



British School
of Bucharest

FIRE POLICY AND EMERGENCY EVACUATION PROCEDURE

Reviewed & Approved by

Senior Leadership Team

Last reviewed on

September 2018

Next review due by

September 2019



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INTRODUCTION

It is the responsibility of the HOS and School Proprietor to ensure that fire evacuation drills are carried out. The danger 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.
- An attitude of mind whereby people will react rationally when confronted with a fire or other emergency at school or elsewhere is promoted.

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 five zones:
 - » 1. Crawford.
 - » 2. Newlands.
 - » 3. Ringwood.
 - » 4. Art rooms & DT, Innovation Hub, Dome, Wolf, Pool House, AN rooms near pool, Music rooms, Dining Hall, Taylor, Gatehouse, Reception area, Fashion room, AS room.
 - » 5. Bistro.
- You are only required to evacuate if the alarm in your zone is sounding. However, in the event of a fire, full evacuation of all buildings will be initiated to enable complete registration.

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 and quiet should be maintained.
- 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.



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British School of Bucharest
Early Years Foundation Stage / Primary / Secondary
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The School is operated by Crawford House Foundation
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ROLL CALL – FULL ROLL CALL IS INITIATED WHEN ALARMS ARE SOUNDED FOR ALL ZONES.

- The nominated staff member has overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises. Colour coded clipboards will be distributed by a member of the administrative and leadership team. Once everyone in their charge is accounted for, the nominated staff member holds the register up for collection.
- All teaching staff (non + form tutors) are allocated to a teaching group for emergency evacuation registration. All on-site admin, kitchen, maintenance or other support staff gather in allocated locations at the muster point and are registered with their line manager.
- 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 receptionist on duty must bring the visitors book from Reception.
- The count at the assembly point must be checked with the attendance registers for both pupils and staff and visitors book to verify that everyone is out of the building.
- No one returns to the building until the nominated person gives notice that this is feasible and that all people are accounted for.

MEETING THE FIRE BRIGADE

- The person in charge of the roll call and Security Manager 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
- Observations
- Required Actions and date remedied

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.



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APPENDIX

CCAS

1. When the fire alarm sounds, evacuate the building along the authorised routes (displayed in classrooms), following the green arrows.
2. Students and all staff line up in silence on the black pitch. On arrival at the black pitch line up in the CCA group with CCA Tutor(s) at front of the line, other staff at back of line, assisting by keeping order and silence.
3. The CCA Register is given to CCA tutors by CCA administrators and/or Administration team. Register is taken. CCA Tutor holds up register when completed (if the register is still in the possession of the CCA Tutor they should bring it with them to the muster point and check/ complete.)
4. Register is taken to CCA administrators by CCA tutor, who reports any absences. CCA administrators to check the attendance on the register. No one re-enters the building until "all clear" is sounded.
5. Students are dismissed when the "all clear" is given by the site coordinator.

CCA REGISTERS

Procedure for distributing the registers at the muster point

The location of the completed CCA registers will depend on what time the emergency occurs. Whenever possible the completed CCA register should be used to check the attendance at the muster point.

The CCA registers could be located as follows:

- Crawford Dining room – CCA administrators will collect the registers and distribute to the CCA tutors at the muster point.
- Reception – The receptionist will bring the CCA registers to the Muster point and pass to a CCA administrator and/or senior teacher for distribution.
- Crawford Library – A CCA administrator will collect and distribute at the muster point.
- Secondary CCA tutors – If a Secondary tutor is still in possession of the register then they should bring the register to the Muster point.
- CCA Administrator – If a CCA administrator is in possession of registers they will bring them to the muster point and distribute.

In the event that a completed register is not available an unmarked set of CCA registers should be brought to the Muster point by the Administration team and distributed accordingly.



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