



Health & Safety

Fire Safety Policy

1. Introduction

This document sets out our arrangements for controlling fire risk at Jeanne d'Arc International School. It has been written with regard to the Règlement de Sécurité contre les Risques d'Incendie et de Panique dans les Constructions as issued by the Direction de la Protection Civile, Ministère de l'Intérieur, Royaume du Maroc.

The School's priority is to take all reasonable precautions to minimise the risk to life and to reduce injury through the implementation of appropriate risk assessment, management plans, protective measures, training / instruction and monitoring. The aim of the Fire Safety Procedures (which accompany this Policy) is to ensure that clear guidance is given to ensure that our school community can respond calmly and effectively if fire breaks out.

As Jeanne d'Arc International School is also a British School Overseas this policy has regard to the UK Government's guidance: *Fire safety in new and existing school buildings (2014)*:

"Schools are required to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape. The guide deals with the provision and management of fire safety.

Schools will need to:

- *ensure procedures are in place to reduce the likelihood of fire*
- *maintain fire detection and alarm systems*
- *ensure staff and pupils are familiar with emergency evacuation procedures*

It is important that:

- *fire risk assessments are kept up to date*
- *fire precautions remain current and adequate (they should be reviewed in detail when significant alterations are made to a school's premises)"*

The policy covers the following areas:

- Fire Safety Roles & Responsibilities
- Fire Safety Risk Assessments and Meetings
- Fire Safety System and Equipment
- Emergency Evacuation Drills
- Fire Training
- Fire Prevention
- Designated Assembly Points for Pupils, Staff, Visitors and Contractors and exits
- Evacuation Procedures
- Evacuation Planning
- Fire Safety Signs and Emergency Evacuation Notices
- Evacuation Plans

2. Fire Safety Roles & Responsibilities

The Proprietor/Director

The Proprietor/Director is accountable for fire safety matters at the School. The Director works with the Heads of school/section to ensure that the school meets its legal obligations and is responsible for ensuring that:

- Procedures are in place to implement the requirements of the Fire Safety Policy. In particular, they are accountable for ensuring that fire risk assessments and fire management plans are in place for the School
- The requirements of this fire safety policy and procedures are made known and available to the whole school community
- Adequate resources are available for fire prevention and fire precautions
- Responsibilities for fire prevention/precautions are clearly identified and assigned
- Appropriate instruction and training are provided to staff and pupils

Fire Safety Managers

The Fire Safety Managers, supported by the Heads of School, the Facilities Manager and the Health and Safety Manager are responsible, in relation to fire safety, for ensuring that:

- A suitable and sufficient fire risk assessment is carried out every 5 years (as a minimum) and control measures are implemented.
- Fire risk assessments are reviewed yearly.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- A fire management plan is in place and that this is communicated to all relevant parties.
- Systems are in place to maintain and test all fire safety equipment as set out in the Fire Safety Policy and that appropriate records are kept.
- Adequate means of escape are provided for all employees including those with disabilities and all other school users.
- An adequate number of fire marshals are identified and appropriately trained.
- Information, instruction and training is provided to all staff and pupils.

- Everyone in the school (including visitors and contractors) are given clear written instructions on what they should do in the event of fire (Safety leaflet).
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures and arrangements for emergency evacuation are tested termly, recorded and lessons learnt
- Ensuring inspections of fire safety system and equipment are carried out by certified professionals
- The premises fire logbook is kept up-to-date (fire drills, false alarms)
- That there is a system in place for Personal Emergency Evacuation Plans (PEEPs) to be developed for staff and pupils where necessary.

Fire Safety Team:

This team has been set up with the aim of ensuring that there is consistency across the school and that all key leaders are aware of the Fire Safety arrangements in place. Members should oversee their respective areas and ensure everything is being done to minimise risk and that effective emergency evacuations can be carried out should the need arise.

Simo/Mohamed Amine (Administration), Driss (Facilities Manager), Jihane/Angela (British), Kenza (Trilingual collège/Lycée), Nora (Trilingual Primary), Hakima (Maternelle, Early Years), Stuart (Health & Safety)

The members of the Fire Safety Team all belong to a Fire Safety WhatsApp group to facilitate communication and guarantee good emergency evacuation management.

In the event of an alarm/emergency:

- **Fire Safety Managers:** Mohamed Badssi
- **Deputy Fire Safety Manager:** Mohamed Amine El Bikha
- **Evacuation Leaders:**
 - Heads of Section:** Angela Arigoni-Mesfioui/Jihane El Antri (British Section), Kenza Bouayad (Trilingual Section: College/Lyce), Nora Bouafi (Trilingual Section: Primaire), Hakima Chawqui (Trilingual Section: Maternelle)
 - Administrative Staff:** Loubna Lahrouchi
 - Transport & Maintenance Staff Evacuation:** Driss Tallabi
 - Cleaning Staff Evacuation:** Rachida Diyan
 - Visitors/contractors:** Lacina Diarra:
- **Fire System Testing:** Yassine Aboussari
- **Fire Marshals:** Stuart Le Heup (Senior Fire Marshal), Soufiane Tabit, Ichraq (British Section) Othmane El Ammari , Karim Omari (Trilingual Primaire) Said Fasly (Trilingual College/Lyce)

NB: Deputies for these roles should be designated to cover in the case of absence
What happens if Fire Managers, Leaders, etc, are absent

Fire Safety Managers

- Identifying the location of an activation

- Confirming whether there is an actual fire or whether it is a false alarm
- Liaising with the emergency services, as necessary
- Communicating with the Evacuation Leaders/Heads of Section during the evacuation
- Ascertaining from Evacuation Leaders of any missing persons and alerting the Emergency Services if this is the case
- Only the Fire Safety Managers can authorise a return to normal in the event of a false alarm or an incident and this will be done by them informing each Evacuation Leader/Head of Section using the Fire Safety WhatsApp group

Evacuation Leaders

The evacuation Leaders who, in our school, are the Heads of Section are responsible for ensuring that:

- All members of their section: Teachers, Teaching Assistants and pupils are accounted for once all are gathered at the Fire Assembly Point.
- Communicating any missing persons with the Fire Safety Managers
- Ensuring staff are keeping pupils lined up and quiet

Those responsible for a group of staff or visitors are responsible for ensuring that:

- All staff members in their section are accounted for once all are gathered at the designated Fire Assembly Point and that they remain there until given further instructions by Fire Safety Managers

Teaching staff

- Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion during an evacuation.

They are also responsible for maintaining order, keeping pupils quiet and taking the register of the class they are with, at the assembly point and for ensuring that the name of anyone who cannot be accounted for is passed immediately to the Head of Section who will inform the Fire Safety Managers.

(As aforementioned it is the responsibility of the Fire Safety Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive).

- In the event of an alarm and an evacuation occurring outside of lesson times, for example at break times, arrival or going home time, etc, Form tutors will report to the Assembly Points, where they will meet their tutees and take the register for their respective Form groups.

For this purpose a box with all Form lists is situated next to each Assembly Point.

Fire Marshals will carry out a sweep of their respective areas of the building to ensure no one remains inside.

- At Lunch Times the staff on duty will report to the playground, where they will meet the pupils and ensure they line up at the Assembly Point. Teaching Assistants and Teachers

who are on lunch supervision, will bring their classes from their Form rooms, where they have their lunch, to the Assembly Points. They must take the Emergency Evacuation clipboard with them. The attendance register will be taken by these staff and the other duty staff. The Fire Managers and Heads of Section will send a message to the Staff WhatsApp group, informing all of the need to return to the Assembly Point at school to assist with the evacuation and maintaining order.

Fire Marshals

- Directing people to the assembly points
- Checking areas are clear of all people and close all doors and windows if safe to do so
- Reporting areas are clear to the Evacuation Managers
- Preventing people from re-entering the building until it is safe to do so

Pupils, contractors and other persons

- Form tutors and School managers will ensure that all pupils, contractors and other persons that attend the School are made aware of the current arrangements for emergency evacuation and that they must obey all fire safety instructions
- Pupils, contractors and other persons (guests, visitors) must report any fire incidents, however small, and any concerns they may have about fire safety to the School Administration who will immediately inform the fire Safety Managers, the Facilities Manager and the Health & Safety Manager

3. Fire Safety Risk Assessments and Meetings

A requirement of British Health & Safety legislation is the completion of a Fire Risk Assessment (FRA) to determine the risk of fire occurring and identify the precautions necessary to eliminate, reduce or manage the risk.

A full FRA will be completed every 5 years (as a minimum) and more frequently if significant changes are made to the interior of buildings or new buildings are added.

The FRA must be reviewed annually.

At Jeanne d'Arc International School we will review the FRA before each academic year starts in September and hold an annual Fire Safety Meeting with all members of the Fire Safety Team to discuss our arrangements for controlling fire risks.

The FRA and the findings from the meeting will be presented to the Director for acknowledgement and validation of action required.

4. Fire Safety Systems and Equipment

A fire detection system was installed on the premises of Jeanne d'Arc International School in August 2022 by Itrasec Ingenierie et Technologies Casablanca

The system is inspected regularly by Itrasec Ingenierie et Technologies Casablanca

The school is also equipped with fire extinguishers which are checked and maintained annually by Etablissements Louis Russo, Casablanca, 05 22 98 87 89

The Fire System control panel is checked daily by the Fire Safety Managers to ensure it is operational

The fire alarm is checked weekly on Friday afternoons (half-day for pupils) by Deputy Fire Safety Manager

All inspections and checks must be recorded and kept securely on file

5. Emergency Evacuation Drills

Emergency evacuation drills are to be organised by the Fire Safety Team and conducted every term.

Different timings and scenarios should be used to take into consideration a variety of eventualities and possibilities.

Drills should be logged and findings recorded and acted upon.

CCTV is used to assess and learn from evacuation drills

6. Fire Training

Training will be provided every two years for all permanent school staff in fire safety.

Fire Safety Managers, Fire leaders and Fire Marshals will complete specific fire safety courses tailored to their roles. These courses will be completed through either TES EduCare (English) or Himaya.ma (Arabic/French)

Teaching staff (British Section) will complete a Fire Safety in Schools course on TES EduCare every two years.

Teaching staff (Trilingual section) will complete a Fire Safety course either taken from TES EduCare and translated into Arabic/French or delivered by Himaya.ma

Transport staff, Administration staff, Security staff, Cleaning staff will also receive training in Fire Safety either from Fire Managers or Himaya.ma

Staff from all sections and departments of the school will carry out training in the practical use of fire extinguishers every two years with Etablissements Louis Russo, Casablanca, the school's supplier of fire extinguishers. Three types of extinguisher are used in the school, (Water, CO2, Powder)

All new employees must be informed of the fire safety provisions at the School. Their Head of Section is responsible for ensuring, on their first day, that they are made aware of these provisions as part of their induction training.

As part of the staff induction process new staff, whether temporary or permanent, will have the fire procedure explained to them, together with the following information:

- Fire evacuation arrangements
- Location of fire exits
- Location of firefighting equipment
- The name of Fire Safety Managers/Members of the Fire Safety Team
- Evacuation routes
- Assembly points

It is the responsibility of the Fire Safety Manager and the Heads of Section to ensure this instruction is given. The Fire Safety Manager and the Heads of Section will also ensure that all fire safety and training records are maintained and are available for inspection by any authority

NB: The British Section of the school uses TES EduCare for Fire Safety training.

This course will be conducted in groups by the trilingual sections with a translator or by Himaya.ma

Pupils are to be informed of the fire procedures at the School on their first day and at the start of each academic year.

7. Fire prevention

All members of staff are to ensure that they comply with the following basic safety rules:

- Combustible materials, such as cardboard boxes and packaging materials should be disposed of safely unless they are required for their purposes. When such materials are retained, they must be kept tidily in designated storage areas.
- All corridors, stairways, entrances and exits must be kept clear. Particular attention must be paid to designated fire exits and escape routes which must be kept clear at all times without exception.
- Classroom displays and work displayed in other areas must be set up with care and away from sources of heat. Notices must be properly fixed to boards and not allowed to flap around.
- Rubbish must be placed in bins. Rubbish must not be allowed to collect in 'hidden' places (e.g. behind cupboards, etc.). Particular attention should be paid to general tidiness and areas around electrical appliances.

- The stationery store and other cupboards containing stationery and other combustible materials to be kept locked and tidy.
- Electrical equipment must be used properly and kept in safe working order. Electrical plugs must not be overloaded.
- Clothing and costumes are often highly inflammable. They must be stored tidily and well away from any heat source.
- Inflammable and hazardous substances must be stored in the secure location in the school cellar (locked cage) which has restricted access or in the fireproof units in the Science Laboratories
- Termly Safety Tours and inspections will be carried out by the Fire Safety Managers and the Health & Safety Manager

8. Evacuation Procedures

Health & Safety Procedure for Emergency Evacuation Fire Safety Managers

When the Fire Alarm sounds, remain calm and follow the procedure below
Identify in which area of the school the alarm has been set off
Ascertain whether it is a false alarm or a fire
Call the Emergency Services stating the exact address of the school
Ensure the Security Guards are ready to direct the Emergency Services upon arrival
Collate information on missing persons from the Fire Safety Managers
Inform emergency services of missing persons
Remain in communication with Evacuation Leaders throughout
Follow further instructions from emergency Services

Health & Safety Procedure for Emergency Evacuation Fire Evacuation Leaders

When the Fire Alarm sounds, remain calm and follow the procedure below

Collect hi-vis jacket and torch
Follow the fire designated evacuation route to the meeting point
Greet pupils as they arrive in the playground led by teacher and ensure the classes line-up correctly
Check attendance is being taken by staff and check absences against registration
Check staff attendance (teachers, assistants, cleaners, drivers, administration, visitors...)
Ensure Fire Marshals have given all clear
Inform Fire Safety Manager when evacuation is completed
Wait for Fire Safety Manager to give permission for pupils and staff to return to class

**Health & Safety
Procedure for Emergency Evacuation
Fire Marshals**

When the Fire Alarm sounds, remain calm and follow the procedure below
Collect hi-vis jackets and torches
Assist with the evacuation of the classrooms and the corridors
When all pupils and staff have exited your floor/area make sure nobody is left behind
Check corridor, classrooms, toilets, library etc
Turn off the lights and close the doors behind you if possible
Follow the designated evacuation route to the Meeting Point
Report to the Fire Evacuation Leader that the evacuation of your area is complete
Assist with maintaining calm and order at the Meeting Point/Prevent people from returning into buildings
Wait for further instructions from Fire Evacuation Leaders of Fire Safety Managers

**Health & Safety
Procedure for Emergency Evacuation
Teaching staff**

When the Fire Alarm sounds, remain calm and follow the procedure below
Line the pupils up in an orderly fashion
Take the Fire Drill clipboard
Do not stop to collect personal belongings
Lead the pupils from the classroom to the evacuation route
Make sure nobody is left behind
Turn off the lights and close the door
Follow the designated evacuation route to the Meeting Point
Walk and descend stairs in an orderly fashion, without running or panicking
Exit the buildings using the designated door on the evacuation route
Line the pupils up by class at the Assembly Point (Playground) and maintain calm and order
Check that all pupils in the class are present using class list on clipboard
If all present then hold up the Green card / If any pupils are missing hold up the Red card
Remain with the class until further instructions are given by the Fire Evacuation Leaders/Head of Section

9. Designated Assembly Points for Pupils, Staff, Visitors and Contractors and exits

1. **Main playground** – British Section (2-12), Trilingual Section (Primaire)
2. **Front play area** Gate/Porte B: Maternelle/Nursery, Early Years, British (1)
3. **Front play area** Gate/Porte C: Maternelle/Nursery, Early Years, British (1)
4. **Front waiting area** Gate/Porte D: Administration Staff and visitors.
5. **Place Bel Air, Dar America** exit via Gate/Porte E: College/Lyce

NB:

In the event of a fire adjacent to an assembly point then Place Bel Air, Dar America, is to be used. This area is large enough for the whole school should the school need to be totally evacuated.

There are 7 main exits from the school:

- Main Gates** and **Gates/Portes B, C, D**, (front): Boulevard Moulay Youssef
 - Gates/Portes A, E** (each side): A: Rue Al Moutanabi, E: Rue Mahmoud Timour
 - Big Blue Gates** (back/main playground), Rue Abou Adil Allaf
- Plans of class line up to be added for all Assembly Points

10. Evacuation Planning

The Fire Safety Team will ensure that emergency evacuation plans are prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. These plans will indicate the actions to be taken and the routes to be followed in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss

The evacuation plans have been set up for all sections of the school

- Administration Offices
- Maternelle/Nursery/Early Years section
- British section
- Trilingual sections: Primaire/College/Lyceee

and all areas including external facilities

- Playground
- Canteen
- Classrooms
- Corridors
- Theatre
- Sports facilities
- Storage facilities
- Offices
- Infirmary
- Rest areas
- Play zones
- Libraries
- Sports facilities at EIK

and all times and eventualities

- lessons
- lesson change over
- breaks
- lunch times
- during public examinations

and for all persons

- Children under the age of 5
- pupils with SEND
- people with a health condition, impairment or disability
- guests, visitors
- contractors

Children under the age of 5

All children under the age of 5 are in separate sections of the school: Maternelle, Petite Section, EYFS. These are all situated on the ground floor within close proximity to emergency exits.

Their Assembly Points are situated close by, at the front of the school and are away from the other Assembly Points, used by the other sections of the school. Staff to pupil ratios are high to cater for the needs of very young children and teachers and teaching assistants are with them at all times.

Pupils with SEND

Pupils who would benefit from assistance will be identified and a buddy system will be set up by the Form Tutor to help with Emergency evacuations. Pupils with more serious needs who are accompanied by an individual Teaching Assistant will be led to the Assembly Point by them with the group they are with at the time. Individual Teaching Assistants also need to follow the induction process and must be made aware of Emergency Evacuation procedures by their Head of Section.

People with a health condition, impairment or disability

All parents complete a Medical Form when their child joins the school and a list of pupils with health conditions is kept by the School Nurse and shared with relevant staff.

Staff undergo a medical before joining the school and any serious health conditions would be known by the School Administration.

Any significant temporary injuries or illnesses will be made known to the School Nurse who will inform the relevant Heads of Section.

Visitors to the school are always accompanied and have restricted access to the school premises which includes the theatre and playground (ground floor).

In the case of a condition, impairment or disability that could affect a pupil's or member of staff's evacuation from any area of the school, a PEEP will be drawn up by the Fire Safety Team.

The school has three Emergency Evacuation Chairs one on each top floor of the three sections that work upstairs

Personal Emergency Evacuation Plans

Personal Emergency Evacuation Plans (PEEPs) are a pre-planning system for ensuring the adequacy of the emergency arrangements for staff and other frequent users of the School's premises who may require support or assistance.

A PEEP is a process used to explore what individuals may need in an emergency evacuation to ensure they can leave the building safely and in a timely manner. The aim of the completed PEEP is to identify any assistance, aids, information or building adjustments that may be required to ensure that evacuation is as independent and safe as possible. The PEEP, once agreed with the individual concerned, may be used to inform staff or others, but only with the agreement of the individual.

PEEPs will be drawn up with consultation of medical specialists and the School Nurse
A PEEP may also need to be drawn up where a pupil or member of staff is temporarily disabled or otherwise incapacitated (e.g. as a result of an injury or illness).

Visitors, guests

All visitors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property.

They will be made aware of the emergency procedures by both the Receptionist and by the person they are visiting.

The procedures are outlined in a visitor information leaflet provided to all visitors.

In the event of an activation of the fire alarm, any visitor who has not been collected will remain the responsibility of the Receptionist. It is for the Receptionist to direct them to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions, etc., a brief announcement will be made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. A sufficient number of staff, including Security, Emergency Evacuation Leaders and Fire Safety Managers will always be present during such events. Access to other areas of the school will be restricted and visitors will be contained to one area of the school only.

Contractors

All contractors will have met with the Facilities Managers (Driss or Simo) previously when the work will have been organised and they will have been made aware of the emergency procedures (leaflet for contractors)

They will have also been issued with a set of rules and guidelines to follow whilst working at the school.

They will be required to sign in and out at reception

They will be issued with a Jeanne d'Arc, yellow, hi-visibility vest which they must wear at all times to be easily identified.

NB: The vast majority of work is programmed to be carried out by contractors during holidays, weekends and evenings, when pupils are not in school.

Public Examinations (IGCSE, AS & A Levels

Public examinations for the Trilingual Section are organised by the Ministère de l'Éducation Nationale du Royaume du Maroc and are held at authorised venues (Ecole Publiques in our district of the City of Casablanca)

Public examinations for the British Section are conducted in house and organised by the Examinations Officer and a team of invigilators, all of whom have been trained for their specific roles.

In the event of an evacuation occurring during a public examination in the British Section and because examinations will be conducted in the Theatre and Grande Salle, the invigilators and the Examinations Officer will lead the pupils to a separate Assembly Point which is situated by Gate C. The attendance register will be taken and pupils will remain silent throughout. The rules and regulations for public examination as stated by the Cambridge International and Pearson Edexcel examination boards and what steps must be followed in the case of an evacuation will be adhered to.

Ecole Ibn Khaldoun

In the event of the need to conduct an emergency evacuation at the Ecole Ibn Khaldoun, the following steps will be taken.

- No Jeanne d'Arc International School pupils are allowed to enter the buildings at the school.
- The only areas of the school they have access to are the main playground, which includes 2 Handball pitches, 2 Volleyball courts, and running lanes and the adjacent Sports facility which includes a Football Pitch, Basketball courts, toilets, changing rooms, sports equipment storage rooms and a Dance studio
- PE staff should alert pupils (repeated blasts of the whistle) who should then be accompanied and lined up in their respective groups along the running lanes in the main playground near the back gates.
- The register must be taken
- The School Administration at Jeanne d'Arc needs to be informed immediately of the situation and whether any person is missing
- The groups are also always accompanied by two drivers who help with road safety during the walk to and from the school and the drivers will assist with the evacuation
- The PE Staff and accompanying staff will await orders from the School Administration before returning to Jeanne d'Arc.

NB: EIK is a public school run by the Ministère de l'Éducation Nationale du Royaume du Maroc and does not have any of the following: Fire Safety measures, Fire Detection System, Fire Alarms, Extinguishers, Evacuation Plans, etc.

11. Fire Safety Signs and Emergency Evacuation Notices

Fire Safety signs are required as an integral part of the safety arrangements and measures.

All signage must be clear and legible and follow the international standard for safety signs (ISO 7010). It is important symbols are used because of different languages used in the school

The safety signs are categorised as follows:

- Safe condition (emergency signs, assembly point, fire exit, ...)
- Prohibition (No smoking, ...)
- Fire equipment (Fire alarm/extinguisher, ...)
- Mandatory (Fire door, keep shut, ...)
- Warning (hazard, Fire risk)
- Fire action notices

All signs will be checked during the Safety Tours and updated and replaced if need be.

To be considered when erecting Fire safety signs

- different language speakers
- location of the signs (position, height, visibility)
- escape routes (along the route not just the beginning and end)
- signage is maintained

12. Building Evacuation Plan (Whole School)

Plan displayed showing the location of:

- Escape routes
- Fire exits:
- Where to raise alarm/Fire alarm call points
- Assembly Points
- Fire fighting equipment
- Emergency evacuation equipment
- High risk areas

Evacuation Plans to be added

This policy was re-written by the Health & Safety Manager in conjunction with the Fire Safety Team in August 2024 and will be reviewed in August 2025