



المدرسة الملكية الكندية-القاهرة Royal Canadian School-Cairo

Fire Drill Policy

OUR VISION

RCS Cairo aims to cultivate future leaders who demonstrate the global understandings, empathy and skills to solve 21st century challenges and make their world a better place.

OUR MISSION

RCS will nurture intellectual curiosity, academic excellence, environmental awareness and pride in community, host country and home country.

Purpose and Scope of Policy

To ensure the safety of the RCS community through rigorous procedures that are practiced regularly in relation to fire safety.

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Overview:

The object of the drill is to prepare building occupants for exiting a building during a fire or related building emergency.

To achieve & implement the above objective the school assigned a fire drill marshals to evacuate the staff, students and visitors to gather at the muster point & to implement the fire drill policy & procedures.

How to report a fire:

If you discover a fire in RCS do the following:



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1. Pull the fire alarm and call the HOS office on 168.
2. Do not attempt to fight the fire with portable fire extinguishers or fire hoses unless the fire is small and you have been trained in their proper use. **DO NOT PUT YOUR LIFE IN DANGER WHILE ATTEMPTING TO CONTROL A FIRE.** When in doubt, evacuate.

Fire exit procedures:

1. The fire exit plan includes everybody in the building. This includes all students, staff, visitors, guests, and attendants. There are no excuses for not participating. Everyone must leave the building during a drill period, no matter how briefly the alarm sounds.
2. Evacuation routes are clearly marked on the floors and walls where appropriate. Diagrams and routes to the outside from all rooms can be found in each classroom.
3. The meeting place for all is the soccer and basketball pitches behind the building.
4. All Head of Admin Depts and Teachers must carry their red / green laminated sheets. On the way out of the building the red side must be visible to all.
5. Once reaching the designated safe area. (soccer and basketball pitches behind the building) they must account for all members they have the responsibility for at that time.
6. All blue-collar workers as well as bus monitors will be checked off a register by their line managers
7. If everyone in their 'unit' is accounted for then they must make the green side of the laminated sheet clearly visible to all.
8. No employee is to return inside. Only trained search and rescue personnel should re-enter an evacuated area.

Tips to Remember

Learn the location of the nearest fire alarm pull station and portable fire extinguisher.

Learn how to use portable fire extinguishers. Remember the acronym PASS

P - Pull the pin.

A - Aim at the base of the fire.

S - Squeeze the trigger.

S - Sweep the nozzle from side to side.

If the fire is INSIDE your room:

- Leave your room and close the door.



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IF the fire is NOT in your room:

With your hands, test the door for heat before opening. IF THE DOOR IS HOT DO THE FOLLOWING: ● Stay in your room or lab or seek an alternative (safe) exit, such as a fire exit.

- Phone for help.
- Stay calm.
- Wait for help.

IF THE DOOR IS COOL:

- Open the door slowly.
- WALK to the nearest exit and leave the building.
- If the exit is unsafe, return to the room and remain there.
- If the hall is smoky, stay low or crawl out on your hands and knees.

Fire drill plan:

The main meeting point is the soccer and basketball pitches behind the building.

1.

- A. Everybody quickly and quietly to meeting points
- B. Windows closed, lights off, projectors etc switched off if possible, doors closed
- C. Do not take hot drinks outside (possible scold accidents)
- D. Leave possessions to avoid trip hazards
- E. Leave by fastest and safest evacuation route, in single file and quietly- follow the arrows
- F. Swimming pool must be evacuated (students must always take sandals / flip flops to swim pool area to be warm in cooler months, or protect themselves from the sun.)
- G. COO must sweep building from top to bottom, checking rooms and all bathrooms before joining lines
- H. Librarian checks all windows, lights and reading areas and closes door on departure
- I. Catering staff, close gas, doors, turn off cookers before evacuating
- J. COO delegate security personnel to carry out final safety checks, turn off the lights and close doors.
- K. Doctor decides whether any patient should be evacuated based on the location of fire and nature of injury / illness. Wheelchair and stretcher to be available, Doctor can call a guard to help lift wheel chair down steps, or two guards to carry stretcher.



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- L. All children sit quietly in respective lines on the school field and wait for the teacher to check attendance once he / she has all the lists.
 - M. If it is a false alarm, then lines will be dismissed by HOS
 - N. In the case of a real fire, the Student Services Executive contacts any trip or field work group out of school, so that they do not come back via bus park while the fire is blazing. They will be directed to a safe location.
 - O. Government Officer to contact transport company to keep buses away from bus park if the fire is close.
 - P. In the case of an evacuation of the school campus, then it is essential that everybody leaving the campus is registered based on time and method of transport. Staff will leave last.
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- A. field area to be checked by the head of ECAs or Director of Sport on the ECA's absence. The activities change every day, so simply each ECA takes a normal tutor / class line and wait for the all clear. Eac



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| Fire | Earthquake |
|---|---|
| <ol style="list-style-type: none">1. The fire warning bell will ring continuously.2. Class teachers will stop the prevailing activity and instruct the students to move in a quiet and orderly fashion from the classroom via the prescribed route outlined below.3. Students should leave their belongings in the classroom.4. Before leaving the classroom, if time and circumstances permit, all windows are to be closed, lights switched off and the classroom door closed after the last person leaves.5. The following staff will 'sweep' to ensure no children remain in the building:6. Once students arrive at the field they should line up in silence in grade level group in their designated area on the field.7. Class teachers will take the register and inform of any missing students.8. Students and staff will remain on the soccer and basketball area, sitting in silence, until the all clear is given by the HOS. | <ol style="list-style-type: none">1. In the event of earthquake, all children should remain in their classroom during the quake.2. If it is a short, small tremor, no action need be taken.3. If the quake is accompanied by noise and building movement, children and staff should take up positions under desks or in doorways.4. If under desks, children should be in the kneeling position holding hands over their head.5. Classes outside move away from building towards the soccer and basketball fields.6. Children on the stairs move to the nearest SAFE area. Children in toilets to stand under the door frame and wait for collection.7. Following the cessation of all movement the fire warning bell will be rung and children / staff should leave the building in an orderly manner as given in the fire procedure.8. Teachers are to take the register using the same procedure shown for Fire evacuation. |



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NB: To test this procedure an intermittent alarm bell will ring to signify an earthquake. Evacuation should commence once the bell has stopped ringing.