Policy Name	Fire Procedure - Primary				
Effective Date	Sept 2025	**Date of last revision**	February 2026	**Version No.**	1.1
Author	Primary Principal				

Version	Approved by	Revision Date	Details of Changes	Author
1.1		**23/2/26**	**Change of out of hours facilities contact**	**SJ**

Emergency Evacuation Procedure: Fire Procedure

General Information

Address: International Community School, Primary School, 7B Wyndham Place, W1H 1PN (Off Crawford Street and York Street)

Owner / Landlord: Landlord - Portman Estates
Leaseholder – International Community Schools Limited.

Responsible Person: The Proprietor of the International Community School, Mr Daniel Jones, has full Responsible Person liabilities under Article 3 of the Regulatory Reform (Fire Safety) Order 2005

Competent Advice: The International Community School Limited Bursar is the nominated Competent Person in accordance with Article 18 of the Regulatory Reform of the Regulatory Reform (Fire Safety) order 2005 and is advised by Citation, ICS' Health and Safety consultant.

Fire Marshall: Simon Jacobs (Primary Principal)
Fire Wardens: (Basement level - currently closed)
Zalika Henry (Ground Floor)
Katrina Blair (First Floor)
James Harris (Second Floor)

Heating Systems:
Detection System: **L2**
Number of Final Exit Doors: **4**

Number of staff: **20**
Number of Pupils: **64** (Pupils aged from 3 to 11 years)

Maintenance Contracts

Fire Alarm	Fire and Security Solutions Telephone **01234910550**
Smoke Detection	Fire and Security Solutions Telephone
Emergency Lighting	Fire and Security Solutions Telephone
Fire Extinguishers	P50 Foam Spray extinguishers installed. Subject to monthly checks and annual inspections. Two CO2 extinguishers in the basement. Next annual check due August 2025.

Bursar: Prem Guckool 07920005296
Head of School: Mona Taybi 07868115155
Out of Hours Contact: The Key Holding Company (TKC) - 03707706886

While it is impossible to predict every kind of possible incident that may threaten a building, the Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person to establish a basic plan which can be implemented to cover a possible fire emergency.

Confirmation of Fire Safety Provisions

1. **Action on discovery of a fire**
   Fire Action Notices are provided at each fire (break glass) call point and throughout the building, the types of notices provided are as follows:

   General Fire Action Notices, which give explicit instruction on the fire action on finding a fire and fire actions on hearing the alarm. These notices are provided for staff, contractors and public use and are positioned at the fire warning break glass points and other areas generally throughout the building.

   Classroom and Student Guidance, which provide teachers and pupils with information of fire safety and location of the assembly point.

   Fire Marshall and Fire Warden Information, which describes Fire Marshall's and Fire Wardens' roles and functions in support of the Fire Safety Management arrangements for the School and the management of the evacuation process in the event of fire or other emergency evacuation of the premises. These are located in Appendix A of this document; within the EduCare 'How to be an Effective Fire Warden or Fire Marshall' training booklet and repeated on the staffroom noticeboard.

2. Fire Warning Systems
   The Fire Warning System for this building is a:
   CONTINUOUS BELL ON A SINGLE STAGE SYSTEM (all persons evacuate simultaneously on alarm activation)
   Break glass points are located on escape routes on each floor, and at exit doors throughout the building.

The main fire alarm panel is located at the bottom of the main (stone) staircase adjacent to the Crawford Street (red) door and is linked to door Security devices.

The Fire Warning System is tested weekly by the Premises Operative, or other nominated person and the results recorded in the Fire Logbook.

In the event of a fire, on discovery the fire alarm will be raised by shouting and banging on doors while walking briskly to the nearest red break-glass call point where the person will break the glass thereby activating the building fire alarm before proceeding to the nearest fire exit and the fire assembly point. Teaching staff will assemble their students in an orderly manner and escort them to the assembly point by the safest, quickest route. Once at the assembly point, class teachers will complete a roll call and hold up a green sign indicating that all students are present or a red sign to indicate missing student(s). A staff roll call is conducted by the School Administrator. If any staff are missing, they are reported to the Fire Marshall immediately.

Security Staff / Fire Marshall / Principal or other nominated person will phone 999 for the fire brigade in a calm, controlled manner to avoid confusion or delay in response.

School Office Administration Staff will collect the visitors book and registers to enable check off of all

classrooms, areas are cleared and all visitors accounted for, to enable confirmation to the Fire and Rescue Service when they arrive. They will then make their way to the nearest Fire Exit and report to and pass the file to the Fire Marshall who will check work area Fire Wardens as they arrive.

The Fire Marshall (or other nominated person) will liaise directly with the attending Fire and Rescue Service Senior Officer providing

● details of any missing or trapped persons and their likely location, details of the location of the fire within the building and any special (new or temporary) hazards within the building that could adversely affect the safety of the Fire Fighters.

3. Emergency Routes

All escape routes through the building are indicated by Emergency Signs, which comply with Health and Safety (Safety Signs & Signals) Regulations 1996.

All emergency routes lead to a place of ultimate safety in the open air clear of the building.

All emergency routes are protected in accordance with the requirements of the Regulatory Reform (Fire safety) Order 2005 and the relevant guidance. • There are 3 main Fire Exits from the building and one additional, alternate escape route from the basement classroom.

4. Fire Fighting Equipment

Appropriate fire extinguishers are provided throughout the building and are appropriate to the type of fire risk present. The extinguishers are distributed throughout the premises to enable protection of escape routes and areas of increased fire risk, and are indicated "Fire Points" by appropriate signage.

The extinguishers are checked and maintained by local management on a weekly basis and inspected annually by a qualified person with all checks recorded in the Fire Logbook.

5. Training

General fire safety provisions and evacuation principles in the building are communicated to individuals on induction (new starters and when they first move into the building to work) and will receive regular updates and reminders through briefings at Team Meetings or other similar sessions.

All Fire Marshall and Fire Wardens receive training in their fire safety roles and functions together with their part in the in-house risk assessment process periodically. Fire Marshall and Fire Warden training is valid for a period not exceeding three years.

Fire Extinguisher training will be provided to all Fire Wardens and others as deemed necessary through risk assessment and fire safety management needs. Line Managers will ensure that training is completed in good time to ensure sufficient Fire Wardens are always present to meet the needs of this plan and existing Fire Wardens are booked on the relevant courses through the School's training arrangements.

6. In-House Risk Assessments and Housekeeping

All staff have a responsibility to ensure that fire safety arrangements for their area in which they shall be working are adequate to meet the risks for the activities being undertaken. Any shortfall or failing will be reported without delay to the School Principal and/or Bursar.

All staff are responsible for ensuring they are aware of the current Fire Emergency Procedures. Shortfalls will be brought to the attention of the School Principal and Bursar without delay.

All staff are responsible for ensuring housekeeping standards are maintained in their work area and not to allow quantities of combustible / flammable materials to accumulate.

All staff have a duty to co-operate with Management to ensure their obligations under current Fire Legislation are met, and with the conduct of Fire Risk Assessments and building evacuations.

The Bursar, the Premises Operative or other nominated persons will make regular inspections of the premises, paying particular attention to the fire safety arrangements and means of escape. Feedback from these inspections will be passed to the School Principal and recorded in the School Fire Logbook with relevant information and updates circulated to all the School Fire Wardens at the earliest opportunity.

7. Evacuation Procedures for Disabled Persons

The building is not compliant with Approved Document M, and not suitable for persons unable to evacuate under their own arrangement. However, anyone requiring assistance to self-evacuate will have a Personal Emergency Evacuation Plan (PEEP) completed to meet their individual needs.

On hearing the evacuation alarm, pupils will, under the direction of their class teacher, line-up at the classroom exit door in an orderly manner. Once prepared, the teacher will then lead their class to the nearest staircase, being vigilant for signs of their escape route being blocked by fire or smoke, obstruction or any other need to find an alternate escape route. Persons requiring assistance will be supported in accordance with their PEEP. Staff not accompanying students and not engaged in checking other areas will assist and support teachers in the evacuation of students, especially those requiring assistance.

8. Fire Brigade Liaison

The Fire Marshall will liaise with the Fire and Rescue Service to ensure they are aware of:

- The evacuation procedures for the School
- Disabled person provisions
- Significant findings of the School Fire Risk Assessment

In addition, the Fire Marshall will confirm the Fire Brigade procedures and controls at any incident together with any modification or addition to the Emergency Procedures required by the Fire Brigade.

9. Building Contacts

In the event of 'out of hours' fire emergency, the following key-holders can be contacted directly should the Fire Brigade require assistance with access during the course of an incident:

Bursar, Prem Guckool
Head of School, Mona Taybi (details on page 2 above)

10. After the Event:

As soon as practically possible following an incident, a meeting with the School Principal (or nominated person), Fire Marshall, Head of School and Bursar should be convened to ensure all the requirements resulting from the incident are being progressed and all parties are aware of their responsibilities.

At a later date a further meeting should be convened to ensure the incident has been concluded and any weaknesses in the Emergency Procedures have been identified and corrected accordingly.

11. Document Control and Revision History

Reviewed by	Prem Guckool
Date of issue:	28th September 2022
Review date:	22nd September 2025

APPENDIX A: Roles of the Bursar, Fire Marshall and Fire Wardens

If your employer has requested that you undertake the role of a fire warden or fire marshal, you have a duty to cooperate, unless you have a valid reason to suggest that you are not the correct person to fulfill the role.

Examples of not being the correct person could be you:

• only work part time and there would be no cover in your absence

• have a medical condition that could affect you carrying out the required duties

• are a mobile worker and rarely on the premises.

Fire safety should be based on fire prevention. The Bursar, Premises Operative, Head, Principal, Fire Warden and Fire Marshals' roles fall into two categories.

1. Proactive day-to-day duties
2. Reactive emergency duties

Role: Bursar

The Bursar is responsible for actioning the following pro-active elements**:**

• identifying hazards supported by the Premises Operative, and other nominated persons.
• driving forward the fire risk assessment, action plan and fire procedures.
• maintaining documentation.
• continually ensuring that fire exit routes and final exit doors remain clear.
• ensuring that break glass call points remain visible and have the correct signage displayed.
• confirming that fire extinguishers are in the right place, free from damage, serviced and not obstructed.
• checking that fire doors are not propped open and that they are free from damage.

• being satisfied that housekeeping standards are maintained without a build-up of combustible materials and other hazards.
• ensuring that smoking is only permitted in designated areas.
• confirming that flammable and hazardous materials are stored correctly.
• ensuring that systems are in place for portable appliance testing.
• developing and implementing effective fire safety systems for contractors.
• ensuring that all internal statutory fire safety inspections and tests are undertaken.
• monitoring fire directional signage to confirm that it is the correct type, not damaged and is visible.
• confirming that safe refuges and protected stairwells are kept clear.

Fire Marshal (sometimes referred to as the Fire Controller)

The **Fire Marshal:** role includes both proactive and reactive roles. This includes: · identifying any fire hazards in School and reporting them immediately to the Bursar if they cannot be rectified immediately

· in the event of evacuation, the Fire Marshall will be responsible for ensuring that all colleagues and students leave the building in an orderly and prompt way · ensure that fire drills are organised and be involved in the debrief process · be responsible for ensuring a roll-call has been conducted

· document all fire drills

· liaise directly with the attending Fire and Rescue Service Senior Officer providing: 1. details of any missing or trapped persons and their likely location

2. details of the location of the fire within the building
3. any special (new or temporary) hazards within the building that could adversely affect the safety of the Fire Fighters.

· meet termly with the Bursar, Principal and Head of School to review the fire action plan and to review procedures at the School.

Fire Warden

The **Fire Warden** will:
· identify any fire hazards in their designated area of the building and report them immediately to the Bursar or Principal if they cannot be rectified immediately · ensure that the building is emptied upon fire alarm activation
· wear hi-vis vests.
· sweep their designated area of the building to confirm that no-one is within that area.

You will sweep the designated area only if you are located in that area when the alarm sounds
· you may also be required to carry out a roll call, or report to the Fire Marshall to confirm that everyone has vacated your area of responsibility.

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