



BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

Fire Drills and Emergencies Policy

Updated September 2023

A fire evacuation practice will take place at the minimum once every term. The following gives details of what to do if the fire alarm sounds and the responsibilities of Students and individual staff:

Fire Drill Responsibilities

Receptionist (or Principal's PA if absent) Presently: Deborah Wu	To print off on a daily basis at 9.00am a hard copy of the ISAMS register for each Form Group and keep this hard copy updated throughout the day as pupils arrive and leave school. On the sounding of the fire bell to bring these hard copies to the mustering area (by the flag poles) and distribute to the Secondary Form Tutors and EYFS/Primary Class teachers who are responsible for registering the groups
Principal's PA (or Receptionist if absent) Presently: Zoe Xu	To maintain and update the following three registers: Teaching staff who are Secondary Form Tutors and EYFS/Primary Class Teachers and all Teaching Assistants Non-Form staff that include all teachers without Forms, and peripatetic music teachers Administration staff On the sounding of the fire bell to bring these hard copy registers to the mustering point. To register all Teaching Staff who are Form/Class staff along with TAs (list a), and give out the Non-Form Staff register (form b) to the Head of Secondary and Admin Staff Register (form c) to HR Confirm with the Principal that all Form/Class Teaching Staff and TAs (form a) are present or of any that are unaccounted for.
Head of Secondary Presently: Anthony O'Brien (in absence Cristina Ortiz Zurita)	<ol style="list-style-type: none"> 1. Collect Non-Form Staff Register (form b) from Principal's PA 2. Register all Non-Form staff (form b) 3. Confirm with Principal that all Non-Form Staff (form b) are present or of any that are unaccounted for.
Head of Finance: Presently: Vicki Geng	On the sounding of the fire bell to go to the mustering area and collect the visitors' Signing in Book from the Guard House. Register visitors.

(in absence Wilton Tang)	Confirm with Principal that all visitors are present or of any that are unaccounted for.
Head of HR: Presently: Sharon Yu (In absence Sherry Gu)	Collect Admin Staff Register (form c) from Principal's PA in mustering area. Register Administration staff Collect feedback from Head of Sletto and Head Cleaner who will maintain their own staff register. Confirm with Principal that all Admin Staff, Canteen Staff and Cleaning staff are present or of any that are unaccounted for.
Site Manager Presently: Alex Xue (in absence Amy Pan)	Report to Principal any evidence of fire or other hazard. To monitor the exodus of people from the school building Report to Principal when confirmation that the building has been cleared is received. Direct the security guards to the below tasks when required.
Security Guards	When directed, open school gate and ensure that there are no obstructions to emergency vehicles. Prevent access to any non-emergency staff to the school site
Principal	Direct operations during the drill Follow the checklist to ensure full evacuation has taken place. Time the evacuation and collectively identify with staff evacuation issues and determine improvements. Liaise with Site Manager in regard to absent staff and emergency services
Form Teachers Head of Primary	Collect Registers from Head of Primary at mustering area. Register Pupils Confirm with Principal that all students are present and of any absentees by holding up register once all students are accounted for.
Head of Sletto (Catering)	Evacuate all Sletto staff to the mustering area. Register Sletto staff. Inform Head of HR that all are present or of any absences.
Head Cleaner	Evacuate all cleaning staff to the mustering area. Register all cleaning staff. Inform Head of HR that all are present or of any absences.
Floor Sweeps Presently: Floor 1 – Katrina Floor 2 – Jaco Floor 3 – Nick Floor 4 – Charlotte Floor 2 above Canteen should be swept by Form Staff present	Check all rooms on floor to ensure complete evacuation and ensure all room doors are closed Guide personnel to exit points if necessary Exit the campus once evacuation of floor is secured Report floor evacuation to site manager

Students

- Follow the directions of the teacher regarding which exit to use. Do not bring bags or books.
- Line up in classes on the playground.
- Movement around the school should be calm. Walk briskly in line and do not run.
- Be **silent throughout** so instructions can be clearly heard. This includes while moving in corridors and while lining up outside.
- Any student who is out of the room when the bell sounds should leave the building with the nearest class or teacher.

EYFS and Primary Class Teachers/ Secondary Form Tutors

- Stand with your class as they line up outside. **Ensure they are silent.** You will be given a register and a pen so please check attendance.
- When the class has been registered and every student has been accounted for, please get your class to sit down and hold up your register to indicate all students are present. Unaccounted students should be reported directly to The Principal.
- Model remaining quiet to the students.

All Non-Form Teachers

- Please direct students to the exit specified on the fire plan, check that the last child is out of the room, the door is closed, then accompany the class outside.
- Please be proactive in ensuring that students are silent.
- If you are not a Form Teacher please stand near the Head of Secondary who will register Non-Form staff.
- **Model remaining quiet to the students.**