

Kuwait International English School



KIES *Aspire. Achieve. Advance*
**KUWAIT INTERNATIONAL
ENGLISH SCHOOL**

Fire Safety Policy

At KIES we take our fire safety duties seriously. For this reason, we have formulated this policy to help us comply with our legal obligations to all building users, including staff, pupils and visitors under the Kuwait Government (Fire Safety) orders. These include the provision of a safe place of work where fire safety risks are minimised.

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to cooperate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and wellbeing of our staff and visitors.

We have introduced the following procedures in order to maintain fire safety:

The fire evacuation procedures will be practised at least termly and documented.

All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the location of available escape routes.

All escape routes will be clearly signed and kept free from obstructions at all times.

All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to the Administration Department or the Head of School.

Alarm systems will be tested regularly. This will take place outside the school day whenever possible. Should it be necessary to test the alarm during the school day, all staff will be informed in advance.

In the event of an emergency, a member of staff will call the fire brigade. This will usually be a member of the Administration Department or the Head of School.

Notification of a fire emergency:

The teacher or student who discovers the fire informs Reception staff by either:
Phoning, requesting other staff close at hand or sending a senior student

Reception notifies the available member of Administration:

Principal, School Secretary, Head of Admin or Accountant / Cashier

The notified Administrator makes the decision to activate the alarm.

The Administrator notifies the fire brigade.

There are some simple rule that apply when the fire alarm sounds.

Leave the building calmly and sensibly by the nearest exit.

Do not push, panic or run. Wait for lines to move in front of you before evacuating.

Maximum 2 lines on a stairwell or in a corridor.

Do not stop to collect your belongings as safety is paramount.

EVACUATION PROCEDURES

Early Years

Leave through the central courtyard and exit by the front entrance and assemble in the school yard, on side A (Hard Court)

Primary

Y 1 & 2

Leave via the nearest stairwell, through the Early Years Department and Central courtyard and exit by the front entrance and assemble in the school yard, on side B (Grass Court)

Y3,4 5 & 6

Leave via the nearest stairwell and exit by the front entrance and assemble in the school yard, on side B (Grass Court)

If Children are on side A of the main building they exit to the yards via the front entrance.

If Children are on side B of the main building they exit to the yards via the bus entrance.

Secondary

Leave via the nearest stairwell and exit by the front entrance and assemble in the school yard, on side A (Hard Court)

If Children are on side A of the main building they exit to the yards via the front entrance.

If Children are on side B of the main building they exit to the yards via the bus entrance.

Basement

Leave via the nearest stairwell and exit by the front entrance and assemble in the school yard – Early Years & Secondary on side A (Hard Court) & Primary on side B (Grass Court)

PLAN B.

Should the emergency be in the front entrance then the courtyard is the place to assemble.

Leave the building by the stairs assigned for an evacuation and meet in the Central Courtyard. Once registered and instructed to do so exit via the School side doors or Early Years entrance.

(See maps / diagrams.)

Procedures & Responsibilities of Admin Staff

Principal - Overall management of evacuation and recording that all staff and students are accounted for.

Vice Principal – Assist Principal with management of evacuation procedure & check location of fire on fire panel & liaise with KFD.

Secondary Head Teacher – Check all rooms in **floor 2** (Classrooms / offices / bathrooms) are empty and closing doors where appropriate leave the building by the nearest exit. Assembly area management of Secondary students and staff.

Primary Head Teacher - Check all rooms in **floor 1** (Classrooms / offices / bathrooms) are empty and closing doors where appropriate leave the building by the nearest exit. Assembly area management of Primary students and staff.

Early Years Head Teacher / Head of KS1 - Check all rooms in **Early Years area** (Classrooms / offices / bathrooms) are empty and closing doors where appropriate leave the building by the nearest exit. Assembly area management of Early Years students and staff.

Arabic Head Teacher - Check all rooms on **floor 3** (Classrooms / offices / bathrooms / gym / gallery) are empty and closing doors where appropriate leave the building by the nearest exit report to the Principal.

Principals Secretary & Admin. Secretary - Check all rooms in the **ground floor** (Classrooms / offices / bathrooms) are empty and closing doors where appropriate leave the building by the nearest exit report to the Principal.

IT Technician & Senior Accountant - Check all rooms in the **basement** (Classrooms / bathrooms) are empty and closing doors where appropriate leave the building by the nearest exit report to the Principal.

Store Manager – Help evacuate pupils. Stand at the bottom of the stairwell outside store and direct pupils down the admin corridor towards bus door for exit to the yards via the side entrance.

Receptionist - Evacuate visitors in the Reception areas and then take the class rolls and the staff register sheets to the front Yards Assembly Point and distribute to the teachers and Principal.

School Councillor - Assist receptionist evacuate visitors in the Reception areas and then take the class rolls and the staff register sheets to the front Yards Assembly Point and distribute.

School Nurse - Move to the front Yard area through the central courtyard with any students in their care. Take a medical kit, report to Principal and tend to medical emergencies

Guards - Unlock gates and supervise the evacuation to yards and assist staff. Report to the Principal.

Maids - Report to Site Supervisor and assist where needed for safe evacuation.

All other staff - Evacuate the building using the nearest exit to the central entranceway.

Procedures & Responsibilities of teaching Staff

On hearing the Alarm:

Teaching staff with a class:

- Instruct the students to stand, leave all personal property and move to the door and line up.
- Close windows and doors. (Only if safe to do so!)
- Take a headcount of pupils in your class as you leave the room.
- After exiting close the door and ensure that the door is closed behind your class.
- Leave the building following the safest and closest exit from your location. Walk **quickly** but safely to the Assembly points in the front playgrounds – A & B.
- Retake head count and then register forms / classes and report missing persons to the Head of Department who then report to Principal.

Classroom Assistants:

Assist class teacher with the evacuation of students and then help take register.

Teaching staff without a class:

Evacuate the building by the nearest exit. If staff are able to, assist with the evacuation as appropriate. If staff have a Form Tutor/ Class group go directly to their assembly area.

Assemble Secondary Department students in their form tutor groups.

Assemble Early Years and Primary Department students in their class groups.

B – Side

Yr. 1
Yr. 2
Yr. 3
Yr. 4
Yr. 5
Yr. 6

Front
Playgrounds

A – Side

KG
Rec
Yr. 7
Yr. 8
Yr. 9
Yr. 10
Yr. 11
Yr. 12