

Name of Policy:	Fire Drill Policy
Applicable to:	Whole School
Approved on behalf of the ELT	September 2018
Effective date:	September 2020
Date of next review:	September 2021

Fire Drill Policy

NCBIS Mission Statement

To provide a learning environment that supports academic achievement whilst promoting personal growth through the attributes of the IB Learner profile, within a caring international community committed to the traditional values of honesty, courtesy, respect, integrity and fair play.

Purpose and Scope of Policy

FIRE DRILL POLICY AND PROCEDURES.

TABLE OF CONTENT

- **Overview.**
- **How to report a fire.**
- **Fire exit procedures.**
- **Fire drill team.**
- **Tips to remember.**
- **Fire drill plan.**

Overview:

The object of the drill is to prepare building occupants for exiting a building during a fire or related building emergency.

To achieve & implement the above object the school assigned a fire drill marshals to evacuate the staff, students and visitors to gather at the muster point & to implement the fire drill policy & procedures.

How to report a fire:

If you discover a fire in NCBIS do the following:

1. Pull the fire alarm and call the security office.
 - a. Remember to call the security office 117.
 - b. Fire alarm pull stations are normally located near each exit.
2. Do not attempt to fight the fire with portable fire extinguishers or fire hoses unless the fire is small and you have been trained in their proper use. **DO NOT PUT YOUR LIFE IN DANGER WHILE ATTEMPTING TO CONTROL A FIRE.** When in doubt, evacuate.

Fire exit procedures:

1. The fire exit plan shall include everybody in the building. This includes all students, staff, visitors, guests, and attendants. There are no excuses for not participating. Everyone must leave the building during a drill period.
2. Diagram and post two routes to the outside from all rooms as per the plan.
3. Designate a meeting place outdoors which is away from the building and clear of entrances.
4. Locate a method of calling 180 near the designated meeting place that does not involve re-entering the building.
5. Establish a method to account for those known to be in the building at the time the alarm is sounded. In case of actual fire conditions, information regarding persons believed to be in the building should be made available to responding emergency crews. (Do not return inside. Only trained search and rescue personnel should re-enter an evacuated area.).

Fire Drill team:

Fire drill team as following:

1. Head of security.
2. School principal.
3. Head of Secondary.
4. Head of primary.
5. Clinic team.

6. The below evacuation team.

S	Name	Location	Replacement
1	Amr Tawfik	Incident location	
2	Badrawy Saleh	Incident location	
3	El.Shahat Mostafa	Incident location	Baha El.Deen
4	Atia Sabry	Secondary building	Ali Hassanein
5	Ayman Salem	Pump room	Baha El.Deen
6	Saied Abdelhaq	science Building	Adel Saleem
7	Saber Badry	Generator	Baha El.Deen
8	Adel Saleem	Gym & swimming pool	Ali Hassanein
9	Shima Munier	Nursery building	Ali Hassanein
10	Ali Hassanein	Administration building & auditorium	Baha El.Deen
11	Baker Ahmed	Fire hydrants	

Evacuation team instruction:

- Evacuate the building according to the fire drill plan.
- Guarding the building main gate to make sure nobody back to the building.
- Guide the fire brigade to the fire location.
- In case of false alarm wait until the return of users.
- Report the incident.

Tips to Remember

Learn the location of the nearest fire alarm pull station and portable fire extinguisher.
 Learn how to use portable fire extinguishers. Remember the acronym PASS

- P Pull the pin.
- A Aim at the base of the fire.
- S Squeeze the trigger.
- S Sweep the nozzle from side to side.

Sprinkler system:

- Do not store any items within 18" of the bottom of the sprinkler head.
- Do not tie or hang any items from the sprinkler heads or piping.
- Report any sprinkler system leaks to the estate department.
- Sprinkler heads will activate only in the area of the fire.

If the fire is INSIDE your room:

- Leave your room and close the door.

IF the fire is NOT in your room:

With your hands, test the door for heat before opening. IF THE DOOR IS HOT DO THE FOLLOWING:

- Stay in your room or lab.
- Phone for help.
- Stay calm.
- Seal cracks with wet towels.
- Wait for help.

IF THE DOOR IS COOL:

- Take your room key.
- Open the door slowly.
- WALK to the nearest exit and leave the building.
- If the exit is unsafe, return to the room and remain there.
- If the hall is smoky, stay low or crawl out on your hands and knees.

Fire drill plan:

The main muster point is the sports field as per the below exits & locations:

Nursery through Primary 1-6, opposite fence, by their numbers, but to moved away from Primary.

All Dutch together in a line up to Group 7 (between Primary and Secondary)

Years 7-13 in front of swimming pool opposite their signs

Visitors under first tent, then Admin with canteen staff under 2nd tent; all bus monitors under 3rd tent with Transportation; and finally maintenance / cleaners under 4th tent in front of Primary.
Signs needed

If the fire is inside Primary, then all Nursery and Primary school move to the far side of Secondary, while adults move in their groups opposite Dutch line. Even in the hottest weather, the Basketball courts should not be used as the reinforced steel can conduct heat from a fire and this could in theory ignite dome roof, or buckle metal work with potential collapse of dome. Signs needed on four tent areas.

1. There are four potential evacuation scenarios:

- 1) Before School starts, but while students are arriving by bus or private transport
- 2) During normal class time up to 2:45 when buses depart
- 3) ECA time, between 2:45 and 5pm
- 4) Evenings after 5pm or during school holidays

1.1 Before 8:10am Bus students

- Bus students should not be allowed into school through the bus gate as they would be walking towards a potential fire or danger area
- If there is a false alarm, students might have to wait up to 15 minutes in the bus park but security guards will be present at the gate and entrance to the bus park. When security gives the all-clear, the gate can be opened and children go to their normal first activity. If there really is a fire rather than "alarm", then:
 - Head of security calls the fire service and directs them to the bus gate if the fire is in A, B or C block; to the main gate if C block, or the service gate if it's in the gym, boiler rooms, PE block or field side of Primary.
 - Head of security should call guards and bus monitors to walk the students along the main perimeter path to the new gate, so that students enter the school campus via a secure and easy path, direct to the field and normal muster point. Students should walk in pairs according to their bus, and escorted by the respective bus monitor. The oldest student on each bus should be at the back of the line. Ideally older students should hold the hand of a younger child (in pairs). Very youngest to be carried if necessary.
 - If the fire is in the Science building, then students should cross the road outside the bus park and walk along the far side path, to avoid any flying glass etc.

- Security guards must keep the bollards up. The bus park guards and transportation staff must simultaneously walk the students in single file to the new gate
- 1.11 Meanwhile all students, staff and visitors inside the school make their way to the field by the nearest evacuation route (signed)
- Fire marshals (anybody not going directly to fields) should wear distinctive, reflective clothing
- Any staff inside their classrooms, should shut windows, turn off the lights and shut the door, before proceeding to the respective tutor group line on the field. Security guards will start to check buildings, but to be totally safe:
 - male delegate from Primary Year 6 sweeps Primary building from top to bottom, checking roof and all bathrooms before joining lines (currently Andy Williams)
 - Primary Librarian checks all windows, lights and reading areas and closes door on departure
 - In Secondary B block, Male Humanities teacher delegate conducts sweep of building (currently Daniel Evans). Librarian checks Library and adjacent bathrooms, turns off lights and closes windows and doors
 - Both science technicians wear RED Jackets, and take copy of chemicals and laboratory materials to the appropriate gate to await the fire engine and give appropriate safety instructions. A copy of all Science chemicals should also be translated and left in the main Guards' office.
 - In Secondary A block, male Languages delegate completes building sweep, while Lilianne / Nesrine take out megaphone and registers to the field. Lilianne and Primary staff also take out emergency phone and list of Parental emails, in addition to roster lists of staff and students for the day.
 - In Secondary C block, ICT team will close the door and windows, and sweep top floor (Art, Drama and balcony). Drama / music technician will sweep ground floor and check bathrooms, peri teaching rooms and backstage areas; closing doors, but not turning off lights here.
 - Catering staff, close gas, doors, turn off cookers before evacuating
 - Finance and Admin delegate personnel to carry out final safety checks, turn off the lights and close doors. Member of HR Department (currently Shereen) to check evacuation of top

floor and any meeting in the staff room). If Shereen is absent then this should be one of the reception staff.

- Doctor decides whether any patient should be evacuated based on the location of fire and nature of injury / illness. Wheelchair and stretcher to be available, Doctor can call a guard to help lift wheelchair down steps, or two guards to carry stretcher
- All staff and visitors make their way to the field by safest and fastest evacuation route
- Everyone awaits instructions from Mr. Williams, or more likely Mr. Khan.

1.2 Before 8:10 Main Gate

- One guard to stop students or adults proceeding through school to muster points (potentially walking towards the fire)
- Security Guards keep visitors, staff and families outside of school and they return to their vehicles, and if necessary go to the new gate.
- Once the location of the fire is known, guards escort all those in the holding area via the safest evacuation route to the muster points, in case a fire engine needs to enter.
- As per 1.11

1.3 Before 8:10 New Gate

- This gate remains open at all times. Students / adults move directly to muster point and do not enter the rest of the campus. One guard prevents anyone reentering Dutch corridor, staircase or access to Secondary. Other guards direct parking vehicles and students coming from bus park.
- guards remain outside to help late arrivals (and buses)
- guards must remain in walkie talkie contact with security to know if this is an alarm or real fire, and whether to expect more buses. Staff Marshalls and Administrators must have mobile phones charged and available.
- As per 1.11
- 2.1 During Normal school day
- Everybody quickly and quietly to muster points, identified on fence of PE Dome.
- Windows closed, lights off, projectors etc switched off if possible, doors closed
- Do not take hot drinks outside (possible scold accidents)
- leave possessions to avoid trip hazards

- leave by fastest and safest evacuation route, in single file and quietly
- Swimming pool and gym areas must be evacuated (students must always take sandals / flip flops to swim pool area to be warm in cooler months, or protect themselves from the sun.)
- Sit quietly in respective line on the school field and wait for the tutor to check attendance once he / she has all the lists.
- Tutor raises hand when all are present. Recorded by HOKs, depending on age group.
- Quietly await further instructions. Mr. Khan or Mr. Williams will instruct what to do, once they have been relayed information from Security or Chair of Health and Safety Committee
- If it is a false alarm, then lines will be dismissed by tutors; Secondary will return to their classes by new gate to avoid Primary and Nursery classes
- As per 1.11
- In the case of a real fire, Lilianne contacts any trip or field work group out of school, so that they do not come back via bus park while the fire is blazing. They will be directed to a safe location.
- Transport supervisor to contact transport company to keep buses away from bus park if the fire is close.
- If the fire is in primary, and there is adverse weather for being outside (windy, dusty, too hot / cold / sunny) then all nursery and primary students should go to the new covered play areas on the far side of the field, while Secondary years 12 / 13 should go to PE Office and classroom with tutors, year 7 boys and girls to changing rooms with tutors, years 8-11 in Gym area with tutors (but not using PE equipment). Once fire is totally under control, depending on the location and severity, students will return to classrooms or to C Block, (Primary if necessary in Auditorium and music rooms, while Secondary will go to Art rooms and Drama studio (as in lock down). Year 11, 12 and 13 on auditorium balcony, year 9 in Ms Sherlock's art room, year 10 in Ms McMullan's art room, year 7/ 8 in Drama room. Catering Department / security to distribute water / fruit juice and simple sandwich to each child. Basically if C Block is needed in this way, then the fire will probably have caused a total evacuation.
- This will allow access by fire engines via service gate, but guard must stay present on service gate at all times
- Security and maintenance immediately rope off a safe area around fire-affected building

- Emergency phone SMS message to be sent by Mr. Williams to all parents (by no other staff) - "all safe, fire in school. check email." Email to say time, facts and that students sheltered. Buses leaving / cars can pick up from new gate only, or other details. This email will provide email addresses to write to or specific phone numbers to ring. (fire may have caused internet / server to collapse. All details need to be added to web page as quickly as possible and this should not be affected as it's an external host. (Yehia to advise).
- In the case of an evacuation of the school campus, then it is essential that everybody leaving the campus is registered based on time and method of transport. Staff will leave last.
- Driver new gate - guard plus Administrator with whole school list of names, by year group and tutor group. Each person leaving needs permission. Bus gate, Bus students can only leave when Parents have been contacted as to drop off point. Office staff (Nesreen and Noha) in Secondary plus security guards on bus gate; 2 Primary office staff to help in the same way. Security guards + Rob Khan control main gate in terms of who is leaving.
- 1.31 Evacuation in ECA time
- The procedure is the same, but muster points change.
- All activities must stop (including swimming) and students move on to the field area to be checked by Laura Cook or appointed delegate by Laura, when she is offsite. The activities change every day, so simply each ECA takes a normal tutor / class line and wait for the all clear. Each ECA leader has a list of students and moves with them to a line up position. The only students who can be missing are those who may have gone to the toilet or to the medical office. Once the group is together, quiet and sitting, then the teacher can find the missing student(s)
- Indoor activities (library, homework club, drama, board games, music etc must close doors, exit by safest evacuation route and muster on field area.
- In ECA times, the Head of Secondary and or Primary will link with security for the all clear or next emergency arrangements.
- If there has been a fire in the school with damage, then buses will leave from the new Drivers' gate, rather than students returning through a potential danger area to bus park
- 1.32 Evacuation during Challenges Week
- Head of Secondary will be in school but most students and staff are away

- Head of Secondary / Lilianne will take lists of all secondary students in school, and Primary School / Dutch will follow normal procedures.
- School-based Secondary groups will line up in normal year 7-13 lines.
- Head of Secondary to explain the system to groups of REMAINING students on each day of Challenges' Week
- In case of a real fire, Lilianne will contact returning day visits as to where and at what time they should muster.
- 1.33 Evacuation / Fire alarm during Sports events or at a weekend tournament.
- Teams simply congregate in the middle of playing pitches, and stay with coaches. Coaches find any student who has gone to the toilet / cafeteria / medical room
- Guards analyse the situation to see if it is safe to resume sports / swim tournament
- If medical room has been affected, guards help Doctor / Nurse to take first aid boxes, wheelchair and other necessary equipment to the PE or ECA office to use it as a new temporary base.
- 1.34 Evacuation during a Secondary / Primary Parents' Evening or Concert / Production
- ECA instructions continue as per 1.33 if they are being held
- All staff in classrooms evacuate to normal tutor positions (and signs)
- parents, staff involved in Parents' evening and students go to relevant year group sign (according to Parents' evening). In case of Primary / Dutch meetings, then staff, class teachers and parents go to respective age class
- HOKs / Primary office managers take check in / sign in sheets to field, while Guards sweep the buildings as per their instructions.
- 1.4 Afterschool, weekend or holiday evacuation
- Afterschool, all staff remaining must still go to field, unless told that it is a false alarm
- If there is a fire, teaching staff and any visitor should leave the school through the safest exit and be recorded by Guards who will open one of the alternative gates; if the main gate is damaged / dangerous
- All staff /visitors coming in to school after school or at weekends should be recorded to know who is in school, and so be able to account for them (and where they are - teaching rooms, art rooms, performance, gym, swimming pool etc)



- At weekends and holiday time, maintenance and cleaning staff must still evacuate and not assume that it's a false alarm. If it is a false alarm, then a full report must be sent to Engineer George Fawzy for corrective action
- In the case of a real fire, Abubaker should contact Heads of School, who will disseminate relevant information to the teaching staff.