

<b>Name of Policy:</b>	Fire Drill Policy
<b>Applicable to:</b>	Whole School
<b>Effective date:</b>	September 2021
<b>Date of next review:</b>	September 2022

## 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**

To ensure the safety of the NCBIS community through rigorous procedures that are practiced regularly in relation to fire safety.

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### **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 objective 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 includes 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, no matter how briefly the alarm sounds.
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. SLT of Secondary.
4. SLT 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	Attia 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 gets 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 or seek an alternative (safe) exit, such as a fire exit.
- 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 and each class has a sign to show where they line up.

Non class based staff, Visitors, Admin, and canteen staff under 1st tent; all bus monitors under 2nd tent with Transportation; and finally maintenance / cleaners under 3rd 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.

#### **There are four potential evacuation scenarios:**

- 1) During normal class time up to 2:45 when buses depart
- 2) Before 07:50 and while students are arriving
- 3) ECA time, between 2:45 and 5pm
- 4) Evenings after 5pm or during school holidays

#### **1. During normal class time up to 2:45 when buses depart:**

- A. Everybody quickly and quietly to muster points, identified on the fence of the sports court.
- B. Office Managers to register academic and non-academic staff related to each school under canopy area.
- C. Specialists and HoD's to be registered under canopy area by academic deputy heads.
- D. Windows closed, lights off, projectors etc switched off if possible, doors closed
- E. Do not take hot drinks outside (possible scold accidents)
- F. Leave possessions to avoid trip hazards
- G. Leave by fastest and safest evacuation route, in single file and quietly
- H. 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.)
- I. Fire marshals (anybody not going directly to fields) should wear distinctive, reflective clothing
- J. Security guards sweep Primary building from top to bottom, checking roof and all bathrooms before joining lines
- K. Primary Librarian checks all windows, lights and reading areas and closes door on departure
- L. In Secondary A block, security completes building sweep.
- M. In Secondary B block, the librarian checks Library and adjacent bathrooms, turns off lights and closes windows and doors
- N. 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.
- O. In Secondary C block, ICT team will close the door and windows. Security will sweep top floor (Art, Drama and balcony). Music technician will sweep ground floor and check bathrooms, peri teaching rooms and backstage areas; closing doors.
- P. Catering staff, close gas, doors, turn off cookers before evacuating
- Q. Finance and Admin delegate personnel to carry out final safety checks, turn off the lights and close doors. Member of HR Department to check evacuation of top floor and any meeting in the society room.
- R. 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 wheel chair down steps, or two guards to carry stretcher.
- S. All children sit quietly in respective lines on the school field and wait for the tutor / teacher to check attendance once he / she has all the lists.
- T. Tutor / teacher raises hand when all are present. Recorded by HOKs, depending on age group.
- U. Quietly await further instructions. Heads of School and Principal will instruct what to do, once they have been relayed information from the Facilities Director.
- V. 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
- W. In the case of a real fire, the office manager 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.
- X. Transport supervisor to contact transport company to keep buses away from bus park if the fire is close.
- Y. 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.

- Z. This will allow access by fire engines via service gate, but guard must stay present on service gate at all times
- AA. Security and maintenance immediately rope off a safe area around fire-affected building
- BB. Emergency email message to be sent by the Principal 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).
- CC. 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.
- DD. Driver back 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 in Primary and Secondary plus security guards on bus gate; 2 Primary office staff to help in the same way. Security guards + Principal control main gate in terms of who is leaving.

## **2. Before 07:50 and while students are arriving**

### **2.1 Bus gate**

- A. Bus students should not be allowed into school through the bus gate as they would be walking towards a potential fire or danger area
- B. 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:
- C. 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.
- D. 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.
- E. 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

### **2.2 Before 07:50 at Main Gate**

- A. One guard to stop students or adults proceeding through school to muster points (potentially walking towards the fire)

- B. Security Guards keep visitors, staff and families outside of school and they return to their vehicles, and if necessary go to the new gate.
- C. Once the location of the fire is known, guards escort all those in the holding area via the safest evacuation route to the muster pointers, in case a fire engine needs to enter.
- D. As per 1.11

### **2.3 Before 8:10 New Gate**

- A. 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.
- B. guards remain outside to help late arrivals (and buses)
- C. 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.

### **3 Evacuation in ECA time**

- A. The procedure is the same, but muster points change.
- B. All activities must stop (including swimming) and students move on to the field area to be checked by the head of ECAs or Director of Sport on the ECA's absence. 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)
- C. Indoor activities (library, homework club, drama, board games, music etc must close doors, exit by safest evacuation route and muster on field area.
- D. In ECA times, the Head of Secondary and/ or Primary will link with security for the all clear or next emergency arrangements.
- E. If there has been a fire in the school with damage, then buses will leave from the Drivers' gate', rather than students returning through a potential danger area to bus park

#### **3.1 Evacuation during Challenges Week**

- A. Head of Secondary will be in school but most students and staff are away
- B. Head of School and Office managers will take lists of all students in school, and Primary School / Dutch / Secondary will follow normal procedures as in number 1 above.
- C. School-based groups will line up in normal year lines.
- D. Head of School to explain the system to groups of REMAINING students on each day of Challenges' Week
- E. In case of a real fire, Primary and Secondary office will contact any returning day visits as to where and at what time they should muster.

#### **3.2 Evacuation / Fire alarm during Sports events or at a weekend tournament.**

- A. 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
- B. Guards analyse the situation to see if it is safe to resume sports / swim tournament
- C. If medical room has been affected, guards help Doctor / Nurse to take first aid boxes, wheelchair and other necessary equipment to the PE office to use it as a new temporary base.

#### **3.3 Evacuation during a Secondary / Primary Parents' Evening or Concert / Production**

- A. ECA instructions continue as per number 1 if they are being held.

- B. All staff in classrooms evacuate to normal teacher / tutor positions (and signs)
- C. 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
- D. HOKs / Primary office managers take check in / sign in sheets to field, while Guards sweep the buildings as per their instructions.

### **3.4 Afterschool, weekend or holiday evacuation**

- A. Afterschool, all staff remaining must still go to field, unless told that it is a false alarm
- B. 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
- C. 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)
- D. 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 the Facilities Director for corrective action
- E. In the case of a real fire, the Head of Facilities should contact Heads of School, who will disseminate relevant information to the teaching staff.

### **Ensuring everyone is accounted for:**

- Students will be counted and checked with the register for that day when they are lined up. Registers are handed out to staff by the Primary/secondary office managers
- Class teachers and their TAs in Primary and Dutch classes and Class Tutors in Secondary classes will be checked and accounted for by the Pastoral Deputy of each school.
- Head of subject departments will register their team and signal to the Principal. These staff should stand at the coloured shaded area
- Academic Deputy Head of Primary will signal to the Head of Primary the presence of EYFS students, Teachers and TAs. These students and staff should stand at the coloured shaded area.
- The Primary fire marshal's (Primary mentors, librarians, resource persons etc) will report to and be checked off by the HOP.
- All office staff will be checked by their line managers.
- All blue collar workers as well as bus monitors will be checked off a register by their line managers

**APPENDIX 1 - Secondary Procedure Posters for all 3 buildings:**

**Secondary Fire & Earthquake Procedures (Block A)**

Fire	Earthquake
<ol style="list-style-type: none"> <li>1. The fire warning bell will ring continuously.</li> <li>2. Class teachers will stop the prevailing activity and instruct the students to move in a quiet and orderly fashion from the classroom via the prescribed route outlined below. Students should leave their belongings in the classroom.</li> <li>3. Before leaving the classroom, if time and circumstances permit, all windows are to be closed, lights switched off and the classroom door closed after the last person leaves.</li> <li>4. The following staff will 'sweep' to ensure no children remain in the building: Head of Maths, English and MFL for the ground, first and second floors respectively. Each HOD to name a deputy in case of absence.</li> <li>5. Once Secondary students arrive at the field they should line up in silence in Class/year groups in their designated area on the field.</li> <li>6. Secondary Secretaries will collect the registers from the office and distribute them to HoKS who will distribute them to tutors on the field.</li> <li>7. Class teachers will take the register and inform the relevant HOKs of any missing students.</li> <li>8. Senior Teacher or Deputy Head to report all students present to the Principal.</li> <li>9. Students and staff will remain on the football field area, sitting in silence, until the all clear is given by the Principal.</li> </ol>	<ol style="list-style-type: none"> <li>1. In the event of earthquake, all children should remain in their classroom during the quake.</li> <li>2. If it is a short, small tremor, no action need be taken.</li> <li>3. If the quake is accompanied by noise and building movement, children and staff should take up positions under desks or in doorways.</li> <li>4. If under desks, children should be in the kneeling position holding hands over their head.</li> <li>5. Classes outside move away from building towards the sports field.</li> <li>6. Children on the stairs move to the nearest classroom/doorway.</li> <li>7. Children in toilets to stand under the door frame and wait for collection.</li> <li>8. Following the cessation of all movement the fire warning bell will be rung and children / staff should leave the building in an orderly manner as given in the fire procedure.</li> <li>9. Class teachers are to take the register using the same procedure shown for Fire evacuation.</li> </ol> <p>NB: To test this procedure an intermittent alarm bell will ring to signify an earthquake. Evacuation should commence once the bell has stopped ringing.</p>

EXIT ROUTES – REMEMBER TO WALK QUICKLY AND QUIETLY AND FOLLOW INSTRUCTIONS FROM TEACHERS AND SECURITY.

### **Designated escape route**

Evacuation procedures for Secondary School: in all cases, people should only leave through these recommended exits if it is safe to do so.

#### **Ground floor:**

A01, A04, A05, Heads of Key Stage and Secondary Office: Main Secondary exit

A02, A03 Fire exit at end of corridor

#### **First Floor**

A12, A15, A16 (Common Room), A17 Main stairwell and main entrance exit.

A13, A14 opposing stairwell and fire exit at end of corridor on first floor.

#### **Second floor**

A21, A26, A27, A28, A29 Main stairwell and main entrance exit.

A22, A23, A24, A25 Opposing stairwell and fire exit at end of corridor of ground floor.

Provided the way appears safe, students leaving from Block A should make their way to the field from the 'Foundation Centre' side of the Primary School.

### Secondary Fire & Earthquake Procedures (Block B)

Fire	Earthquake
<ol style="list-style-type: none"> <li>1. The fire warning bell will ring continuously.</li> <li>2. Class teachers will stop the prevailing activity and instruct the students to move in a quiet and orderly fashion from the classroom via the prescribed route outlined below. Students should leave their belongings in the classroom.</li> <li>3. Before leaving the classroom, if time and circumstances permit, all windows are to be closed, lights switched off and the classroom door closed after the last person leaves.</li> <li>4. The following staff will 'sweep' to ensure no children remain in the building: Head of Science, Computing and Humanities for the ground, first and second floors respectively. Each HOD to name a deputy in case of absence.</li> <li>5. Once Secondary students arrive at the field they should line up in silence in Class/year groups in their designated area on the field.</li> <li>6. Secondary Secretaries will collect the registers from the office and distribute them to HoKS who will distribute them to tutors on the field.</li> <li>7. Class teachers will take the register and inform the relevant HOKs of any missing students.</li> <li>8. Senior Teacher or Deputy Head to report all students present to the Principal.</li> <li>9. Students and staff will remain on the football field area, sitting in silence, until the all clear is given by the Principal.</li> </ol>	<ol style="list-style-type: none"> <li>1. In the event of earthquake, all children should remain in their classroom during the quake.</li> <li>2. If it is a short, small tremor, no action need be taken.</li> <li>3. If the quake is accompanied by noise and building movement, children and staff should take up positions under desks or in doorways.</li> <li>4. If under desks, children should be in the kneeling position holding hands over their head.</li> <li>5. Classes outside move away from building towards the sports field.</li> <li>6. Children on the stairs move to the nearest classroom/doorway.</li> <li>7. Children in toilets to stand under the door frame and wait for collection.</li> <li>8. Following the cessation of all movement the fire warning bell will be rung and children / staff should leave the building in an orderly manner as given in the fire procedure.</li> <li>9. Class teachers are to take the register using the same procedure shown for Fire evacuation.</li> </ol> <p>NB: To test this procedure an intermittent alarm bell will ring to signify an earthquake. Evacuation should commence once the bell has stopped ringing.</p>

**Designated escape route**

Evacuation procedures for Secondary School: in all cases, people should only leave through these recommended exits if it is safe to do so.

**Ground floor:**

B01, B02, B06 Prep Room to go from exit near lockers

B03, B04, B05 to go from exit at end of corridor (opposite Primary building)

**First Floor**

B12, B15, B16, B17 and IT and CAS offices Main stairwell and main entrance exit.

**Second floor**

B23, B24, B25, B26, B27 Main stairwell and main entrance exit

Provided the way appears safe, students leaving from Block B should make their way to the field from the 'Dutch school' side of the Primary School.

### Secondary Fire & Earthquake Procedures (Block C)

Fire	Earthquake
<ol style="list-style-type: none"> <li>1. The fire warning bell will ring continuously.</li> <li>2. Class teachers will stop the prevailing activity and instruct the students to move in a quiet and orderly fashion from the classroom via the prescribed route outlined below. Students should leave their belongings in the classroom.</li> <li>3. Before leaving the classroom, if time and circumstances permit, all windows are to be closed, lights switched off and the classroom door closed after the last person leaves.</li> <li>4. The following staff will 'sweep' to ensure no children remain in the building: Head of Music, Drama and Art for the ground and first floors respectively. Each HOD to name a deputy in case of absence.</li> <li>5. Once Secondary students arrive at the field they should line up in silence in Class/year groups in their designated area on the field.</li> <li>6. Secondary Secretaries will collect the registers from the office and distribute them to HoKS who will distribute them to tutors on the field.</li> <li>7. Class teachers will take the register and inform the relevant HOKs of any missing students.</li> <li>8. Senior Teacher or Deputy Head to report all students present to the Principal.</li> <li>9. Students and staff will remain on the football field area, sitting in silence, until the all clear is given by the Principal.</li> </ol>	<ol style="list-style-type: none"> <li>1. In the event of earthquake, all children should remain in their classroom during the quake.</li> <li>2. If it is a short, small tremor, no action need be taken.</li> <li>3. If the quake is accompanied by noise and building movement, children and staff should take up positions under desks or in doorways.</li> <li>4. If under desks, children should be in the kneeling position holding hands over their head.</li> <li>5. Classes outside move away from building towards the sports field.</li> <li>6. Children on the stairs move to the nearest classroom/doorway.</li> <li>7. Children in toilets to stand under the door frame and wait for collection.</li> <li>8. Following the cessation of all movement the fire warning bell will be rung and children / staff should leave the building in an orderly manner as given in the fire procedure.</li> <li>9. Class teachers are to take the register using the same procedure shown for Fire evacuation.</li> </ol> <p>NB: To test this procedure an intermittent alarm bell will ring to signify an earthquake. Evacuation should commence once the bell has stopped ringing.</p>

**Designated escape route**

Evacuation procedures for Secondary School: in all cases, people should only leave through these recommended exits if it is safe to do so.

**Ground floor:**

Auditorium , C02 to exit through the Auditorium main Entrance to the Foyer

C01 to exit through the music hall exit

**First Floor**

Drama and Art rooms to exit through the main stairwell.

Provided the way appears safe, students leaving from Block C should make their way to the field round the back of primary.