14b. Fire Safety Policy

Executive Principal
Karyn Walton
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Contents

Rationale

The **British International School of Tunis** will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

Responsibilities

The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

- Governors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation.
- The Principal has ultimate responsibility for the implementation and management of this policy.
- The Fire Safety Officer (Security Lead) has control of premises or anyone who has a degree of control over certain areas or systems.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

Objectives

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
- to minimise the risk of fire and to limit fire spread;
- to minimise the potential for fire to disrupt services, damage buildings and equipment or harm the environment.

Procedures

The school has delegated day to day responsibility for managing fire safety to the responsible person (Security Lead) in collaboration with the security consultant who will:

1. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;
2. provide and maintain in working order all firefighting appliances and devices including:
   - Fire detection and alarm systems;
   - emergency lighting systems;
   - firefighting equipment;

- notices and signage relating to fire procedures;
- means of escape, taking into account the needs of any disabled users;
- carry out a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant, and reduce the risk of fire incidences by carrying out appropriate task risk assessments;
- provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
- ensure that all staff, pupils, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
- identify any special risks, eg the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
- monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

Monitoring
The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

- The school fire detection and alarm system is maintained and checked regularly
- The fire alarm sounders are tested on a weekly basis;
- The school emergency lighting is checked periodically
- Notices and Signage are updated as and when required and checked annually
- Firefighting equipment is checked periodically and extinguishers are replenished or replaced by a dedicated provider as and when necessary;
- A Fire Log Book which contains records of fire safety issues is maintained on the Drive by the fire Safety Officer (Security Lead) and kept by him. These include:
  1. Fire drills;
  2. The storing of hazardous materials;
  3. The inspection and testing of:
     - ❖ fire detection and alarm systems;
     - ❖ emergency lighting systems;
     - ❖ firefighting equipment;

Fire Risk Assessment

Please refer to the risk assessment on the Drive.

The school has carried out a comprehensive fire risk assessment for each of its buildings. These assessments are kept electronically in the Risk Assessment folder on the Drive.

The fire risk assessments identify who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc, and where these people are likely to be located.

The fire risk assessment will be reviewed and amended on a three-month cycle by our external security consultant. This may be adapted at other times following any recommendations or updates from local fire officers or in any of the following circumstances:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely

Fire Safety Training

All staff receive basic fire safety induction training and attend refresher sessions twice annually.

- Key staff in the individual school buildings receive more detailed instruction including the use of firefighting equipment.
- Pupils are given instruction by their form tutors during the first week of the autumn term on their actions to be taken in the event of a fire.
- Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff through the

Minutes of the Health and Safety Committee meetings, with conclusions and remedial actions recorded and implemented.

- The training has to be for the staff first and once they fully understand the procedures, the teachers train the pupils (during PSHE or assembly) in the presence of the security consultant and security team leader.

Evacuation Procedure

The evacuation procedures which are to be followed in the event of a fire alarm are annexed to this Policy. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call. Signs are in each class to show the evacuation route.

FIRE OFFICERS:

Primary

Executive Principal - with Security Lead, checking the whole campus. N.B. The Executive Principal will lead any evacuation if the Security Lead is not on campus.

Where	Fire Officer	Deputy Fire Officer
EYFS class and outdoor learning areas.	Katie	Aya
Y1 classroom and ground floor toilets.	Sabrine	Omnya
Y2 classroom and ST room.	Sayda	
Y3 classroom and EAL class.	Anissa	Emna
Ground floor offices and hall.	Ines BH	Ameni/Islem
Front office spaces, staff toilet and staffroom.	Hiba	Chirine/Imen
Y4 classroom and first floor toilets.	Rhiannon	Omar
Y5 classroom and office spaces on the first floor.	Fiona	Maria
Y6 classroom and copy room.	Jessie	Maria

Wooden Building, outdoor learning space to rear of school, staff toilets and Astroturf.	Phil	Abdu

Secondary

Principal will supervise the arrival of pupils and maintain control - Security Lead to check campus.

Where	Fire Officer	Deputy Fire Officer
Ground floor	Yosra	Karyn
First floor	Emma	Nesrine
Second Floor	Ines	Mohamed A
Third Floor	Haifa	NA
Basement	Maria	Ahmed T

Appendix 1

FIRE SAFETY - EVACUATION PROCEDURE

Primary

This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call for the primary school.

PERSON DISCOVERING FIRE should break the glass of the nearest alarm.

SECURITY TEAM LEADER rings 198 Fire Brigade on hearing alarm during the day time. When the school is empty the security guard has to do it.

On hearing the fire alarm **ALL PERSONS PROCEED TO ASSEMBLY POINT 1 (the car park). If the fire is close to this point the security team leader tells the staff to move to ASSEMBLY POINT 2 (the Astroturf).**

- Where appropriate, ensure master switches for electricity are off and windows closed.
- Staff assembles pupils **IN SILENCE** and instructs them to proceed to the appropriate Assembly Point, walking rapidly **NOT** running. Classroom doors should be closed behind the last person to leave.
- For the pupils who stay for enrichment: the responsible teacher must take the register at the start of their activity and take it with him.her to the assembly point.
- Use the **directed route,** the quickest/safest fire escape route plan is displayed in each room - unless a blockage makes this impossible.
- Staff should assist this process where possible without putting themselves at risk.
- Under no circumstances should staff or pupils return to their classrooms.
- All double doors should be opened by those who are first to reach them .
- The Security Lead takes the visitor logbook to the assembly point .

- The HR assistant prints the staff logbook and takes it to the assembly point .
- The Security Lead gives the dedicated guard the order to proceed for a sweeping of all the premises searching for any person left inside the school
- Class teachers are responsible for the headcount of pupils at the assembly point.
- The **Front security guard** will open the gates for the *Fire Brigade* and await their arrival they will prevent any visitors from entering the premises.
- Anyone with a named responsibility has a deputy to take over if they are absent who is also aware of their role in the event of an emergency evacuation.

PROCEDURE FOR ASSEMBLY AND ROLL CALL

- Classes lineup at the Assembly Point.
- **CLASS TEACHERS** bring registers to supervise the roll call. If the CLASS TEACHER does not arrive then the TA deputises. Once roll call is completed, report absences to the Principal or Vice Principal. Absences will be identified and appropriate action will be taken by the Principal and.or Security Lead.
- The **Security Lead** will check with the **Principal/Vice-Principal** that all persons are accounted for, will await the arrival of the Fire *Brigade* and respond to and relay the Fire Officer's instructions. No-one may leave the Assembly Point until instructed to do so by the **Principal/Security Lead**.

Annex: 2

FIRE SAFETY - EVACUATION PROCEDURE

Secondary School

This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call for the secondary school.

- **PERSON DISCOVERING FIRE** should break the glass of the nearest alarm.
- **A SECURITY guard** rings 198 Fire Brigade on hearing alarm .
- On hearing the fire alarm **ALL PERSONS PROCEED TO ASSEMBLY POINT 1, if the fire is close to this point the security guard** tells the staff to move to **ASSEMBLY POINT 2.**
- **Assembly point 1 is the Astroturf and the basketball court:**

Astroturf for Years 7, 8, 9 and10 supervised by Form Tutors who take the registers.

Non-teaching staff stand in the space between the two courts to be registered by the school secretary or a senior member of staff in her absence.

Basketball court for Years 11, 12 and13 again supervised by Form Tutors who undertake registers.

- **Assembly point 2** is the parking in front of the school. Before taking the pupils to assembly point 2 security guards and the principal have to stop the car traffic in front of the school gate.
- Where appropriate, ensure Master switches for electricity are off and windows closed.

- Staff assembles pupils **IN SILENCE** and instructs them to proceed to the appropriate Assembly Point, walking rapidly **NOT** running. The classroom door should be closed behind the last person to leave.
- Once hearing the alarm, a security guard has to ensure that the gate of the Astroturf is opened.
- The receptionist has to print the list of all admin staff present
- The receptionist has to take the list of the present staff to the assembly point.
- Use the **directed route,** the quickest/safest fire escape route plan is displayed in each room - unless a blockage makes this impossible.
- Staff should assist this process where possible without putting themselves at risk.
- A security guard takes the visitor logbook to the assembly point.
- Class teachers have to take the list of their pupils to the assembly point .
- A **security guard** will open the gates for the *Fire Brigade* and await their arrival and will prevent any casual visitor from entering the premises.
- Anyone who has a named responsibility should ensure that they have a deputy to take over if they are absent and that the deputy is aware of their role in the event of an emergency evacuation.

PROCEDURE FOR ASSEMBLY AND ROLL CALL

- Classes lineup at the Assembly Point.
- **CLASS TEACHERS** bring registers to supervise the roll call. If the CLASS TEACHER does not arrive then the TA deputises. Once roll call is completed, report absences to the Principal or the Senior Teacher. Absences identified and appropriate action taken by the principal and the security team.
- THE PRINCIPAL will check with the **Senior teacher** that all persons are accounted for, will await the arrival of the Fire *Brigade* and respond to and relay the Fire Officer's instructions. No-one may leave the Assembly Point until instructed to do so by the **PRINCIPAL /Senior teacher**.

Annex:3

GUIDELINES TO EXTINGUISH SMALL FIRES

1. THE FIRE TRIANGLE

In order to understand how fire extinguishers work, one should first need to know about fire. Four things must be present at the same time in order to produce fire:

- Enough **oxygen** to sustain combustion,
- Enough **heat** to raise the material to its ignition temperature,
- Some sort of **fuel** or combustible material, and
- The **chemical**, **exothermic reaction** that is fire.

Oxygen, heat, and fuel are frequently referred to as the "fire triangle." Add in the fourth element, the chemical reaction, and you actually have a fire "tetrahedron." The important thing to remember is: take any of these four things away, and you will not have a fire or the fire will be extinguished.

Essentially, fire extinguishers put out fire by taking away one or more elements of the fire triangle.

Fire safety, at its most basic, is based upon the principle of keeping fuel sources and ignition sources separate.

2. CLASSIFICATION OF FUELS

Not all fuels are the same, and if you use the wrong type of fire extinguisher on the wrong type of fuel, you can, in fact, make matters worse. It is therefore very important to understand the four different classifications of fuel.

Class A - Wood, paper, cloth, trash, plastics

Solid combustible materials that are not metals.

Class B - Flammable liquids: gasoline, oil, grease, acetone

Any non-metal in a liquid state, on fire.

Class C - Electrical: energised electrical equipment

As long as it's "plugged in," it would be considered a class C fire.

Class D - Metals: potassium, sodium, aluminum, magnesium

Fires relating to special metals, most commonly available in laboratories etc.

3. TYPES OF EXTINGUISHERS

Different types of fire extinguishers are designed to extinguish different classes of fire. The two most common types of fire extinguishers available at in school are:

- **Carbon Dioxide**
- **Dry Chemical**

3.1 Carbon Dioxide Extinguishers

Carbon Dioxide extinguishers are filled with non-flammable carbon dioxide gas under extreme pressure. You can recognize a CO2 extinguisher by its hard horn and lack of pressure gauge. The pressure in the cylinder is so great that when you use one of these extinguishers, bits of dry ice may shoot out the horn.

CO2 cylinders are red and range in size from 5 lbs to 100 lbs or larger. In the larger sizes, the hard horn will be located on the end of a long, flexible hose.

CO2s are designed for Class B and C (flammable liquid and electrical) fires only.

Carbon Dioxide is a non-flammable gas that extinguishes fire by displacing oxygen, or taking away the oxygen element of the fire triangle. The carbon dioxide is also very cold as it comes out of the extinguisher, so it cools the fuel as well. **CO2s may be ineffective at extinguishing Class A fires** because they may not be able to displace enough oxygen to successfully put the fire out. Class A materials may also smoulder and re-ignite.

CO2s will frequently be found in laboratories, mechanical rooms, kitchens, and flammable liquid storage areas.

3.2 Dry Chemicals Extinguishers

Dry Chemical Extinguishers come in a variety of types. You may see them labelled:

- **"DC"** short for "dry chem"
- **"ABC"** indicating that they are designed to extinguish class A,B,and C fires, or
- **"BC"** indicates that they are designed to extinguish class B and C fires.

The greatest portion of this powder is composed of monoammonium phosphate. Nitrogen is used to pressurise the extinguishers.

ABC extinguishers are red or yellow and range in size from 5 lbs to 20 lbs on campus.

It is extremely important to identify which types of dry chemical extinguishers are located in your area.

Read the labels and know their locations! You don't want to mistakenly use a "BC" extinguisher on a Class A fire, thinking that it was an "ABC" extinguisher.

4. RULES FOR EXTINGUISHING FIRES

Fires can be very dangerous and you should always be certain that you will not endanger yourself or others when attempting to put out a fire. For this reason, when a fire is discovered:

- Assist any person in immediate danger to safety, if it can be accomplished without risk to you.
- Activate the fire alarm system or notify the control room
- Only after having done these two things, if the fire is small, you may attempt to use an extinguisher to put it out.

However, before attempting to extinguish the fire, keep these rules in mind:

NEVER ATTEMPT TO EXTINGUISH A FIRE IF:

- **You don't know what is burning. If you don't know what is burning,** you don't know what type of extinguisher to use. Even if you have an ABC extinguisher, there may be something in the fire which is going to explode or produce highly toxic smoke.
- **The fire is spreading rapidly beyond the spot where it started**. The time to use an extinguisher is in the incipient, or beginning, stages of a fire. If the fire is already spreading quickly, it is best to simply evacuate the area and inform the control room.
- **You don't have adequate or appropriate equipment**. If you don't have the correct type or large enough extinguisher, it is best not to try to fight the fire and inform the control room immediately.
- **You might inhale toxic smoke**. If the fire is producing large amounts of smoke that you would have to breathe in order to fight it, it is best not to try. Any sort of combustion will produce some amount of carbon monoxide, but when synthetic materials burn, they can produce highly toxic gases such as hydrogen cyanide, acrolein, in addition to carbon monoxide. These gases can be fatal in very small amounts.

The final rule is to always position yourself with an exit or means of escape at your back before you attempt to use an extinguisher to put out a fire. In case the extinguisher malfunctions, or something unexpected happens, you need to be able to get out quickly, and you don't want to become trapped. Just remember; always keep an exit at your back.