



British Academy
School Marrakech
— Belong Achieve Become —

Fire and Evacuation Policy

BASM 35

Contents

- 1 Introduction
 - 2 Staff Responsibilities and Training
 - 3 Protective Equipment – Fire Extinguishers
 - 4 Inspection Procedures/Good Housekeeping Practices
 - 5 The Evacuation Procedure
 - 6 Out of hours use
 - 7 Fire Alarm Systems, Fire Extinguishers, Records of Fire Drills & Training
- Appendix A – General Fire Procedures and Staff Fire Procedures
- Appendix B- Fire Evacuation report

1. INTRODUCTION

The safety of all students, visitors and staff at BASM is paramount. Governors and school leaders take all reasonable steps to ensure fire hazards to a minimum. The Bursar and Head of School will ensure that procedures are in place for regular monitoring of all fire equipment and the safe evacuation of students, visitors and staff from the school. In the absence of the Head of School, the Deputy Head of School will assume the role. Staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on school premises.

Note: the safe evacuation of the school is not the responsibility of the fire service.

2. STAFF RESPONSIBILITIES AND TRAINING

Information and training will be provided by the **Head of School and Bursar** to all members of staff on the required action when a fire is discovered, (new staff will receive training as part of the induction process):

- Action to be taken on hearing the alarm
- Raising the alarm
- The use of and location of portable fire-fighting equipment
- The exit routes at various points in the building- (Map)
- The assembly point and roll-call procedures
- The procedure for re-entry to the building
- Prevention practices

Refresher training will be given to staff at the start of every term unless there are changes in the use or layout of the building. In such cases, staff will need to be re-trained to include the new arrangements before those arrangements come into force.

Note: All staff will effectively be considered 'Fire Marshals' during an evacuation.

3. FIRE EXTINGUISHERS including Fire Blankets

Firefighting equipment is provided throughout the building and is marked with the appropriate signage.

Only persons who have received training in the use of extinguishers should attempt to use them. Extinguishers should **only** be used by the trained staff if the fire is minor and can be tackled without putting those staff at risk.

4. INSPECTION PROCEDURES

Regular inspections of fire safety equipment, exit routes etc will be carried out in accordance with the details in the Health and Safety Policy / Fire log book by the Bursar, Head of School with delegated responsibility given to Operations Manager, Security and Admin who will report any defects and ensure the arrangements for replacement or replenishment, monitored by the Bursar and Deputy Head of School, (DSL).

The Bursar and Operations Manager will ensure that a fire risk assessment and check of all fire extinguishers (undertaken by the equipment supplier) is completed and reviewed annually, and that a record is filed.

The Operations Manager, Security and Admin will carry out a weekly visual inspection of all firefighting equipment to ensure that it is in the correct location and has not been tampered with, and a weekly fire alarm test takes place, activating a different alarm point each week, log any faults and report any defects to the Bursar and Operations Manager, the results of which are recorded and actioned as needed. Regular monitoring checks are carried out each half term by the Head of School and or Deputy Head of School, DSL.

5. THE EVACUATION PROCEDURE

The Bursar and the Head of School will ensure that an evacuation exercise takes place at least once a term and as soon as possible after any new intake of students is admitted to the school. A record must be kept of the results of these tests and be reviewed by the SLT after each evacuation exercise and be recorded.

See attached at Appendix A evacuation procedure notices for staff and general display. Every floor will have a fire action notice and direction signage, exit notices and an assembly point which will allow for an efficient evacuation of the building.

The following sequence of actions should take place when a fire is detected.

5.1 Alarm - **ANYONE** discovering a fire should without hesitation activate the nearest fire alarm call point. Children should be taught to report to a member of staff.

Facility Staff / Catering Staff -

- Immediately cease all activities
- Evacuate the premises
- Proceed to the assembly point

5.2 Security will call the fire brigade - All outbreaks of fire are to be reported to the fire brigade. It is the duty of the security team to make the call before vacating the premises, and to meet the fire services on their arrival.

5.3 Evacuation of premises - On hearing the alarm students will stand behind their chairs and when instructed by the teacher in charge, exit the building in a calm and orderly manner following the route indicated by the teacher. All personal belongings remain in the classroom. The teacher/member of staff will ensure that all doors and windows are closed behind them as they leave the premises.

5.4 Report to the designated assembly point – There are two designated assembly points the Sports Pitch, (assembly point A), at the rear of the school and Gate 2 at front of the school, (assembly point B). All staff and students and visitors are to line up in their designated positions. At the assembly point classes will line up in year group order. The class teacher will take the class registers to the assembly point. The BASM receptionist will also check the support staff and visitors present against the support staff and visitors registers. The member of staff in charge of the class will immediately call the register and show that 'all are present' by raising the colour coded (red/green) indicator in the air.

5.5 Duties and Identities of employees with specific responsibilities -

- **Security** – On hearing the alarm will contact the fire brigade using the telephone system and act as liaison with the fire services and will collect the key for the assembly area escape gates, and make his way to the assembly area and open the gates.
- **Class Teachers** have the responsibility for the taking of registers at the fire assembly point. When all students in their specific class have been accounted for, they should confirm that their group is present and correct by raising the green colour coded sheet. Teachers should raise the red colour coded sheet if a pupil is missing.
- **Admin team** – on hearing the alarm should collect staff registers and the visitor's register and take them to the assembly point and account for all teaching staff and visitors. The students register should be given to the Class teachers and the staff register is checked by Admin.
- **Operations Manager, Bursar and Deputy Head of School** – will liaise with personnel groups to confirm that attendance has taken place and establish if any persons are missing and then report to the Head.
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5.7 Facility Staff / Catering Staff -

- Immediately cease all activities

- Evacuate the premises
- Proceed to the assembly point

5.8 Procedures for liaison with the fire brigade -The Security Manager will meet the fire brigade at the school entrance on their arrival, and give them details of any persons missing, the location of the fire (if known) and access points into the building.

Fire Evacuation Logbook:

- is located in the HR & Operation Manager's office on the ground floor.
- Any Fire alarm activations or servicing are recorded in the Fire Logbook.

6. OUT OF HOURS USE

School lettings etc, taking place outside the normal school day. In this event school security staff and lettings staff will be available to ensure all visitors follow the evacuation procedure and are safely evacuated from the building. Visitors will be made aware of the evacuation procedure and the means of escape to the assembly area.

7. FIRE ALARM SYSTEM, FIRE EXTINGUISHERS, RECORDS OF FIRE DRILLS AND TRAINING

a) Fire Alarm System

● **Daily Indicator Panel Checks**

To ascertain that the panel indicates normal operation and that any fault is receiving urgent attention. The nature of any fault should be recorded together with the action taken. Faults which have been rectified should be indicated.

● **Weekly Test by the User**

The system should be tested at the same time each week activating and recording a different call point on each occasion. To facilitate this, the manual call points are numbered.

● **Quarterly and Annual Inspection and Test**

The test and check sequence should be carried out in accordance with the current standard by the manufacturer. Annual tests should be entered in red ink.

b) Fire Extinguishers

All firefighting equipment shall be maintained in efficient working order. Portable fire extinguishers shall be examined at least once annually and tested by a competent person in accordance with the manufacturer's requirements.

The health and safety advisor will inspect all firefighting equipment once per week to ensure that they are not obstructed and are readily available.

c) Records of fire drills and training

Employees should be instructed and trained to ensure that they understand the fire precautions and actions to be taken in case of fire. This training should be based on written instructions and should be at such intervals, as will ensure all employees are instructed, preferably twice, but in all cases, once in each period of 12 months.

8. REVIEW

Advisory Governors formally review Health & Safety arrangements once a term.

STAFF RESPONSIBILITIES CHECKLIST

OPERATIONS MANAGER

DAILY	Fire Alarm System Panel Checks. Panel indicates normal operation. Fault urgent attention. Record fault, action taken, faults rectified indication. Fire extinguishers (physical check) tampered, moved. Exit routes free from obstruction, unlocked Report defects to Bursar, remedial action urgency.
WEEKLY	Fire system tested, same time activating, recording different call point on each occasion. Manual call points are numbered.
TERMLY ANNUAL	Fire risk assessment / Fire extinguishers undertaken by the equipment supplier) completed and reviewed annually. Test and check sequence carried out in accordance with the current standard by manufacturer. Annual tests entered in red ink. Record filed. Information, training, refresher training to all staff at start of every term. Training in the use of extinguishers for selected staff.

BURSAR

TERMLY	Evacuation. Record, reviewed by SLT
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ADVISORY BOARD

TERMLY ANNUAL	Review Fire Evacuation Procedures Policy sign off.
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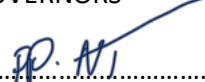
EMPLOYEES

ANNUAL	Training based on written instructions, preferably twice, but in all cases, once in each period of 12 months
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SIGNED BY: HEAD

Head's Signature  DECEMBER 2025

RATIFIED BY: BOARD OF GOVERNORS

Board Member's Signature..... 

NEXT REVIEW: NOVEMBER 2026

Appendix A: General Fire Procedure

The person discovering the fire will:

ACTIVATE THE NEAREST FIRE ALARM CALL POINT.

On hearing the fire alarm:

THE ORDER TO EVACUATE WILL BE GIVEN BY THE TEACHER.

STUDENTS WILL FORM A SINGLE FILE AND MOVE BY THE MOST DIRECT ROUTE TO THE PLACE OF ASSEMBLY, INDICATED BY THE TEACHER.

At all times:

- **ACT QUIETLY**
- **DO NOT STOP** TO COLLECT YOUR PERSONAL BELONGINGS.
- **DO NOT** ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE PLACE OF ASSEMBLY.
- **DO NOT** RE-ENTER THE BUILDING UNTIL TOLD it safe to do so by the head or deputy
- Pupil must be **silent**
- The teachers should give the **immediate** order to evacuate.
- The teachers should **not** leave the pupil alone to check.
- In order to have complete and accurate registers, the latest possible arrival for pupil is **8:20 am** in the morning, after that pupil will be required to sign in with at the main reception for the in registers to amended and their presence is recorded following which they will then enter the building.

FIRE ASSEMBLY POINT

The fire assembly point is located on the Sports Pitch, assembly point A and Gate 2, assembly point B. On vacating the school buildings, you must make your way to the designated area in a quiet and orderly manner and await further instructions.

On arrival at the fire assembly point you must line up at the area that has been allocated for your class and the class teacher's will take the registers.

Staff Fire Drill Procedure

- **All BASM support staff & visitors** – Evacuate via the nearest door and follow the escape route to assemble the designated assembly point.

FIRE EVACUATION REVIEW REPORT

DATE OF EVACUATION:

TIME

TIME FROM INITIAL ALARM TO CONFIRMING SCHOOL EMPTY.....

NOTES

After an evacuation it is essential that senior leaders gather as much feedback as quickly as possible from as many stakeholders as possible. This includes all staff irrespective of role, pupils, visitors etc. Email staff, talk to people, make notes.

The SLT and Operations Manager must meet within 24 hours in order to review.

1. Did everyone vacate the building?
2. Could the alarm be heard in all rooms? Did anyone report that the alarm could not be heard?
3. Did pupils and staff follow the exit signs?
4. Did students stand behind their chairs and when instructed by the teacher in charge, exit the building in silence following the route indicated by the teacher?
5. Did pupils leave their bags and coats etc behind?
6. Did staff ensure that all doors and windows were closed behind them as they left the premises?
7. Did all stakeholders go to the assembly point?
8. Did the students line up and remain quiet?
9. Were accurate registers available for students and staff?
10. The class teacher will take the class registers to the assembly point.
11. Did the member of staff in charge of the class immediately call the register and show that 'all are present' by raising the register in the air?
12. Did staff carry out an effective role call and report to the Head.
13. Did non-academic staff (facilities, administrative, security) exit the building?
14. Did all non-academic staff immediately cease all activities, switch off all appliances, evacuate the premises, proceed to the assembly point
15. Were all key personnel on site to fulfil their roles when the alarm sounded? If not, what contingencies were in place?
16. Did teachers check the toilets before the children vacated the building for the assembly point?
17. Did the Receptionist fulfil his / her responsibility in providing accurate class lists and staff / visitor lists?
18. Did the Receptionist collect staff registers and the visitor's register and take them to the assembly point and account for all staff and visitors?
19. Was the Fire activation alarm recorded in the Fire Logbook?
20. Did the Security Manager on hearing the alarm contact the fire brigade using the telephone system and act as liaison with the fire services?
21. Did the Security Manager meet the fire brigade at the school entrance on their arrival, and give them details of any persons missing, the location of the fire (if known) and access points into the building?
22. On hearing the alarm did the security manager collect the key for the assembly area escape gate, and the keys for the astrogate to the rear field and make his way to the assembly area and open the gate.

23. Did the nominated school support staff report directly to the nursery and reception classes to assist the teaching staff as required. HR & Finance (Nursery) & Admissions (Reception Class)
24. Did the Operations Manager, Bursar and Deputy Head of School, (DSL), liaise at the assembly point with the class teachers/teaching assistants/receptionist/security to confirm that a roll call has taken place and establish if any persons are missing, and then report to the Head.
25. What else did we notice? Why does it matter?

ACTION POINTS

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SIGNED BY: BURSAR, OPERATIONS MANAGER DEPUTY HEAD OF SCHOOL AND OR HEAD

Bursar/OPERATIONS MANAGER/ Head:

Signature

Date