

## Fire Safety Policy

### AI Madina International Kindergarten

#### Objective

The Board Members and the staff of AI Madina International Kindergarten School create a safe environment where the prevention of fire is of vital importance. Our first duty is always to look after the children and this will mean the evacuation of the building in the event of any emergency. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk.

- The School has appointed staff members (Named Person Responsibilities are mentioned in the Fire Log) who will plan and implement regular fire drills.
- The School will carry out fire drills twice/term - ensuring that all children and staff are aware of the fire evacuation procedure.
- The children of AI Madina International Kindergarten and visitors will be instructed on fire drill procedures at the beginning of their attendance, and parents will be made aware when staying for a session as well as the procedure being printed and available for the view of all.
- Testing of fire alarms and firefighting equipment is carried out annually by the assigned officials.
- All emergency exits are to be kept clear and free of obstruction at all times.
- The Fire Risk Assessment will be reviewed annually by the School Principal, Operations Manager, Social Worker and Chairperson with the assistance of the company officials who installed the fire alarming system.
- This assessment will:
  - Identify any person especially at risk in case of a fire, e.g. very young children, children with special or additional needs, vulnerable adults and make plans for their safe evacuation.

- Any potential hazards that could result in evacuation e.g. slipping on steps
- Review the School evacuation plan regularly
- Look at the past years records of fire practices etc
- Ensure the provision of adequate training
- Review the previous Fire Risk Assessment sheets
- Review the provision of instruction to children or visitors to the building

### **General Fire Safety**

All staff will make it their responsibility to ensure:

- There is enough clearance to the routes of exit doors and that no any materials hinder the exit of anyone.
- Combustible materials (paper, cleaning liquids, fabrics etc) are not stored near to sockets or lights.
- Unnecessary lights or electrical appliances (Computers, printers, TV and video, exhaust fans, laminator, toaster, microwave etc) are to be switched off and where possible unplugged.
- All electrical items, plugs and cables are checked each year or on a regular basis.
- The fire extinguishers are checked annually. The school organizes this visit.

### **Smoking**

- Smoking is prohibited in or around the School.

### **Advice on the procedure in the event of a fire**

#### **Discovering a fire**

- Do not attempt to put it off unless it is a small fire.
- Do not panic

#### **After the event**

If it is a drill or false alarm then the building can be re-entered if deemed safe by either the managing staff or the fire rescue team and logs will be completed.

If the fire was real and the building is deemed unfit to be re-entered then each child's parents or emergency contacts will be contacted and asked to collect the child ASAP.

## **General Fire Emergency Procedures**

### **Fire Evacuation**

#### **If you find a fire or if it is reported to you**

- Staff discovering a fire for which the buildings should be evacuated should activate the alarm if it does not automatically go off using the nearest available break glass call point. They should then notify Reception of the exact location of the incident.
- The Secretary or Social Worker will summon the emergency services (DIAL 999) as necessary.

### **Fire Fighting**

- The safe evacuation of persons is an absolute priority.
- Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

## **Fire Drill Procedure**

**Signal:** 5 short bells rung in a continuous cycle or continuous alarm for 30 seconds

### **Procedure during class time**

1. During an evacuation, teachers should stop class activity and escort the class immediately to the evacuation point.
2. Children exit classroom via the escape routes and WALK in orderly lines.
3. Children evacuate the building by designated routes to the assembly area.
4. No talking while exiting is permitted.
5. Teachers:
  - a. Take your CLASS LISTS with you.
  - b. Do not attempt to carry any belongings.**
  - c. Check that all children are out of the classroom.
  - d. Check that all exits are clear.

- e. Close classroom door. DO NOT LOCK. (Later entry may be required.)
6. In assembly area, teacher takes roll and accounts for each child.
7. Report any missing children immediately to any of the admin staff.
8. Children in classrooms other than their own are to remain with that class until given permission to rejoin their class by both teachers.
9. Children remain in orderly and silent lines until all clear signal is given or instruction by an assigned staff member.
10. Toilets, kitchen, library, Masjid and under the stairs should be checked by staff members or cleaning staff in order to make sure no children are left alone

### **Procedure during Play Time**

- Teacher, or Teacher Assistant, stops play, organizes class(es) into silent and orderly lines and escorts class(es) to the assembly area.

### **General Procedures**

- Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible.
- Close all exterior doors and windows.
- Cover mouth and nose with handkerchief, cloth, paper towels, or tissues.

## **ALL SCHOOL PERSONNEL, CERTIFICATED AND CLASSIFIED ARE TO PARTICIPATE IN ALL FIRE DRILLS**

Parents, guests and community people on the school grounds during a drill must participate.

Adults are reminded that no talking is allowed. Please be good role models for the children.

### **Our Vision**

**To become the leading school of choice within Qatar, producing responsible and productive citizens for the betterment of society as a whole.**

رؤيتنا  
أن نصبح مدرسة رائدة مختارة في قطر، تنتج أفرادا مسؤولين و منتجين من أجل صالح المجتمع ككل.