Maria International School of Bucharest

Resilience Respect Compassion Integrity Responsibility

Fire and Earthquake Safety Policy

Our Mission

We provide a learning experience and environment at Maria International that fosters creativity and excellence. Whilst providing supportive, stimulating and relevant lessons and resources within the context of the British style international curriculum.

Our school will be a caring place where adults and children are valued equally. Our aim is to create an environment where children and the whole school community will be inspired to be resilient, respectful, compassionate and act with integrity.

Our children will learn to respect themselves and others in an atmosphere of high expectations where they are nurtured and have the courage to make mistakes

We will strive to create opportunities for students to have a well-rounded school and learning experience, where they can develop critical thinking skills and work in collaboration with others.

Our Values

Resilience - We will handle adversity and problems with a mentality that enables us to keep going and do better.

Respect - We treat others with dignity, empathy and equality through our words and actions.

Compassion - We are kind, caring and will help everyone to be the best they can be.

Integrity - We are open, honest and act with good morals and ethics in all situations.

Responsibility - We ensure our own work, learning and duties are completed in a timely manner and to a high standard

Rationale

At Maria International, we take the safety and security of all members of our community seriously. As such this policy is designed to ensure the safety of all students, staff and visitors to our school site in the event of an earthquake or fire. This policy sets out clear guidelines for staff to follow in preparation for the possibility of or in the event of a fire or earthquake. Our priority is, at all times, the safety of individuals.

This policy should be used in conjunction with other key documents and policies such as:

- Maria International Health and Safety Policy
- Maria International Risk Assessment

- Maria International Closure of Schools Policy
- Maria International First Aid and Managing Medical Conditions Policy

Fire/Earthquake Wardens

Location	Primary Warden	Secondary Warden
Office, Reception, Kitchen	Irina	Michael
EYFS Floor	Alicia	Nikki
KS1 Floor	Elizabeth	Laura
KS2 Floor	Alice	Robert

Members of staff responsible for switching off the electricity and gas in case of emergency are

- Michael

They are all aware of the switching points and will take action immediately in case of an emergency.

At the start of each year, fire wardens will be sent an up to date copy of the Fire Safety Policy and Earthquake Policy to read to confirm their roles and responsibilities.

A whole school meeting focusing on Health and Safety, including fire and earthquake procedures, is included in the summer induction programme each year for all staff.

Fire Safety Officer

This is the Site Manager and they are responsible for:

- Ensuring that the school meets local fire and safety standards
- Overseeing the annual visit from the local fire safety authority, with documentation completed
- Overseeing the annual service of fire extinguishers
- Ensuring all fire extinguishers are securely in place as required
- Ensuring staff receive adequate annual training in regard to the use of fire extinguishers
- Ensuring that emergency fire safety doors are functioning effectively
- Ensuring that emergency evacuation plans are placed in each room
- Ensuring regular fire emergency evacuation drills are carried out on a half-termly basis

Staff Duty Of Care

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All staff are expected to cooperate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students, and visitors.

Communication

All staff will be kept informed by their Head of Key Stage or SLT members of any relevant changes to earthquake and fire safety procedures or earthquake and fire risk assessments. If staff have any concerns regarding fire or earthquake safety within the school, they should inform the Headteacher.

Earthquake Safety Guidelines

Bucharest has, in the past, been close to the epicentre of a number of major earthquakes, some of which have caused major damage to buildings and a great loss of life.

The last major earthquake to hit the capital was the great Bucharest Earthquake of 1977 (7.3 on the Richter scale where 1,500+ people were killed, 11,500+ people were injured, and 35,000 homes were destroyed).

The current trend, however, has been towards smaller tremors (two or three can be felt in Bucharest throughout the year), which in theory at least reduces the risk of a major quake. Whilst nobody can predict when or where a large earthquake might occur, there are measures we can put in place to be ready.

Maria International has formulated this policy to comply with our legal obligations to students, staff, and visitors under Romanian law, and also UK standards, wherever possible. This Fire and Earthquake Safety Policy forms part of our overall Health and Safety Policy.

To assist us in achieving the highest level of earthquake safety we are inspected regularly by the Romanian Fire Department to carry out regular Risk Audits on the school to ensure that all precautions are taken and all procedures followed

Procedures

The following procedures are in place to ensure high standards of earthquake safety:

- Earthquake risk assessments have been undertaken and are reviewed regularly. However, additional reviews will occur if there are alterations to the premises or new work processes.

- Earthquake risk assessments are carried out by the Site Manager and Headteacher.
- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes.
- Returning staff will be given annual refresher training.
- Each room has an emergency evacuation plan.
- Staff should be familiar with the plan and should inform all students of the procedures in regard to safe evacuation at the start of each course.
- The earthquake evacuation procedure will be practised each term.
- A record will be kept by the Headteacher with the date and the time taken to evacuate the building.
- It is noted that there are two distinct situations where different evacuation procedures are required: firstly, when students are in class, and secondly, during break time and after school when students are out of their classes.
- Evacuation procedures will be practised for both scenarios.
- All escape routes are clearly signposted and should be kept free from obstructions at all times.
- Escape routes should be checked weekly by the Headteacher or another member of the Maria International Leadership team.
- Evacuation procedures are posted prominently in every corridor next to the Fire Alarms.
- Alarms are checked every year by a suitable contractor and tested regularly.
- Emergency lighting is checked annually by a suitable contractor and monthly by the Health and Safety Officer or their responsible person.
- All visitors must be logged into the Visitors' Log Book in the admin offices on arrival on site.

Emergency Evacuation Plan

To try to account for occasions where members of staff designated with various functions within this Emergency Evacuation Plan are absent, deputy fire wardens have been allocated to all functions.

However, in the event that both members of staff designated for a specific function are absent, the Headteacher, Deputy Headteacher and Office Manager will sweep their respective floors or shall temporarily allocate this function to an alternative suitably trained member of staff.

Each class has been equipped with clear evacuation plans and procedures.

In The Event Of An Earthquake

If You Are Inside

- Move away from the windows Windows can break during an earthquake and so it is important that any person near a window move away from the window.

- Protect yourself from falling objects It is possible to be injured by falling objects in the event of an earthquake.

- Stay within the room you are in.

- Shelter underneath a table if possible and/or under a safe beam within the room or a doorway.

If You Are Outside

- Move away from buildings and stand together.

- If children are out of the classroom when an earthquake starts, they should move away from any building immediately and calmly make their way to the designated meeting area.

After The Earthquake

- Once the earthquake stops, evacuate the building you are in immediately, using the nearest safe exit.

- If a teacher is with students in a classroom, the teacher should take the students to the line-up area outside.

- If there is time and it is safe to do so, staff should switch off any electrical items.

- Do not stop to pick up any personal possessions.

- Do not stop to shut windows.

- The last staff member leaving the room should ensure that the door is shut and that the Fire Safety Sign is taken from the back of the door and placed on the outside of the door to show the room has been cleared.

- When exiting, ensure that stairways and access pathways are safe:
    - It is not advisable to use exterior stairwells after an earthquake as they may have been affected by the tremor, and tiles, etc., may be liable to fall off after the quake.

Fire/Earthquake Wardens:

- Directly following an earthquake Fire/Earthquake Wardens should encourage everyone on their level to evacuate as soon as it is safely possible and check rooms are all empty with windows and doors closed before evacuating their level.

Checking Attendance

- Staff, students, and visitors should make their way to the designated meeting area for attendance checks, with classes lined up in an orderly manner.

- Staff are responsible for taking student attendance checks.

- The Office Staff will bring the class registers to check all students are present.

- The Homeroom Teachers take the roll and report to the Deputy Headteacher.

- The Deputy Headteacher will take the teacher register.

- Having exited the buildings, no one should re-enter the building.

- The Office Manager will take the Office Admin Staff, Cleaners, Drivers, and Guards register, they will also bring the visitor log. If you are with a visitor ensure they accompany you.

- Staff should take every measure to calm students and to ensure their safety.

Relocation To The Park

- In a situation where there has been severe building damage, and an onsite assessment identifies a level of risk associated with remaining on campus the decision may be made to move the children and staff outside onto the footpath, and road if needed. In this situation, a person will be nominated to ensure that the flow of traffic has been halted before proceeding to the footpath to park.

Missing person

- The headteacher will assess the danger of re-entering a building to search for a missing person.

- Where it is deemed safe to re-enter a building, a member of the SLT will re-enter the building to complete a room check-in search of the missing person.

- Office staff will try to contact any missing person by phone, where possible and will contact parents and inform them of the situation.

Injured Persons

- Any person who is injured at the time of the fire should receive care in accordance with the First Aid Policy.

- Re-entering buildings in the event of a serious earthquake, no one shall re-enter any building until it has been checked by engineers to ensure it is safe for re-entry.

Before The Fire Department Arrives:

- If there is a fire that results from the earthquake, which is a likely scenario, the staff who have received appropriate training, and if it is agreed that the situation does not place them at risk, can make use of the fire extinguishers located on every floor in every room to put out the fire.

- If at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the Fire Brigade to arrive.

When The Fire Department Arrives:

- The persons designated to liaise with the Fire Brigade on its arrival are the site manager and the Office Manager.

- The persons designated to liaise with the Fire Brigade on its arrival shall ensure they give the Fire Brigade as much information as possible regarding the evacuation and the attendance checks and must provide them with the Visitors' Log Book and the names of any person not accounted for during attendance checks.

Other Information

- In times of a pandemic, removing students, staff, and visitors from the immediate danger is the priority. Where social distancing can be maintained, this should happen.

Fire Safety Guidelines

Maria International has formulated this policy to help us comply with our legal obligations to staff, students and visitors under Romanian law and also the UK Fire Safety Order (2005).

These include the provision of a safe place of work where fire safety risks are minimised and include the documentation or reduction of risks from dangerous substances.

Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. To assist us in achieving the highest level of fire safety we are inspected regularly by the Romanian Fire Department to carry out regular Fire Risk Audits on the school to ensure that all precautions are taken and all procedures are followed.

Procedures

The following procedures are in place to ensure high standards of fire safety:

- Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact them. These may include alterations to the premises or new work processes.

- Fire risk assessments are carried out by the Site Manager and by the Fire Wardens.

- Each room has an emergency evacuation plan.

- Staff should be familiar with the plan and should inform all students of the procedures in regard to safe evacuation at the start of each course.

- The fire evacuation procedure will be practised each term.

- A record will be kept by the Headteacher with the date and time taken to evacuate the building.

- It is noted that there are two distinct situations where different evacuation procedures are required: firstly, when students are in class, and secondly, during break time and after school when students are out of their classes.

- Evacuation procedures will be practised for both scenarios.

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

- All staff will also be given annual refresher training during the summer induction.

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

- Escape routes shall be checked weekly by the Headteacher or their 'responsible person'.

- Evacuation procedures are posted prominently in every corridor next to the Fire Alarm Call Point.

- All fire extinguishers are serviced and maintained annually by a suitable contractor. If any staff member notices defective or missing equipment, they must report it to the Headteacher or Deputy Headteacher.

- Alarms are checked every year by a suitable contractor and tested regularly.

- Emergency lighting is checked annually by a suitable contractor and monthly by the Health and Safety Officer or their responsible person.

- All visitors must be logged into the Visitors' Log Book in the Reception Areas on arrival on-site and must be accompanied by a member of staff at all times.

Emergency Evacuation Plan

To try to account for occasions where members of staff designated with various functions within this Emergency Evacuation Plan are absent, deputy fire wardens have been allocated to all functions.

However, in the event that both members of staff designated for a specific function are absent, the Headteacher, Deputy Headteacher and Office Manager will sweep their respective floors or shall temporarily allocate this function to an alternative suitably trained member of staff.

Each class has been equipped with clear evacuation plans and procedures.

In The Event Of A Fire

If You Discover A Fire:

- A staff member not responsible for a class, or a student, and you discover a fire on campus, proceed directly to the nearest available Fire Alarm Call Point to activate the alarm.

- A member of staff in a room where the fire is first discovered and there are students in the room, your primary duty of care is to evacuate the students from the room with the fire in a calm and safe manner. However, it is important to activate the fire alarm as soon as possible.
  This can be done by a second available member of staff proceeding directly to the nearest available Fire Alarm Call Point to activate the alarm.
  In the absence of a second available member of staff being present, nominate a responsible student to locate the nearest member of staff asking them to activate the fire alarm.

Report the location of the fire (if known) to a member of the SLT.

- If you are the person who first identifies the fire, and the fire is in a room with students, staff, or visitors present that you are responsible for, your primary duty of care is to organise the immediate and safe evacuation of the students, staff, or visitors present.

- In this situation, you should ask the nearest available member of staff not responsible for the immediate evacuation of students, staff, or visitors present, to contact a member of the Senior Leadership Team to inform them of the location and nature of the fire.

- In the absence of a second member of staff in the room, you can nominate a student to locate a member of staff to 1. Raise the Alarm and 2. Report the location of the fire (if known) to a member of the SLT or Office Manager.

- The Office Manager or SLT member will assess the situation regarding the location and nature of the fire and contact the fire department to inform them of the situation.

Small Fire

- If the fire is small in size and able to be extinguished using a fire extinguisher, the nearest available staff member able to do so should locate the nearest appropriate fire extinguisher (there is one on each floor), release the pin, and attempt to extinguish the fire in accordance with staff training.

- All fire extinguishers have been labelled externally to indicate the type of fire they should be used to extinguish.

- If the fire is too large to extinguish with a fire extinguisher, do not attempt to extinguish the fire. Exit the building immediately.

- If at any time, a member of staff feels that the situation places them at any risk at all, they must not proceed to extinguish the fire, leaving this job to the Fire Brigade.

If you hear the fire alarm:

Fire/Earthquake Wardens:

On hearing or setting off the alarm should:

- Encourage everyone to evacuate their area of responsibility as soon as possible

- Check that all rooms are empty and that all windows and doors are closed

- Be the last person to evacuate their designated level/area.

If You Are Inside The Building -

- Exit the building you are in immediately in a calm and safe manner using the nearest available fire exit, moving directly to the initial assembly point.

- Any teacher in a classroom with students should escort the students to the initial assembly point outside in a calm and safe manner.

- Do not stop to pick up any personal possessions.

- The last staff member leaving a room should ensure that the doors and windows are shut and that the Fire Safety Sign is taken from the back of the door and placed on the outside of the door to show the room has been cleared.

- Having exited the buildings, no one should re-enter the buildings for any reason, unless given permission to do so by the Headteacher.

- Staff should take every measure to calm students and ensure their safety.

If you are outside a building -

- Make your way to the initial assembly point.

- If you are a student, report to your Homeroom Teacher/Class Number.

- Report to the initial assembly point for attendance checks.

- If you are with a visitor, ensure they accompany you.

Checking Attendance

- Students should be lined up in front of their class number.

- The office staff will bring the class registers to check all students are present.

- The Homeroom Teachers take the attendance and report to the Deputy Headteacher.

- The Deputy Headteacher will take the teacher register.

- The Office Manager will take the Office Admin Staff, Cleaners, Drivers, and Guards register. They will also bring the Visitors' Log Book and ensure all visitors are present.

Relocation To The Road

- In a situation where there has been severe building damage, and an onsite assessment identifies a level of risk associated with remaining on campus the decision may be made to move the children and staff outside onto the footpath, and road if needed. In this situation, a person will be nominated to ensure that the flow of traffic has been halted before proceeding to the footpath and road.

Missing person

- The headteacher will assess the danger of re-entering a building to search for a missing person.

- Where it is deemed safe to re-enter a building, a member of the SLT will re-enter the building/s to complete a room check-in search of the missing person.

- Office staff will try to contact any missing person by phone, where possible and will contact parents and inform them of the situation.

Injured Persons

- Any person who is injured at the time of the fire should receive care in accordance with the First Aid Policy.

- Re-entering buildings In the event of a serious earthquake, no one shall re-enter any building until it has been checked by engineers to ensure it is safe for re-entry.

Before The Fire Department Arrives:

- If there is a fire or a fire that results from the earthquake, which is a likely scenario, the staff who have received appropriate training, and if it is agreed that the situation does not place them at risk, can make use of the fire extinguishers located on every floor in every room to put out the fire.

- If at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the Fire Brigade to arrive.

When The Fire Department Arrives:

- The persons designated to liaise with the Fire Brigade on its arrival are the Site Manager and the Office Manager.

- The persons designated to liaise with the Fire Brigade on its arrival shall ensure they give the Fire Brigade as much information as possible regarding the evacuation and the attendance checks and must provide them with the Visitors' Log Book and the names of any person not accounted for during attendance checks.

False Alarm

In the event that the fire alarm is a false alarm, the Headteacher should establish the cause and that the alarm is off before allowing anyone to re-enter the buildings to resume lessons.

Review and Evaluation

This policy is to be renewed, evaluated and appropriately updated annually by the Maria International leadership team and Head Teacher.

Date of next review: 15/08/2025

Prepared/Updated by: Yara Barsoum **Date**: 10/12/2024

Approved by: Nicholette Vicol **Date**: 16/12/2024

This policy is to be reviewed **annually** and updated as and when relevant changes occur.

Earthquake Directions Poster

In The Event Of An Earthquake:

Move away from the windows

Protect Yourself From Falling Objects:

- Crawl Under A Desk
- Stand In The Doorway Or Under A Beam
- Move Away From Buildings If Outside

-

After The Earthquake

Exit The Building Calmly

Go To Your Assembly Point

DO NOT Reenter The Building Without Permission

Dial 112 For Any Emergency

Fire Directions Poster

If You Discover Or Suspect A Fire

Locate and Sound The Nearest Fire Alarm

Staff Member To Locate Correct Fire Extinguisher and Extinguish Fire (If It Is Safe To Do So)

If You Hear The Fire Alarm

Evacuate The Building, Closing All Doors Behind You

DO NOT Take Any Belongings With You

Exit The Building Calmly

Go To Your Assembly Point

DO NOT Reenter The Building Without Permission

Dial 112 For Any Emergency