EVEREST SCHOOL

EV-S.1524

Fire Policy and Procedures Policy

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EVEREST
SCHOOL

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Introduction

Fire safety in a school is an essential priority to ensure the protection of students, staff, and visitors. In accordance with British and Moroccan safety standards and regulations, a comprehensive fire policy and fire protection procedures must be implemented to prevent, detect, and respond effectively to potential hazards.

The fire safety policy defines the responsibilities and actions required to minimize fire risks within the school. It aims to establish a safety framework that encompasses fire prevention, risk management, continuous staff training, and maintenance of safety equipment.

The fire protection procedures detail the steps to be followed in the event of a fire, from evacuating the buildings to managing firefighting equipment and communicating with emergency services. These procedures must be regularly tested and updated to ensure a swift and effective response in case of an incident. They are communicated to all staff, students, and visitors to ensure an orderly and safe evacuation during emergencies.

The policy and procedures must be periodically reviewed to reflect changes in infrastructure, new legislation, and lessons learned from evacuation drills. The goal is to ensure maximum safety while maintaining a school environment conducive to learning and student development.

1. Fire Safety Policy

Our priority is to minimize risks to life and reduce injuries while maintaining the integrity of fire safety at Everest International School. This includes preventing fire risks related to staff, students, and visitors, as well as ensuring the safe evacuation of our buildings in the event of a fire. The fire safety policy, procedures, and risk assessments are in place to enable our community to respond calmly and effectively in the event of a fire.

Our fire safety policy clearly defines the objectives and procedures to ensure fire safety. It generally includes :

- **Commitment to fire safety:** A statement affirming the school's commitment to protecting the lives of students, staff, and visitors, as well as the school facilities, against fire risks.
- **Responsibilities:** A detailed description of staff responsibilities (management, site supervisors, teachers, etc.) in managing fire risks, evacuations, and actions to be taken in the event of a fire.
- **Evacuation plans:** Clear evacuation procedures, including assembly points and evacuation routes.
- **Ongoing training:** Regular training for staff and students on fire safety, including the use of fire extinguishers and knowledge of emergency exits.
- **Regular inspections:** Routine fire safety inspections with reports on any deficiencies or areas requiring improvement.
- The health and safety officer, designated as the fire safety officer, ensures that:
- The fire safety policy is regularly reviewed by the board of directors and the management team.
- This policy is communicated to the entire school community.
- Staff and students receive clear instructions on the actions to take in the event of a fire.
- Emergency evacuation procedures are regularly tested and improved.

- Fire risk assessments are periodically updated.
- Fire prevention measures are rigorously implemented.
- Fire procedures and risk assessments are reviewed whenever there are modifications, extensions, or reconstructions of a building, as well as when new buildings are acquired.

2. Fire Safety Action Plan

The Fire Safety Action Plan aims to prevent risks, ensure a swift and coordinated response in case of an incident, and minimize human and material impacts. This document outlines essential measures to establish a safe school environment that complies with current standards, while raising awareness among all stakeholders about the importance of prevention and emergency management. This plan includes:

- **Objectives**: Prevent fires, protect occupants, respond effectively, and limit material damage.
- **Risk Analysis**: Identify fire sources, assess building compliance, and locate high-risk areas.
- **Prevention**: Train staff, conduct regular inspections, and display clear safety instructions.
- **Evacuations**: Develop and display evacuation plans, conduct drills, and provide tailored instructions for individuals with reduced mobility or young children.
- **Firefighting Resources**: Install and maintain fire extinguishers, smoke detectors, and fire alarms.
- **Crisis Management**: Create an emergency response team, establish communication lines with firefighters and parents.
- **Training**: Educate staff and students on best practices and fire management procedures.
- **Documentation**: Maintain a record of inspections, drills, and plan updates.
- **Collaboration**: Work with local authorities for audits and recommendations.
- **Recovery Plan**: Organize post-incident recovery, assess damages, and provide psychological support if needed.

The plan must be communicated, practiced regularly, and adapted to meet evolving needs.

3. Evacuation Procedures

Evacuation procedures must comply with standards and are regularly tested. These procedures include:

- **Fire Alarm**

  The fire alarm is installed at the stairwell in a visible and accessible location. It must be activated at the first indication of an incident to alert occupants to leave the building through the nearest emergency exit.

- **Assembly at the Safety Point**

  The school has two clearly identified emergency exits to facilitate evacuation in case of an incident:

- ✓ **Emergency Exit 2**: Occupants using this exit (see map) must proceed immediately to the assembly point located 50 meters from the school. This point is on a natural open area, free of construction, providing a safe space.
- ✓ **Emergency Exit 1**: Occupants using this exit and are then directed to the assembly point approximately 50 meters from this exit.

Senior Leaders and teachers are responsible for ensuring all students and staff are present at the designated assembly point. They must report any suspected absence or difficulties during the evacuation to facilitate a prompt response if necessary. Strict coordination and effective communication among staff are essential to ensure everyone's safety.

- **Recovery of Missing Persons**

If any student or staff member is unaccounted for, this information must be immediately communicated to the fire authorities to initiate an appropriate search.

- **Visitor Management**

All visitors must be registered upon entering the school and informed of evacuation procedures.

- **Procedures for Calling and Managing Firefighters in Case of Fire**

General Steps to Notify Firefighters in Case of a Fire at School:

a. **Activating the Fire Alarm**
Once a fire is detected, the fire alarm must be activated to alert everyone in the building.

b. **Immediate Call to the Fire Department**
The site manager must immediately contact the fire department by dialing the appropriate emergency number (15 or 112 in Morocco).
Provide clear and precise information:

- ✓ Name and exact address of the school.
- ✓ Nature of the fire (small fire, explosion, significant smoke, etc.).
- ✓ Number of people evacuated or potentially still at risk.

c. **Confirmation of the Call**

Ensure the fire department operator understands the information and confirm the dispatch of emergency services.

d. **Internal Communication**
Immediately inform the headteacher that the fire department has been contacted.
Continue to coordinate the evacuation until the emergency services arrive.

e. **Welcoming Firefighters Upon Arrival**
The Health and Safety officer must wait for the emergency services at the main entrance or a designated access point to:

- ✓ Guide them to the affected area.
- ✓ Provide the evacuation and intervention plan of the facility.

✓ Report any missing persons or additional risks identified (hazardous materials, electrical sources).

f. Assistance During the Intervention

- ✓ Staff must remain available to provide additional information to firefighters if needed.
- ✓ Keep students and staff safe at the assembly point until the intervention concludes.

g. Post-Incident Report

- ✓ After the intervention, the health and safety officer must draft a report detailing the circumstances of the fire, actions taken, and any damage sustained.
- ✓ These procedures should be regularly communicated and practiced by staff through training and evacuation drills to ensure an effective response in an emergency.

- **Procedures During School Holidays**

These procedures will also apply during school holidays. The administrative team will prepare a list of staff present during these periods, including contractors. This list will serve as a basis for conducting roll calls.

All staff members visiting the school during holidays must register with the administrative office.

In case of a fire, all personnel must assemble at the designated gathering point (administrative zone), where a roll call will be conducted by the most senior staff member present. Before contacting Moroccan fire services, a verification of the potential source of the fire must be carried out.

4. Fire prevention measures.

The implementation of fire protection measures in a school is crucial to ensure the safety of students, staff, and visitors. These measures aim to reduce fire risks, limit their spread, and enable a swift and effective response in emergencies. They encompass preventive actions, suitable equipment, and clear protocols to protect people and infrastructure while complying with applicable standards.

These measures include:

a. Installation of Fire Protection and Prevention Equipment

- **Fire Extinguishers:** Essential for controlling initial fires and limiting their spread. The school is equipped with:
  - ✓ **Water mist extinguishers:** Effective against Class A fires (solid materials like wood, paper, and fabrics).
  - ✓ **Carbon dioxide (CO2) extinguishers:** Ideal for electrical fires or sensitive electronic equipment.

  Fire extinguishers are accessible, visible, and located near high-risk areas with clear signage. They are regularly inspected, maintained, and labeled by a specialized company. Staff must be trained in their use through practical exercises (refer to plans).
- **Fire Alarm System:**

- ✓ **Operation:** The alarm is manually triggered at the first sign of fire.
- ✓ **Placement:** The audible alarm is installed at the stairwell and is audible throughout the premises.
- ✓ **Maintenance:** Regularly tested and maintained annually by a certified professional.
- ✓ **Training and Awareness:** Staff are trained in evacuation procedures, with regular drills to ensure preparedness.
- ✓ **Activation Procedure:** Immediate evacuation following the evacuation plan. Special measures must be taken for individuals with reduced mobility.

- **Smoke Detectors:**
  Battery-operated smoke detectors are installed in all classrooms and common areas to ensure early fire detection, allowing for rapid response and safe evacuation.
- **Emergency Exit Signage Equipment:**
  These include:
  - ✓ **Exit signs:** Installed near doors and at key intersections, visible and permanent, to indicate emergency exits even in smoky conditions.
  - ✓ **Emergency lighting:** Ensures visibility along evacuation routes during power outages.
  - ✓ **Evacuation plans:** Displayed in classrooms, offices, and common areas, outlining paths to main evacuation corridors leading to assembly points.
- **Signage Cards:**
  Visible signage cards are placed strategically, indicating emergency exits, extinguishers, and assembly points. Standardized symbols identify safety equipment, located near these items (see plans).

b. Fire Inspections

To maintain the integrity of fire safety procedures, regular onsite inspections include:

- Weekly checks of evacuation routes and emergency exits to ensure they are clear of obstructions. Doors must open in the evacuation direction.
- Weekly testing of the fire alarm system.
- Annual maintenance of fire extinguishers to ensure functionality.
- Annual maintenance of emergency lighting for power outages.
- Annual maintenance of smoke detectors to ensure rapid fire detection.

While trained school staff conduct routine inspections, the annual maintenance of fire extinguishers, emergency lighting, and smoke detectors is carried out by specialized external contractors to ensure compliance with standards and the safety of all occupants.

c. Inspection of High-Risk Areas and Potential Fire Sources

Safety measures include:

- **Identifying High-Risk Areas:**
  - Computer rooms, libraries, and storage areas require vigilance due to the presence of electrical equipment and flammable materials like paper and plastics.

- Corridors and stairwells must remain clear of flammable materials to facilitate evacuation.

- **Checking Equipment and Materials for Fire Risks:**
  - Electrical equipment (outlets, cables, devices) must be regularly inspected to prevent short circuits or overheating.
  - Gas and flammable substances (e.g., cleaning chemicals) must be securely stored.
  - **Waste and Combustible Materials:** Waste is collected and disposed of daily at public dumpsites to prevent accumulation.

5. Training and Awareness

Training and awareness are essential elements in preventing fire risks in our school and ensuring an effective response in emergencies. These initiatives aim to enhance the skills, knowledge, and vigilance of staff and students regarding potential dangers.

- **Objectives of Training and Awareness**

  The training program is designed to:
  - ✓ Prevent fire risks.
  - ✓ Ensure an effective emergency response.
  - ✓ Provide training on the use of safety equipment (extinguishers, showers, etc.).
  - ✓ Strengthen knowledge of procedures, including evacuation plans and assembly points.

- **Staff Training**

  The training topics include:
  - ✓ **Risk Identification:** Recognizing sensitive areas and risky situations (e.g., faulty equipment, electrical overloads).
  - ✓ **Use of Fire Extinguishers:** Learning to select and properly use extinguishers suited to various types of fires.
  - ✓ **Evacuation Management:** Guiding students toward emergency exits and ensuring a calm and swift evacuation.
  - ✓ **Knowledge of Evacuation Plans:** Familiarizing students with exit routes and assembly points.
  - ✓ **Behavior During a Fire:** Teaching students to remain calm, follow adult instructions, and avoid going back for any reason.
  - ✓ **Alarm Signal Identification:** Recognizing auditory and visual alarms and understanding their significance.

- **Workshops and Practical Exercises**
  - ✓ **Evacuation Drills:** Conducting fire drills at least twice a year to test the reactions of students and staff.
  - ✓ **Equipment Demonstrations:** Allowing participants to handle fire extinguishers or observe their use in action.

Reviewed by Rachel Lloyd Headteacher	Date of Review 16/12/2025	Signature 
Reviewed by Governing Body	Mr Afkir Anas	