



FIRE ALARM POLICY

Reference: HE008

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This document is subject to change throughout the academic year

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In case of fire or the urgent need to leave the building, students must be evacuated to the assembly point in front of administration building immediately. Our goal is to exit the entire school under five minutes maximum.

1. COMMUNICATION:

Whoever notices the fire if the alarm did not start automatically must send an adult or responsible student runner to the reception, so the general alarm can be sounded, and the fire brigade notified. This should occur simultaneously with the building being evacuated. Communication is as important as evacuation.

2. EVACUATION:

- The bell will ring continuously, or a staff member will raise the alarm by shouting “Fire! Fire!”
- Students should leave the classroom in an orderly manner. This means walking quietly at all times at a fast pace. Book bags are to be left in the classroom. Students who are not in their class at the time of alarm MUST join their line-up outside, so they are accounted for.
- Teachers should ensure that windows are closed and that the classroom door is closed once the students have evacuated the room.
- Students should walk quickly and quietly
- Students and teachers should exit according to the designated plan that is posted in the classroom unless that exit is unsafe. In this case, the teacher should take the students to another exit using the safest route possible.
- Teachers must accompany the class that they are teaching.
- Teachers who are not teaching classes should supervise stairways and doorways and check nearby toilets to ensure all students exit safely and no one is left behind.
- All students and teachers are to assemble in front of the Administration meeting areas according to their classes and regular practice.

Once classes are assembled outside, teachers should have their class register with them to verify that all students are present. Each teacher must then notify the attending administrator that the class has all students present (or not) through a red or green card. Green Card for all students present. Red Card for missing student(s). If color cards are not available, hand signs should be used: Thumb up for all students present and thumb down for missing student(s).



ALL STUDENTS ARE EVACUATED



MISSING STUDENT(S)

- All school personnel and visitors must be assembled in the Assembly Point in front of Administration Building. Maintenance personnel and visitors check is done by Administrative Assistant in coordination with security guards based on visitors logs and staff lists.
- The Bursar will do a sweep of the school by coordinating with the security guard and appointed personnel. Students and teacher may not enter the school until instructed by the Principal.

It is the responsibility of all staff, both teaching and non-teaching to ensure that all students are escorted out of the school building and led to the evacuation area through the door on the left of the main gate.

3. KEY RESPONSIBILITIES IN CASE OF A FIRE

Calling the Police: Principal

Finding Source and location of Fire and managing the evacuation: Bursar

Distributing the class lists: Administration

Checking Evacuation of Maintenance Staff and Visitors: Administrative Assistant

Checking Evacuation of Building A: Assistant to the Principal

Checking Evacuation of Building B: Principal

Checking Evacuation of Swimming Pool area: Life Guard

Checking Evacuation of Restaurant and Chez Nous: Office Boy

Checking Library section area: Bursar

Checking Evacuation of Gymnasium: Security guard