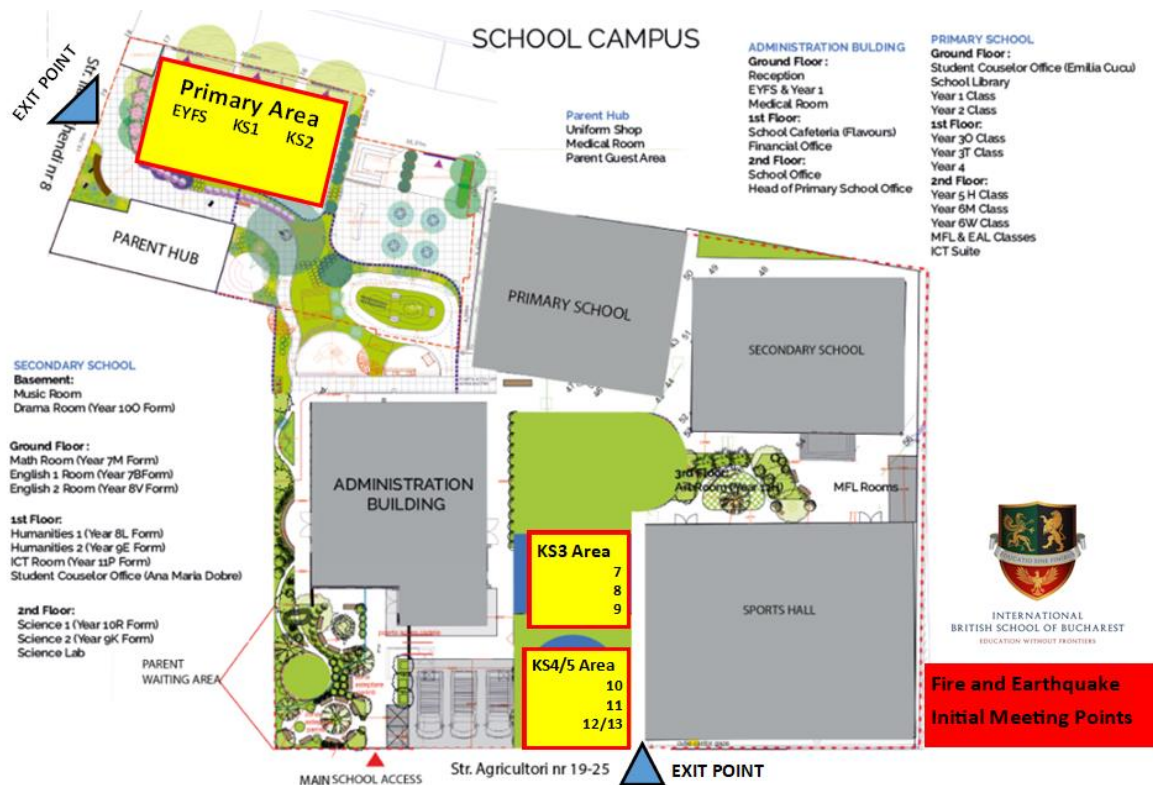
## **Related Policies**

WS Earthquake Risk Policy  
WS Health and Safety Policy  
WS Lockdown Policy  
WS Medic First Aid Policy  
WS Visitor's Policy

Document Control		
Draft Issued	August 2022	
Author	Kendall Peet	
Draft Approval	Kendall Peet	Head Teacher
Signed off by	SLT	
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Review cycle	1 year	

## APPENDIX

### Fire and Earthquake meeting points to take calss registers



## Main Campus Classroom Posters





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EDUCATION WITHOUT FRONTIERS

# FIRE SAFETY ACTION PLAN



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EDUCATION WITHOUT FRONTIERS

## FIRE INSTRUCTIONS

### **If you discover or suspect a fire:**

1. Immediately locate and sound the nearest fire alarm
2. Staff member to locate the correct fire extinguisher and extinguish the fire (if safe to do so– fire is smaller than a waste paper bin)
3. Evacuate the building, closing all windows/doors behind you
4. No person should take any item with them
5. Proceed to the initial assembly area:

## PRIMARY SCHOOL PLAYGROUND

### **On hearing the fire alarm (a continuous ring):**

1. Evacuate the building closing windows/doors behind you
2. No person should take any item with them
3. Proceed to the assembly area, supervised by staff
4. The student/staff/visitor register will be taken
5. Students will then be escorted to the Sixth Form College, accompanied by a member of staff

***Dial 112 for a Fire Emergency***





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EDUCATION WITHOUT FRONTIERS

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2. No person should take any item with them
3. Proceed to the assembly area, supervised by staff
4. The student/staff/visitor register will be taken
5. Do not re-enter the Sixth Form College buildings until instructed to do so by the Head of School

***Dial 112 for a Fire Emergency***

