



Name of Policy: FIRE SAFETY and EMERGENCY EVACUATION POLICY

Date Approved: December 2024

Date for Review: December 2025

Purpose:

The purpose of this policy is to establish procedures to ensure the safety of all individuals in the event of a fire at the Royal School.

Scope:

This policy applies to all personnel (students, teachers and admin/maintenance staff and visitors on the school premises).

Responsible Personnel

Name / Title	Responsibility
Kariman Khalifa Director of Operations In case of absence Amr Tarek Maintenance Manager	<ul style="list-style-type: none">- Schedules fire drill/ writes the fire drill report- Monitor the evacuation process- Inform staff with proper process of evacuation- In charge of switching off the alarm- Issues "All Clear" confirmation
Liz Deakin Whole School Principal In case of absence Wendy Routledge Primary Principal	<ul style="list-style-type: none">- Monitor the evacuation process for academic staff and pupils- Monitor behavior of pupils during evacuation- follow- up action when necessary- Announce all clear of Academic Staff & pupils to the Operation Manager
Hany Helmy HR Director	<ul style="list-style-type: none">- Attendance for Administration staff
Asmaa Shahin MIS Manager In case of absence Sahar Badawy	<ul style="list-style-type: none">- Pupils attendances to be sent via WhatsApp during fire evacuation
Amr Tarek Maintenance Manager In case of absence Amr El Naggar Deputy Maintenance Manager	<ul style="list-style-type: none">- To help in the movement of members of staff / pupils with physical disabilities
Sarah Gabr/ Hend Mansour/ Eman ElKayati Lydia Nash/ Mohamed Mehanna/ Reham Fikry/ Amina Raouf	<ul style="list-style-type: none">- Attendance of Academic staff

Training:

Fire drills are held once per term. There are three levels of fire drill.

1. Initial drill.
Staff and students know the date and time.
Straightforward
2. Unannounced drill.
Time and date known only to Steering Committee and Fire Safety Leader
Straightforward
3. Unannounced drill with complications.
Time and date known only to Steering Committee

Scenario Examples:

- Lost/incapacitated' student
- 'Lost/incapacitated' staff member
- 'Fire' blocking exit route

Assembly Points:

There are 3 Assembly Points assigned, however if it is not safe for a staff member to attend the designated assembly point, they should proceed to any alternative point.

1. Point A: All pupils and Academic staff – Close to the south wall next to Gate 6.
2. Point B: Administrative staff – School entrance Gate 2.
3. Point C: Administrative staff & Maintenance – Parking entrance ramp.

Fire Alarm.

- Fire alarm switches are located on each floor at the 'L' bend in the corridor.
- The fire alarm signal is a continuous loud alarm.
- The decision to turn off the alarm will be made by the Operation Manager (School Principal in case of absence.)

Action.**Academic staff in charge of pupils.**

1. Pupils to be immediately silent and remain focused throughout the evacuation.

2. Pupils stand behind chairs.
3. Pupils should leave their bags in the classroom and line up inside the classroom at the door.
4. Teacher collects red and green cards from behind classroom door.
5. Teacher WALKS class, in a line, via the designated exit point, to the assembly point, and hands class to form tutor/class teacher:
 - EYFS and Primary: Teacher in front and TA at the rear.
 - KS 3 and 4: Teacher monitors whole class except where a TA is present to bring up the rear, as with Primary.
6. Form tutor/class teacher checks attendance from the list sent by the MIS Manager on WhatsApp and:
 - If all pupils are accounted for, holds up a green card until the School Principal dismisses all pupils
 - In the case of a missing pupil, a red card is held up, Primary Principal/KS3KS4 Heads will approach the teacher for details, and report it to the School Principal

Class attendance records will be sent on WhatsApp by MIS Manager. In case of her absence, it will be sent by the Administrative Assistant to the School Principal.

7. The Principal to monitor pupils and teachers, whilst the Operation Manager monitors administration and support staff.
8. The School Principal to liaise with the Operation Manager reports of missing pupils.
9. Operation Manager to contact the school emergency response team to follow up on missing students.

Academic Staff not with a Class

- Go to assembly point
- Class teachers/form tutors, take over their classes
- Specialists help class teachers/form tutors to keep order (as needed)

Doctor and Assistant

Leave building with emergency first aid kit and list of students sent home for medical reasons to assembly point A

Report to School Principal at assembly point A.

Attendance check of staff

Key staff members have been assigned responsibility for checking attendance of staff groups as outlined on page 1. Any absence to be reported to Operations Manager or School Principal

Evacuation check of floors:

Location/Floor	Name responsible
1 st Floor EYFS	Matrons Basma/Shaimaa /Rahma check the whole floor and bathrooms Dalia Halaby RWI. NC coordinator &Deputy EYFS/ Claire Oraby EYFS Coordinator assist in checking rooms
2 nd Floor Primary	Matrons Fatma /Amal /Manar check the whole floor and bathrooms Nouran Sherif Primary Administrative Assistant assist in checking rooms
3 rd floor KS3	Matrons Manar/Hanem/Basmala check the whole floor and bathrooms Marwa El Saadany Discipline Coordinator assist in checking rooms
4 th Floor KS4	Matrons Samar/ Nada/Dina/ Fatma/Fayza check the whole floor and bathrooms Mohamed Shebl/ Amr Hall Monitors assist in checking rooms

- Operations Manager contacts the French school in the East Wing and the Emergency services
- Everyone waits until 'ALL CLEAR' signal from Operation Manager to be dismissed back to classes

Fire Safety Signage.

- All fire exits are clearly labeled.
- Each room contains a fire evacuation map on door. Each teaching room contains red and green cards.

Fire hose and extinguishers.

It is not the job of academic staff to fight fires. However, everyone should know how to operate the safety equipment, in the event of exits being blocked and the necessity to clear a way through. Staff to receive a yearly training in the basic use of fire extinguishers

End of Evacuation.

- School Principal and Operation Manager manages signal for the end of the evacuation.
- All pupils proceed sensibly back to class in the order of morning flag dismissal with the class teacher/tutor.