



# Sousse International School

Inspiring students through positive education

## Fire Emergency Evacuation Policy 2024-2025

Fire Emergency Evacuation

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Sousse International School – Primary

Date Written: 01/07/2023

Last reviewed on: 01/07/2024

Next review due by: 01/07/2025



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## 1. Introduction

**This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.**

## 2. Aim

The aim of this policy is to ensure the safety of all members of our school community in the event of a fire or other hazard that would result in the evacuation of the building.

## 3. Fire Drills

Fire drills are carried out each term and logged in the Fire and Emergency document on the share drive.

Teaching and Administration Staff are only warned in advance of the first term drill in a new academic year because of the high percentage of new starters to the school. There are no warnings during other terms in order to maintain authenticity and reduce complacency.

### 3. 1 Sounding of the alarm

The alarm is only to be sounded on the following occasions:

- Fire emergency
- Planned rehearsal of the emergency plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. The alarm should be sounded for any emergency where the evacuation of the premises is needed.

Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the emergency call points.

## 4. Roles and Responsibilities

The following persons have fire safety responsibility within the school:

**4. 1 Head of School** - will ensure documentation is kept up to date and any changes necessary are reported to the Designated Chief Fire Warden.

The main responsibility in the event of the alarm being sounded is to be a 'Last Person' check on the main escape routes out of the building. Ensure fire doors are closed. (Doors are not to be opened unless people are seen or heard on the other side.)

### 4.2 Designated Chief Fire Warden

The Designated Fire Warden will ensure that children can evacuate the premises via the main exit point by the Fire Assembly Point in the playground.

The Designated Fire Warden will call the emergency services to notify them of a fire.

The Designated Fire Warden will liaise with the emergency services on their arrival.

Depending upon the location of the fire, the Designated Fire Warden will meet the fire services at the access entrance.

The Designated Fire Ward details:

Name: **Ramy Hedfi**

Contact: [primaryadmin@sousseinternationalschool.com](mailto:primaryadmin@sousseinternationalschool.com)

Location: **SIS Primary.**

#### **4.3 School Administrator/ Nurse**

On hearing the fire alarm, the School Administrator will take out

- School phone.
- Class Registration Sheets
- Staff and Visitors/signing in & out sheets
- Student Files

#### **4.4 Administrative Staff**

In the event of a fire, Admin should telephone for emergency assistance if the alarm sounds (except when a scheduled practice is taking place).

#### **4.5 Cleaning Ladies**

On their designated floors, the cleaning ladies will check the toilets and then evacuate the building by the nearest exit.

#### **4.6 Teaching Staff**

All teaching staff are classified as 'Fire Wardens' as they have responsibility for the safe evacuation of children in their charge. Teachers have a responsibility to know the evacuation procedures. Teaching staff must take charge and ensure the children in their care evacuate the building in an emergency. They will also actively ensure that the means of escape in their classroom is never obstructed or blocked. Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly and in single file. They should be the last person out of the classroom and then close the classroom door on exiting.

Teachers not responsible for a class at the time of a fire drill / evacuation should support other teachers on staircases to ensure the orderly evacuation of the school.

The staff member in charge of the class shall read out all names on the register to check if any children are missing.

Any missing children or staff will be reported to the **Designated Chief Fire Warden** detailing:

- Name of missing person
- Time last seen and by whom

The staff member in charge of the class is then to supervise the class and await further instructions from the **Designated Chief Fire Warden**.

Under no circumstances is anyone to re-enter the building until the 'all clear' is given.

The **Designated Chief Fire Warden** is a member of staff who has received additional fire/safety training . The **Designated Chief Fire Warden is: Ramy**

We have one child who requires a Personal Emergency Evacuation Plan (PEEP). These can be put in place for children who may experience difficulty in evacuating the building by the designated escape route due to physical barriers e.g. steps. This document will be updated as appropriate when children requiring a PEEP are enrolled at school. (*See appendix 2 – PEEP template.*)

#### 4. 7 All other staff

All other adults will cooperate in the emergency procedures in event of a fire.

### 5. Fire Procedure

Below details the following procedure and protocol that should be followed by staff, pupils and visitors.

#### 5.1 What staff should do if they discover a fire

Staff should set off the alarm by lifting the alarm cover and pressing the black alarm button on their way out of the building and report the location of the fire to the Designated Fire Warden as soon as possible after ensuring children in their care have evacuated to the school playground to the designated assembly points.

Staff should not attempt to tackle a fire unless it is safe to do so, and they are confident they have received sufficient instruction to use fire-fighting equipment safely.

Staff should evacuate the building by the nearest available fire exit. Staff should not stop to collect personal belongings on their way out. Under no circumstances should anyone attempt to re-enter the building until told to do so by the **Head of School / Chief Designated Fire Officer**.

#### 5.2 What children or visitors should do if they discover a fire

Children should inform the nearest adult of the location of the fire and leave the building by the nearest exit.

Visitors should exit the building by the nearest exit, informing the nearest member of staff on the way out of the location of the fire.

### 5.3 How the evacuation of the premises should be carried out

All occupiers of the premises should exit by the nearest available fire exit. These are clearly marked near the fire exit doorways.

Staff responsible for children should ensure that all children in the class have left the room before exiting themselves. The last person out of an area should be an adult.

Staff should close the door behind them on leaving the room.

Staff and children should move quickly and quietly but **not** run.

### 5.4 Risk Assessments

To comply with legal requirements and promote the highest level of safety, the school conducts regular fire risk assessments in accordance with relevant fire safety legislation in Tunisia.

#### 5.4.1 Purpose

The purpose of the fire risk assessment is to:

- Identify fire hazards and people at risk
- Evaluate, remove, or reduce fire risks
- Ensure appropriate fire prevention measures and emergency procedures are in place

#### 5.4.2 Process

- A full fire risk assessment will be carried out annually by a competent person, or sooner if significant changes occur (e.g., structural changes, increased occupancy, or new equipment).
- Informal reviews are conducted termly by the Designated Chief Fire Warden.
- The findings of the risk assessment will inform updates to the Fire and Emergency Evacuation Policy and emergency planning.

#### 5.4.3 Documentation

- The assessment report will be stored securely on the shared drive.

- Recommended actions will be tracked until completion, and a summary of findings will be reported to the Head of School and governing body.

### *Appendix 3 – Fire Risk Evacuation Assessment Template*

## **5.5 PEEP**

A Personal Emergency Evacuation Plan (PEEP) is developed for any member of the school community who may experience difficulties evacuating the premises safely during an emergency.

### **5.5.1 Purpose**

- To ensure that all individuals with physical, sensory, or cognitive impairments have a clear and practical plan for safe evacuation.
- To ensure all staff are aware of how to assist in a safe and dignified manner.

### **5.5.2 Eligibility**

PEEPs are prepared for:

- Pupils with mobility impairments
- Pupils or staff with sensory impairments (e.g. vision or hearing loss)
- Pupils or staff with cognitive or neurological conditions affecting awareness or responsiveness
- Temporary impairments (e.g., injury, pregnancy) requiring support during evacuation

### **5.5.3 Responsibilities**

- PEEP's are coordinated by the School Administrator/Nurse in consultation with the Head of School and Designated Chief Fire Warden.
- Teaching staff and other relevant personnel are informed of specific PEEP requirements and responsibilities.

### **5.5.4 Review and Confidentiality**

- PEEP's are reviewed termly, or whenever there is a change in the individual's condition, learning environment, or support arrangements.
- Information is treated confidentially and only shared with staff on a need-to-know basis to ensure safe evacuation.



### 5.5.5 Documentation

- A template for the PEEP is included in Appendix 2.
- All completed PEEPs are securely stored and made accessible to relevant staff.

### 5.5.6 Pupils

We currently have one child who requires a Personal Emergency Evacuation Plan (PEEP).

PEEPs can be put in place at any time for children who may experience difficulty in evacuating the building by the designated escape route due to physical barriers e.g. steps. This document will be updated as appropriate when children requiring a PEEPs are enrolled at school or when needs of a pupil change. (*Refer to appendix 2 – PEEP template.*)

## 6. Issue of Fire and Evacuation Policy and Training

The issue of fire and evacuation policy to staff will take place during induction and annually, at the start of each academic year.

### 6.1 Annual Staff Training

To ensure the continued safety of all building occupants and to maintain compliance with fire safety regulations, all staff will receive annual fire safety training, with termly fire drills..

#### 6.1.1 Purpose of Training

The aim of the training is to:

- Reinforce staff awareness of fire risks and prevention measures
- Ensure staff are familiar with current evacuation procedures
- Clarify individual roles and responsibilities in the event of an emergency
- Provide instruction on the safe use of fire-fighting equipment (where appropriate)

#### 6.1.2 Training Content

Annual fire safety training will include:

- Overview of the Fire and Emergency Evacuation Policy
- Identification of fire hazards and good housekeeping practices

- Procedures for raising the alarm and evacuating the building
- Safe evacuation practices, including support for pupils with specific needs
- Location and use of fire extinguishers and call points
- Specific duties of designated personnel (e.g. Fire Wardens, First Aiders)
- Review of any updates to procedures or layout changes

### 6.1.3 Induction Training

All new staff members will receive fire safety training as part of their induction, including:

- Tour of fire exits and assembly points
- Instruction on how to raise the alarm
- Role-specific responsibilities during an evacuation

### 6.1.4 Training Records

- A log of staff who have completed fire safety training is maintained by the School Administrator
- Attendance at the annual session is mandatory and recorded for inspection and compliance purposes
- Staff who miss the scheduled session will be provided with a make-up session within a reasonable timeframe

### 6.1.5 Additional Training

- Additional training will be provided if there are significant changes to the building layout, evacuation routes, or staffing responsibilities
- Fire drills may also be followed by brief refresher discussions or workshops if areas for improvement are identified

## 7. Review and Monitoring

The Fire and Emergency Evacuation Policy is reviewed on an **annual basis** to ensure its effectiveness, relevance, and compliance with current fire safety legislation and best practices.

### 7.1 Monitoring Procedures

- The Designated Chief Fire Warden is responsible for monitoring the implementation of the policy and maintaining accurate records of all fire drills, incidents, equipment checks, and training activities.
- Any issues identified during drills or actual evacuations are documented and addressed promptly.
- Staff feedback following fire drills is encouraged to identify areas for improvement.

## 7.2 Audit and Documentation

- A formal audit of fire safety procedures and records will be conducted at least once per academic year.
- Fire safety logs, including the Fire Risk Assessment, evacuation drill records, maintenance reports, and training logs, are stored securely and made available for inspection when required.

## 7.3 Policy Updates

- The policy is updated immediately in response to:  
Structural or operational changes in the school, new fire safety legislation or guidance and identification of weaknesses during drills or real evacuations
- Any updates to the policy will be communicated to all staff, and relevant training will be provided where necessary.

## 7.4 Reporting

- A summary of fire safety measures and any incidents will be included in the Head of School's annual health and safety report to the governing body.

Policy Written by	Job Role:	Date Written:
Madeleine Denby	Deputy Head	01/07/2023

Date of Review:	Next Review:
01/07/2024	01/07/2025

<b>Policy Signed off by:</b>	<b>Job Role:</b>	<b>Date:</b>
<b>Mahfoudh Elarem</b>	<b>Director</b>	<b>01/07/2024</b>

## Appendix 1 – Fire and Emergency Document

[illegible]

## Appendix 2 – PEEP Template



### Sousse International School Personal Emergency Evacuation Plan (PEEP)

<b>Date of PEEP:</b>					
<b>Date to be reviewed:</b>					
<b>New PEEP</b> (tick as appropriate)		<b>Revised (change in circumstance)</b>		<b>Annual update</b>	

<b>Photo</b>	<b>Name of child/young person:</b>
	<b>D.O.B.:</b>
	<b>Class:</b>
	<b>Location of class/group/form in building:</b>
	<b>Teacher:</b>

<b>PEEP Lead at the school/setting:</b>
<b>Those involved in developing the PEEP:</b>

## Appendix 3 – Fire Risk Assessment



**Sousse International School - Risk Assessment 2024-2025**

Activity:	Fire Evacuation	Date:	
Location:	Sousse International School - Primary	Written by:	Mr Ramy/ Ms Madeleine
Date Risk Assessment written:			
Review Date:			

Hazard/ Identified Risk	Likelihood	Who might be affected And how?	What precautions already exist	Further precautions or action needed to reduce the risk