

Fire safety policy

Adopted by the Board: Date reviewed: September 2019. To be reviewed: 2020

At the British School of Tirana, we make sure the school is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The director of operations is the designated fire marshal to make sure the school premises are compliant with fire safety regulations and seeks advice from the local fire safety officer as necessary, including following any major changes or alterations to the premises.

A Fire Plan has been submitted to the Authorities and passed and a certificate has been issued.

The designated fire marshal has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the school. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the drills.

The designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire checklist

| | Who checks | How often | Location |
|--|------------|-----------|---------------|
| Escape route/fire exits (all fire exits must be clearly identifiable) | D.O.O | Quarterly | In place |
| Fire extinguishers | D.O.O | Quarterly | In place |
| Evacuation pack | D.O.O | Quarterly | In office |
| Smoke/heat alarms | D.O.O | Quarterly | Across school |
| Fire alarms | D.O.O | Quarterly | |
| Fire doors closed and in good repair doors free of obstruction and easily opened from the inside | D.O.O | Quarterly | Across school |

Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitors' book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

No smoking policy

The school operates a strict no smoking policy – please see this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm manually (activated by smoke alarms in case of real fire)
- Immediately evacuate the building under guidance from the fire marshal
- Using the nearest accessible exit lead the children out, assemble at the green area opposite the school gate marked with the appropriate signage

- Close all doors behind you wherever possible
- Adhere to any specific instructions for evacuation of children or adults located above or below ground level
- Adhere to any specific instructions for evacuating children or adults with mobility difficulties
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the Principal of your location and identity of the children and other adults with you.

The fire marshal is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list and blankets)
- Telephone emergency services: dial 128 and ask for the fire service
- In the fire assembly point area – check the children against the register
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

Remember

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.