



**KENT COLLEGE**  
WEST CAIRO

## Fire Alert Procedure

<b>Owner</b>	Business Manager
<b>Applied to</b>	Whole School
<b>Date last reviewed</b>	September 13 <sup>th</sup> , 2025
<b>Date of next review</b>	September 13 <sup>th</sup> , 2026
<b>Review period</b>	1 year

### Procedure for Fire Alerts Senior School

#### Procedure for Daytime Fire Alert Between 7.30am and 3pm

1. When the ALARM SOUNDS everyone must EVACUATE ALL BUILDINGS calmly, in silence following designated fire routes via the nearest available fire exit. The Facilities Manager or nominated deputy will check the fire panel and advise the Business Manager (or their nominated deputy) on the location of the potential fire.
2. If fire is discovered, 180 should be called by the person who discovered it. The Facilities Manager and the Business Manager (or their nominated deputy) should be informed. In the rare event that radioactive sources are being used at the time of the fire alarm sounding, the member of staff using them must inform the Business Manager (or their nominated deputy) of exactly which room they were being used in as soon as they get to the evacuation point in order to alert the Fire Services.
3. Trained Fire Marshals should carry out their required roles and ensure their area is clear.
4. DO NOT ACT IN ISOLATION YOURSELF, ALWAYS SUMMON HELP.
5. In the case of a small fire, a Fire Marshal or Facilities Manager can attempt to extinguish the fire (if training up to date & they feel confident in doing so). A Small fire should be considered the size of a small paper dust bin, should the fire be any larger it should be left to the fire brigade to deal with.

## **Student PROCEDURE**

### **Between 7.30 am to 3pm**

1. All Students must assemble in the Muster Area by Gate 3. DO NOT RE ENTER THE BUILDINGS UNTIL YOU ARE TOLD TO DO SO BY THE CHIEF FIRE MARSHAL.
2. Each group must be checked for absentees by the Tutor/class teacher. In the event of a Tutor or class teacher's absence, the Head of School will check the tutor/class group. Tutors/Class teachers must report to their Head of School who will inform the Head (or their nominated deputy), who will be at the front of the muster point by Gate 3. The relevant Head of School (Fire Marshal) should be alerted to any missing Students, who would then follow the Missing Child Policy in discussion with the Fire Department and the DSL.
3. The School Reception is responsible for taking registers, the staff sign-in list, the Visitor signing in book and the late arrivals list to the Head of College (or deputising head of school in their absence).
4. The Business Manager (or their nominated deputy) will liaise with the Facilities Manager passing information to the Head of College (or their nominated deputy).
5. NOBODY WILL LEAVE THEIR ASSEMBLY AREAS UNTIL INSTRUCTED TO DO SO BY THE Head of College (or their nominated deputy).

## **STAFF PROCEDURE**

1. All members of staff must exit the buildings.
2. All support staff should assemble in the muster area towards gate 2.
3. All academic staff should assemble between the Senior and Junior Schools or with their form group.
4. All visitors should assemble outside the front of the main building by security on gate 3.
5. The Head of each school (fire marshals) should inform the Head of School (or nominated deputy) if anyone missing. In the event of a real fire, if anyone is missing, the Fire Department should be informed.

## **PARENT/VISITORS**

1. All visitors should exit the building.
2. They should congregate by the Security Hut.
3. Security to Check that all visitors have evacuated.
4. A member of the Security Team will check against the visitors sign in sheet and the contractor signing in sheet.

## **Fire Marshals**

Senior School: Andy Stanley, Craig Lewis

Junior School: Michelle Duffy, Pensee Hegab

Early Years: Katie Alexander, Duaa Ajami

Academic Staff: Robin Silk

Support Staff: Engie Gawad, Mohammed Salah

**Head of College (in the event of Head of College's Absence, the Business Manager should deputise)**

- Check with the Business Manager that everyone is out
- Liaise with the Facilities Manager
- The Heads of School should be alerted to any missing Students, who would then follow the Missing Child Policy in discussion with the Fire Department and the DSL.

**Facilities Manager Role**

1. Check location of potential fire on fire panel
2. Go to the location to investigate whether there is a real fire or whether it is a false alarm
3. Call the emergency services if necessary
4. Liaise with the Business Manager via mobile
5. Reset the fire alarm panel
6. In the case of a small fire, attempt to extinguish the fire (if training up to date & they feel confident in doing so)
7. Liaise with the fire services as required

**Support Staff (Heads of Department) Role (Business Manager oversees)**

- Liaise with support staff to ensure that all staff are present and have evacuated safely
- Bring the sign in sheet to make sure that any contractors and guests have evacuated safely
- Check with all Support Staff Fire Marshals that their areas are clear
- Pass on all information to the Head

**Heads of Schools Fire Marshal Roles**

- Check with each year head that all Students and staff are present
- Check with all Deputy Marshals that their areas are clear
- Inform the Head of College when the above have been confirmed via mobile

**Fire Marshal Role**

- Ensure their allocated area is clear of people in the event of a fire alarm activation.
- Close fire doors behind them.
- In the case of a small fire, attempt to extinguish the fire (if training up to date & they feel confident in doing so).

\* The role of the Facilities Manager/Business Manager and Head of School may be picked up by the same member of staff should they be the only persons on site.

### **Facilities Manager Role**

- Check location of potential fire on fire panel
- Go to the location to investigate whether there is a real fire or whether it is a false alarm
- Call the emergency services if necessary
- Reset the fire alarm panel
- In the case of a small fire, attempt to extinguish the fire (if training up to date & they feel confident in doing so).

### **Business Manager Role**

- Check with Support Staff Fire Marshals that all staff are out and each area is clear
- Check that all students and staff are present
- If anyone is missing, the Fire Department should be informed. If any Students are missing, the DSL should also be alerted and the Missing Child Policy followed.
- Deputise for the Head of College in the event of his absence.

### **Support Staff Fire Marshals Role**

- Check with department heads that all members of their team are out and present at the fire assembly point
- Check with all Support Staff fire Marshals that their areas are clear
- Inform the Head of College when the above have been confirmed.

*All key Fire Marshalls responsible for groups will hold up a Green All Clear Signal if everyone present. This remains red until all are accounted for.*

