

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 towards 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

Jasmin Sanders

Adriana Oprea

Ana Maria Stere

Claudia Hulea

Florina Georgescu

Ioana Ciuca

Nicoleta Micu

Iulia Boboc

Elena Iluita

Lea Cohen

Main Campus Primary

Primary Ground Floor

Primary First Floor

Primary Second Floor

Delia Ciobanu

Orla O'Dwyer

Luiza Stoica

Deborah Ferguson

Oana Marcu

Alexandra Ivascu

Main Campus Secondary

Secondary Basement

Secondary Ground Floor

Secondary First Floor

Secondary Second Floor

Secondary Third Floor

Robert Brooks

Mark Thompson

Emma Fletcher

Andreea Descu

Aurora Stroescu

Leah Fisher/Ioanna Dumitrescu

Cristina Marascu

Cristina Latcu

Mihaela Senzaconi

Diana Lia

Main Campus PE Hall

Main Campus Library

Paul Georgescu /Ciprian Iacob

Ruxandra Stoica

Alexandru Lacraru

Alan Cornish/Peter Ennion

Sixth Form College Campus

Building 1 (Office Admin Building)

Building 2 (Main Building)

Building 3 (Examinations Building)

Madalina Taraze

Michelle Gourley

Johanna Croci

Kendall Peet

Jayne Baker

Fredrick Graham

Dallas Admin Building

Dallas Admin Building

Florin Ghita

Marius Bogdan

Members of staff responsible for 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.

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**.

EYFS Centre/Office Administration	On each level, near each entry door
Primary School	On the ground floor directly inside the main entrance on the left
Secondary School	On the ground floor directly inside the main entrance on the left
School Gymnasium	At each exit point PE Hall
Sixth Form College	Office Administration Building and every level of each building

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 (Head of School office) 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 (larger than a dustbin), 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.
 - a. **Main Campus: PS Students & Staff to Football field**
SS Students & Staff to playground near front fence perimeter

- b. **Sixth Form Campus:** courtyard in front of Office Admin Building. Once students have been lined up, students will be relocated to the main campus bus carpark area if empty or playground area. *Refer to Point 6. Below.*

- c. **Dallas Building:** outside playground on Main Campus near front fence perimeter

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

- I. If the fire is on the Main Campus, relocate to the Sixth Form Campus
- II. If the fire is on the Sixth Form Campus, relocate to the Main Campus
Two members of staff per class, at the front and back of each class line
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 relevant 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.

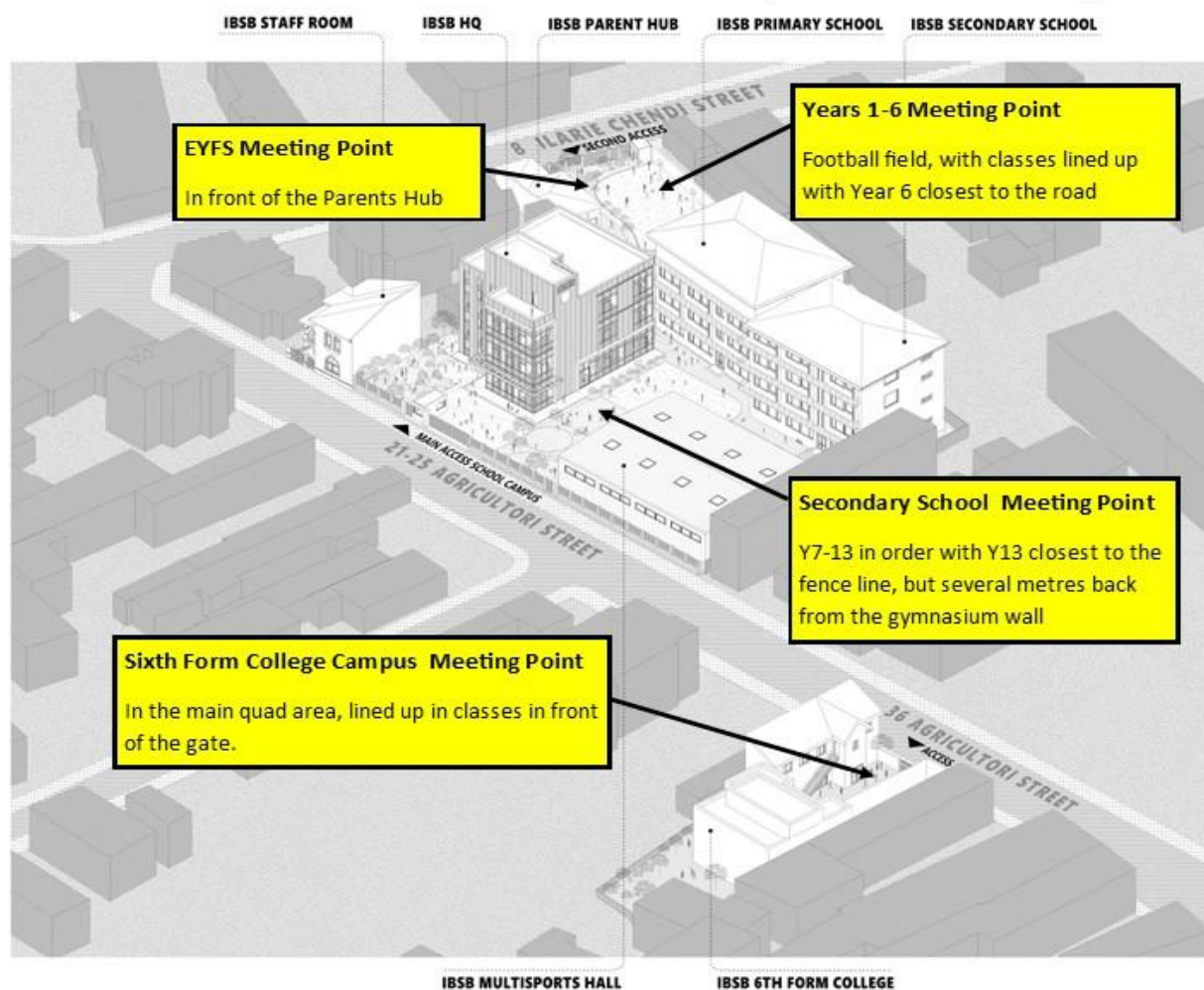
Related Policies

WS Earthquake Risk Policy
WS Lockdown Policy
WS Medic First Aid Policy
WS Health and Safety Policy

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APPENDIX

International British School of Bucharest - Fire and Earthquake Evacuation Meeting Points




Main Campus Classroom Posters


PRIMARY SCHOOL



INTERNATIONAL
BRITISH SCHOOL OF BUCHAREST
EDUCATION WITHOUT FRONTIERS



**FIRE
ACTION**



INTERNATIONAL
BRITISH SCHOOL OF BUCHAREST
EDUCATION WITHOUT FRONTIERS

FIRE INSTRUCTIONS

If you discover or suspect a fire

1. Immediately operate the nearest fire alarm call point.
2. Fight the fire (but only if safe to do so).
3. Evacuate the building closing doors behind you.
4. Proceed to the assembly point at :-

Football Field

On hearing the fire alarm

1. Evacuate the building closing doors behind you.
2. Proceed to the assembly point.
3. Do not re-enter the building until instructed to do so by the incident controller.

Dial 112 for a Fire Emergency

SECONDARY SCHOOL



INTERNATIONAL
BRITISH SCHOOL OF BUCHAREST
EDUCATION WITHOUT FRONTIERS



INTERNATIONAL
BRITISH SCHOOL OF BUCHAREST
EDUCATION WITHOUT FRONTIERS

FIRE INSTRUCTIONS

If you discover or suspect a fire

1. Immediately operate the nearest fire alarm call point.
2. Fight the fire (but only if safe to do so).
3. Evacuate the building closing doors behind you.
4. Proceed to the assembly point at :-

Playground

On hearing the fire alarm

1. Evacuate the building closing doors behind you.
2. Proceed to the assembly point.
3. Do not re-enter the building until instructed to do so by the incident controller.

Dial 112 for a Fire Emergency

Sixth Form Campus Classroom Posters



INTERNATIONAL
BRITISH SCHOOL OF BUCHAREST
EDUCATION WITHOUT FRONTIERS

FIRE SAFETY ACTION PLAN



INTERNATIONAL
BRITISH SCHOOL OF BUCHAREST
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 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. 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

Sixth Form Campus



FIRE INSTRUCTIONS

If you discover or suspect a fire

1. Immediately operate the nearest fire alarm call point.
2. Fight the fire (but only if safe to do so).
3. Evacuate the building closing doors behind you.
4. Proceed to the assembly point at :-

1. 6th Form Courtyard
2. Main Campus Playground

On hearing the fire alarm

1. Evacuate the building closing doors behind you.
2. Proceed to the assembly point.
3. Do not re-enter the building until instructed to do so by the incident controller.

Dial 112 for a Fire Emergency

