



British School
of Bucharest

Fire Policy & Emergency Evacuation Procedure

Introduction

It is the responsibility of the HOS and School Proprietor to ensure that fire evacuation drills are carried out.

The dangers if a fire breaks out depends on many different factors, consequently, it is essential that staff should be familiar with the different spaces in which they may be teaching or the students may need to access for their learning.

The Fire Drill listed below will be practised when the fire alarm sounds.

Aims and Objectives

Fire drills are intended to ensure, by means of training and rehearsal that in the event of fire or emergency:

- The people who may be in danger act in a calm and orderly manner.
- Those people who may have designated responsibilities carry out their tasks to ensure the safety of all concerned.
- The escape routes are used in accordance with a predetermined and practised plan.
- Evacuation of the building is achieved in a speedy and orderly manner.
- To promote an attitude of mind whereby people will react rationally when confronted with a fire or other emergency at school or elsewhere.

In the event of an emergency:

Alarm Operation

- Anyone discovering an outbreak of fire should, without hesitation, sound the alarm by operating the nearest fire alarm call point/panic button. The alarms are easy to activate by lifting the plastic cover and pushing.
- The school campus is divided into four zones:
 1. Ringwood
 2. Crawford, dining hall and AN rooms near pool, Pool House and Taylor
 3. Gatehouse and reception area
 4. Newlands, Art/DT, dome and Wolf
- You are only required to evacuate if the alarm in your zone is sounding.

Calling the Fire Brigade

- All outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Brigade by the quickest means available. The head of Facilities and Security Manager will advise.

Evacuation of buildings

- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to the Assembly Point (the black pitch by the pool). If this area is unsuitable due to the nature of the hazard/event then the front lawn will be used.
- No running is allowed.
- On staircases everyone must descend in single file. Overtaking of classes or individuals is not permitted.
- Lifts must not be used.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, or, in the case of a fire evacuation drill the senior person in charge.

Roll Call

- The nominated staff member has overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.
- As soon as classes have assembled at the assembly point, a roll or count must be made to ascertain that no one remains inside of the building.
- Any visitors or contractors in the premises at that time must be included.
- The count at the assembly point must be checked with the attendance registers for both pupils and staff and visitors book to verify



Independent
Schools Inspectorate
British Schools Overseas Inspection
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British School of Bucharest Nursery / Primary / Secondary
The School is operated by Crawford House Foundation
Registered 3/25.01.2016. Fiscal Code 24879960

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that everyone is out of the building.

- The receptionist must bring the visitors book from reception.
- Each teacher must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.
- No one returns to the building until the nominated person gives notice.

Meeting the Fire Brigade

- The person in charge of the roll call must identify him/herself to the Fire Brigade on their arrival. In doing so vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Brigade.

Typical information the Fire Brigade will want to know:

- If everyone is accounted for?
- If anyone is missing: How many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire?
- Are there any hazardous substances involved in the fire or stored in the building? (ie. Chemicals, Solvents, Liquefied Petroleum Gas or Acetylene Cylinders etc).

Instruction, Training and Recording

As soon as practically possible, all new entrants being pupils, staff or support staff, should be conducted around the primary escape routes of the school. They should also receive instruction on the school fire evacuation routine.

All members of the staff shall receive instruction and training appropriate to their responsibilities in the event of any emergency.

A record of the training and instructions given and fire drills held, shall be entered in the log book and will include the following:

- Date of the instruction or fire drill
- Duration

The most senior member of staff in each separate building is responsible for co-ordinating the actions of the staff in the event of fire.

Effective arrangements shall be made for a deputy or deputies to carry out the above duties in the absence of the Headmaster or Heads of School.

The school carries out evacuation drills at least three times each academic year.

Reviewed by Senior Leadership Team

September 2017

To be reviewed September 2018



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