



SPGS
INTERNATIONAL

SPGS International School Chengdu Fire Safety Policy (Including Fire Emergency Plan)



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Fire Safety Policy

(Including Fire Emergency Plan)

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Fire Safety Policy

1. Introduction

- 1.1. The Board of Governors takes seriously its responsibility to promote fire safety at SPGS International School Chengdu and to ensure that appropriate systems and procedures are in place.
- 1.2. This policy and Fire Emergency Plan sets out the school's procedures for providing a safe place to work and learn where fire safety risks are minimised. The priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the School. This policy, the process of risk assessment and the Fire Emergency plan are designed to inform and help staff, students and visitors to respond calmly and effectively in the event that fire breaks out on site.

2. Responsibilities

2.1. The Board of Governors and Principal

The Board of Governors is ultimately responsible for ensuring that the school complies with all statutory fire safety legislation and guidance. The Principal is responsible to the Governors for the implementation of the Fire Safety Policy and Fire Emergency Plan and for ensuring that adequate resources are available. Senior members of staff have been assigned responsibilities to carry out the measures required by the local authorities as follows:

2.2. The Health and Safety Committee is responsible for:

- Ensuring a suitable and sufficient fire risk assessment is undertaken.
- Ensuring that a suitable fire emergency plan is in place and understood.
- Ensuring that general fire precautions are put in place to ensure, so far as reasonably practicable, the safety of all staff and pupils and to take such general fire precautions as may reasonably be required to ensure the premises are safe for visitors and contractors.
- Ensuring that appropriate fire safety equipment, fire detection equipment, alarms, emergency routes and exits are provided.
- Consulting with colleagues about nominating persons to carry out particular fire safety roles and about proposals for improving fire safety precautions.
- Providing external hirers using facilities on the school site the relevant information on the emergency fire evacuation procedures.
- Ensuring that appropriate training is in place for those with specific fire safety roles (e.g. fire marshals).

2.3. The IFM Manager is responsible for:

- Reporting any deficiencies in fire safety to the Operations Manager
- Ensuring that site staff are aware of how to operate the fire alarm system and of the relevant information that would need to be provided to the fire and rescue service in an emergency.

- With the Health and Safety Committee, devising appropriate fire safety awareness training for staff. Carrying out routine testing of the fire alarms and detection equipment.
- Arranging for an approved contractor to carry out checks on the fire alarms, fire detection equipment, emergency escape lighting and fire extinguishers.
- Carrying out appropriate checks to ensure fire escape routes and fire exit doors are clear and operating correctly.
- Keeping the fire and rescue emergency file up to date

2.4. The Health and Safety Officer and Operations Manager are responsible for:

- Liaising with the Head of Operations on fire safety procedures and ensuring that required updates for staff and students are communicated.
- Arranging fire drills once a term to test the efficiency of evacuations.
- Coordinating roll call procedures at the fire evacuation assembly point (see Fire Emergency Plan).

2.5. Fire Marshals/Stewards

The site team, designated staff in higher risk areas or those that are responsible for large events receive fire training. Refresher training is arranged at three yearly intervals or as required due to changes in the organisation or procedures. The IFM Manager will monitor the adequacy of fire marshal provision.

2.6. Staff with responsibilities during an evacuation

2.6.1. Nominated staff have specific responsibilities in the event of an evacuation including sweeping buildings and reporting to the responsible person at the assembly point. Duties are outlined in the Fire Emergency Plan.

2.6.2. All staff (including peripatetic staff and volunteers)

Through training and the annual health and safety induction booklet, all staff are reminded that;

- they must familiarise themselves with the Fire Emergency Plan;
- firefighting equipment must not be tampered with or removed under any circumstances;
- wherever practicable, electrical equipment should be switched off and disconnected from the power supply when it is not in use;
- fire exit routes must remain free from obstruction at all times and fire doors and exits must not be either locked or propped open;
- smoking is not permitted anywhere within the school's buildings or at any site which is under the control of the school
- personal and all newly purchased school electrical equipment should not be used on the premises unless it has been authorized by the operations team and safety tested by the IFM Manager;
- all waste materials must be placed in bins or other designated receptacles provided;
- all workplaces should be kept tidy and free from combustible waste at all times.

3. Fire evacuation procedures

3.1. All staff are required to read and familiarise themselves with the Fire Emergency Plan as well as the procedures set out in the health and safety policy, and on the fire action notices found in all rooms. There is an annual refresher of these procedures given to all staff at the start of each academic year.

3.2. Main school premises fire alarm system

The main school site is fitted with an automatic fire alarm system. The main control panel is located in the CCTV room. Smoke detectors are provided throughout the school and are tested in accordance with the regulations. Manual tests of the fire alarm are conducted every Tuesday at 07.30 by Aden and monthly by the fire protection maintenance supplier.

3.3. Fire drills

3.3.1. The Health & Safety Officer in conjunction with Aden arranges at least one fire drill semi-annually to ensure that staff and students remain familiar with procedures and for those with responsibilities to test the plan and put in place procedures to remedy any inadequacies. The Health & Safety Officer keeps a record of fire drills. A report is produced by Aden following a fire drill which is shared with the Health & Safety Officer and the Principal who monitor any required actions.

3.3.2. Visitors, contractors and those unfamiliar with the school site

3.3.2.1. Visitors and contractors are required to sign in at reception where they are issued with a badge. Staff responsible for visitors/contractors should ensure that they vacate the premises on hearing a fire alarm and escort them to the assembly area. Contractors working during school holidays are given instructions on escape routes and the location of the assembly point.

3.3.2.2. An announcement is made at the start of events that involve a large number of visitors to advise of the nearest fire exits and the assembly point (see Fire emergency plan). Staff acting as fire stewards are stationed at appropriate exits and assist with evacuation.

3.3.3. Personal Emergency Evacuation Plans (PEEPs)

3.3.3.1. Staff: Disabled staff or staff who may have a temporary impairment must inform HR. HR will initiate the PEEP procedure.

3.3.3.2. Students: For temporary impairment (e.g. broken leg) homeroom teachers/form tutors should make the school nurse aware of any student who may need special arrangements to enable them to evacuate the premises. The school nurse will initiate the PEEP procedure. For permanent impairment, the Deputy Head Pastoral should be consulted and will initiate the PEEP procedure. The homeroom teacher/ form tutor should inform the school nurse or the ALNCo if the nature of the impairment changes.

3.3.3.3. PEEPs are kept by the school nurse (for students with temporary needs), ALNCo (for students with permanent needs) and HR (staff). Copies are given to the Health & Safety Officer, Head of Operations, Operations Manager, IFM Manager and PA to the Principal and Head of Junior School (students only).

3.3.3.4. The PA to the Principal ensures that a generic PEEP, which can be adapted, is in place for visitors who require assistance.

3.3.3.5. External Vendors

External vendors are briefed by the Health & Safety Officer on fire safety procedures and the emergency evacuation plan. They are responsible for ensuring that they have enough personnel on site to manage an emergency evacuation. The EVC ensures that any event set up does not interfere with fire escape routes or access to fire doors.

4. Fire safety measures

4.1. Annual fire risk assessment

The school employs a suitably qualified external assessor to undertake a fire risk assessment to identify hazards, people at risk and the measures to evaluate, remove, reduce and or protect from the risk. The assessment is carried out at least annually and on any significant change affecting the School's premises. The IFM Manager ensures that the appropriate actions recommended by the fire risk assessment are undertaken and reports this to the Health and Safety Committee. The school governors receive the summary from the Health & Safety Officer.

4.2. Emergency lighting

Emergency lighting is routinely tested in-house by the maintenance team. Records of all tests and maintenance activities are kept by the IFM Manager.

4.3. Fire escape routes

These include all fire escape corridors and staircases. They must be kept clear at all times. Any member of staff finding a fire escape route blocked or obstructed should report it immediately to the Health & Safety Officer and IFM Manager. Under no circumstances should flammable substances or combustible materials be stored in an escape corridor or in an escape stairway.

4.4. Fire doors/panels and exits

4.4.1. These are fitted throughout the interior of the premises and are designed to protect evacuation routes by impeding the spread of flames and smoke. All fire doors/panels are

suitably marked and should be kept shut or stowed and clear of obstruction at all times. Unless they are retained by an automatic mechanism which will release the door in the event of a fire, they should never be kept open nor wedged or propped open.

4.4.2 Any person who finds a fire door blocked or locked should report it immediately to the Health & Safety Officer or IFM Manager.

4.5. Fire Equipment/Extinguishers

Extinguishers may be found at fire points which are clearly signed and usually located on exit routes. They are checked regularly by a competent contractor who services them on an annual basis. Training in the use of extinguishers will be given as appropriate. All staff are instructed never to take unnecessary risks and only to use an extinguisher if they have been trained how to use it, they feel confident, and it is safe to do so. Staff may have to use an extinguisher if they find that their escape route is blocked by fire.

4.6. Permits to disable automatic fire detection

Based on local fire safety law, school has no permit to disable the automatic fire detector.
Hot works permits

The IFM Manager (under approval from the Principal) issues hot work permits to contractors. Permits include a checklist of safety measures that need to be put in place before work can commence.

4.7. Safety testing

Safety testing is undertaken by the maintenance staff or contractors and in accordance with the school's Health and Safety policy.

4.8. Flammable and hazardous materials

The use of flammable or hazardous substances at the school is restricted, in so far as is possible, to designated areas at the school such as workshops or science laboratories and in accordance with the school's Health and Safety policy.

4.9. Rubbish and combustible materials

Rubbish is stored out of buildings in a designated area until collection. Staff are reminded about good housekeeping practices via the Health and Safety policy. Site staff undertake regular checks of rooms.

5. Safety information records

5.1 Records of site checks

The site team conduct regular checks of the premises and log any actions required. This process acts as a form of internal inspection. The IFM Manager monitors the process.

5.2. Fire evacuation record

A record of all fire evacuations, including drills, detailing evacuation times and actions required to remedy any deficiencies is kept by the security department.

5.3. On site information pack

An information pack for the fire and rescue service including school plans is kept at the school reception in the Rosalind Franklin building and in the Head of Junior School's office. These are monitored monthly and kept up to date by the PA to the Principal and the PA to the Head of Junior School respectively.

An information pack of the staff list is kept at the school's HR office. These are monitored regularly and kept up to date by the HR Associate Manager.

An information pack of the CCA vendor list is kept at the Head of CCA's office. These are monitored regularly and kept up to date by the Head of CCA.

5.4. Safety testing

Records of safety testing are held by the IFM Office.

6. Availability of this policy

A copy of this policy may be downloaded from our website <https://www.spgs-shengbo.com/sisc/home/> or is available on request from the school office, SPGS International School Chengdu, Shengxing Street, High-tech District, Chengdu.

Fire Emergency Plan

(The plan is an appendix of the School's Fire safety policy published on the School's website and staff Portal)

1. The purpose of the emergency plan

- 1.1. This document sets out the SPGS International School Chengdu fire emergency plan and details the action to be taken in the event of a fire, the evacuation procedure and the system for assembly and registration. The purpose of the plan is therefore to:
- Ensure that people on our premises know what to do if there is a fire.
 - Ensure that the premises are safely evacuated.
- 1.2. All staff (including temporary staff) and volunteers should familiarise themselves with the procedures which are also summarised in the health and safety policy and on the fire action notices found in all rooms. There is an annual refresher of these procedures given to staff and fire awareness training notes are available in the Teams folder. Temporary staff, contractors and volunteers are briefed on core fire safety procedures when they start.

2. Procedures for the main school site

2.1. Warning people of a fire

The main school site is fitted with an automatic fire alarm system which is tested every Tuesday morning. The alarm sounds throughout the buildings.

2.2. Raising the alarm on discovering a fire

Anyone who discovers a fire should raise the alarm by operating a fire alarm call point. These are located on evacuation routes and are usually adjacent to a fire exit.

The security office will summon the fire and rescue service unless the member of site team in charge of monitoring the fire panel when the alarm is activated advises within two minutes that it is a false alarm.

The IFM Manager on site will be stationed at the front of the school to meet the fire services and will provide them with the on-site information pack.

2.3. Evacuation of premises

On hearing the alarm, everyone should use their nearest exit to proceed to the fire assembly point which is at the entrance of Jincheng Lake park. If the assembly point is not accessible for any reason, traffic marshals will direct staff and pupils to the alternative assembly point - outside Yiu Teung Mansion (see diagram at Appendix I).

Staff should direct students to leave the building in an orderly manner (i.e. no running and in silence) and should leave the room last, closing the door and windows without putting themselves at risk. Staff should be vigilant and check, where it is safe to do so, that evacuation of the area in which they are, is being carried out. The priority of staff is the safe evacuation of students.

2.4. Fire evacuation routes

Evacuation routes are identified by fire exit signs and routes are protected against fire by fire doors/panels. Staff are instructed to keep fire evacuation routes clear.

2.5. Action during a fire

2.5.1. Staff should contain the spread of smoke and fire by closing doors and windows, where there is no risk to their own safety. Staff should only attempt to fight the fire if it is necessary to escape and if it is safe to do so.

2.5.2. Stopping or isolating machines/power supplies in the event of fire

In the event of a fire or on hearing the fire alarm the following actions should be taken by staff working in specific areas:

- Science staff should turn off all gas supplies within the science laboratories.
- Art, theatre and maintenance technicians should stop welding and stop workshop machines.
- Catering staff should turn off cooking equipment.

2.6. Evacuation of disabled persons

2.6.1. Disabled persons must be evacuated to a place of safety in accordance with their Personal Emergency Evacuation Plan (PEEP). They cannot be left in refuges to await the arrival of the emergency services. Site staff and relevant members of staff have been trained in their use. Staff or pupils who are temporarily on crutches are to be assisted by members of staff / fellow pupils as appropriate and in accordance with their PEEP.

2.6.2. Instruction for medical staff

If medical staff require assistance in vacating a person with restricted mobility, they should seek help from the Operation Manager who will make the necessary arrangements.

2.7. Assembly point and roll call

All staff and students should go to the assembly point at the entrance of Jincheng Lake park, taking care when near the road and following any instructions from the traffic marshals who will be stationed outside the school. At the assembly point members of staff responsible for checking each

area will undertake a roll call. Once this has been completed, the results should be communicated immediately to the Principal, or senior leader in charge during the absence of the Principal. The Principal's responsibility at this stage will be to ensure that everyone on site is accounted for.

The PA to the Principal will act as the liaison between the relevant register takers and the teachers at any external site or facility. Students and teachers will be told that an evacuation is in progress and therefore will stay on those sites until the 'all clear' has been given.

2.8. Information about a fire

All staff who have any information about a fire (e.g. location) or about any person who is unable to evacuate, should tell the first person they see with a radio and also repeat the information to the Principal (or in their absence the PA to the Principal/ Head of Junior School) who will be standing on the pavement by the main school gates.

2.9. Staff absence

The HR Associate Manager checks staff absence, and the daily cover sheet, to account for any absent staff. It is therefore crucial that teaching staff inform the cover administrator if they are going to be absent from school, even if they do not require cover.

2.10. Instructions for all teachers

Teachers should instruct students to line up in their class within their year group line at the entrance of the park. Teachers should collect a paper register from the PA to the Principal/Head of Junior School. Once they have checked their class, they should return these to the PA to the Principal/Head of Junior School and hand him/her their registers. If a PA is absent, a nominated senior leader will take on this role. Teachers should stay with their class, standing at the front of the class line maintaining a quiet calm atmosphere. They should maintain a calm atmosphere, ensuring that students have lined up in register order.

Teachers who are not homeroom or form teachers should report to the teacher in charge given in Appendix 2.

2.11. Instructions for non-teaching staff

Certain support and site staff perform specific tasks such as checking areas of the site are clear and acting as traffic marshals to facilitate staff crossing to the entrance of the park. The IFM Manager will stand on the pavement by the main school gates and wear a high vis jacket.

Responsibilities for reporting groups of non-teaching staff, including technicians, are detailed in the document fire evacuation checklist for non-teaching staff which is kept up to date by the PA to the Principal. Staff with responsibility for accounting for colleagues in their area should report to HR Associate Manager

Instructions for teachers in charge, HR Associate Manager and the Head of Co-Curricular. All should report to the Principal, or in his/her absence the designated senior leader, when they have completed the check for all those for whom they are responsible.

2.12. CCA vendors

All CCA vendors on site should report to the Head of Co-Curricular.

2.13. Visitors and contractors

All visitors and contractors are required to sign in at the security gate where they are issued with a badge. Staff responsible for visitors/contractors should ensure that they vacate the premises on hearing a fire alarm and escort them to the assembly point. At the assembly point, the guards will check them off against the sign in book. Contractors are given instruction on escape routes and the location of the assembly point.

Volunteers should gather with visitors and contractors. The member of staff responsible for each relevant volunteer has responsibility for ensuring they are safely accounted for.

2.14. All clear

No one is to return to the school buildings before cleared to do so by the Principal that the buildings are safe and that the fire alarm has been re-set. The School will be re-occupied in an orderly fashion as directed by the Principal.

If premises are evacuated for a fire, they should not be re-entered until the fire and rescue service has advised that it is safe to do so.

3. Emergency evacuation before 8.00 or after 17.00 or out of school term

- 3.1. In the event of the fire alarm sounding before or after school hours or during the holiday, it is essential that all staff evacuate quickly and where it is safe to do so, check surrounding spaces as they leave ensuring that all are evacuating. All persons in the school should assemble at the assembly point at the entrance of Jincheng Lake Park and report to the person in charge at the assembly point (the person in charge will be wearing a high vis jacket).
- 3.2. The duty security guard will:
 - Locate the zone in the school which has triggered the alarm and, if necessary, summon the fire services. If possible, the duty security guard will liaise with the security team to sweep the area/building concerned.
 - Update the member of staff in charge at the assembly point – either advising that there is no fire and that the buildings can be re-entered or that the evacuation remains in place.
 - Wait for the arrival of the fire and rescue service at the front of the school.

- Report the situation to the IFM Manager if they are not already aware who will inform the Principal if there is a suspected fire.
 - Inform the Principal of the evacuation the next working day if there was no fire.
- 3.3. From 17.00 during term time, the Health & Safety Officer will:
- Liaise with the IFM Manager as required.
- 3.4. Members of staff in charge of late activities will:
- Assist students and visitors with the safe crossing of the road
 - Escort all students and visitors taking part in their own activity to the assembly point at the entrance of Jincheng Lake Park.
 - Check that the area they have been using has been cleared of students and visitors.
 - Report to the member of staff in charge at the assembly point.
- 3.5. The member of staff on late duty will:
- Ensure that they have the duty phone and wear a high vis jacket.
 - If the first person outside, help students, staff, visitors to cross the road safely by stopping the traffic.
 - Radio the person at the fire panel (usually the duty security guard) confirming that they are at the assembly point.
 - Ensure that any students not accompanied by another member of staff are supervised.
 - If there is a fire or if the fire and rescue service have attended the premises, the member of staff on late duty will send students, staff and visitors home as instructed by the person in charge at the fire panel.
 - If the person in charge at the fire panel, confirms that it is safe to return to the school buildings, give the instruction to students, visitors and staff assembled.
- 3.6. All cleaners and other member of staff working in school will:
- Evacuate the buildings by the nearest exit and assemble at the assembly point at the entrance of Jincheng Lake Park.
 - Cleaners should report to the cleaning shift leader who would then report to the IFM Manager.
- 3.7. During the school holidays, staff are required to sign in/out using facial recognition. This list will be checked remotely by the IT Manager to ensure all persons on site are accounted for.
- 3.8. Events on site (with external visitors and/or out of the normal school day)

When planning an event, staff must consider fire safety management and consult the following documents which are available on the staff portal:

- Event management guidance
- Event fire safety checklist
- Public performance announcement guidance for events (or use pre-recorded messages)

The above documents provide further information and guidance on venue capacities, fire steward requirements and an event fire checklist for use by the organiser or the member of staff allocated to be the 'lead fire person' for the event.

4. Arrangements for external vendors

External vendors are required to follow the school's health and safety procedures, including fire safety procedures while on school premises. The member of staff in charge of the event (or the duty security guard) briefs the hirer on arrival and ensures they are clear on emergency evacuation plans and their responsibilities.

Appendix I - Escape Routes and School Map

Aden

逃生路线图
Escape Routes
全校平面图 / School Map

- ★ 集合点 / Rally Points
- 逃生路线 / Escape Route
- 门口 / Gate



出口指示 / Exit Signs :
如果发生紧急情况或火灾, 请按照地图上的指示, 使用楼梯从最近的逃生路线离开。请在锦城湖公园集结。
In case of emergency or fire please follow the instructions as shown in the map and leave through the closest escape route using stairs. Please rally in the Jincheng Lake park.

Appendix 2 - Rollcall Responsibility

	Section	Responsible	Notes
Students	EYFs Student Rollcall	EYFs Classroom teachers	Classroom teachers should take their own class rollcall (including class teachers, TAs and Ayi) and then report to Robert Frankland . Wenni Lyu should produce the name lists.
	Primary Student Rollcall	JS Classroom teachers	Classroom teachers should take their own class rollcall (including class teachers and TAs) and then report to Michael Winter . Wenni Lyu should produce the name lists.
	Senior School Student Rollcall	Senior School Form teachers	The Form teachers should take their own class rollcall and then report to Ben Riegel . Snow Jiang should produce the name lists.
Staff (Academic section)	EYFs Staff Members	Robert Frankland	Robert Franklin should take all EYFs staff rollcall (including EYFs specialist teacher). Wenni Lyu should produce the name list.
	Primary Staff Members	Michael Winter	Michael Winter should take all primary staff rollcall (including primary specialist teachers, EAL JS teachers, Head of JS and their PA). Wenni Lyu should produce the name lists.
	SS Staff members	Ben Riegel	Ben Riegel should take all senior school staff rollcall (including all Deputy Heads, Head of Behaviour, College Counselor, School Counselor, Librarian, Reception, HCCA, ALNCo, EAL SS teachers, Principal, and PAs). Snow Jiang should produce the name list.
Staff (Non-academic section)	Non-academic departments (Finance, HR, M&A, Operations)	Nancy Luo	Nancy Luo should produce the name list and take all non-academic staff rollcall (including Finance, HR, M&A, and operations)
	Non-academic departments (Catering Team)	Queenie Zeng	Queenie Zeng should obtain the name list from Nancy Luo and take all staff rollcall for the catering team.
CCA Vendors	CCA vendors on site	Andrew Wilson	All CCA vendors on site should report to the Head of Co-Curricular – Andrew Wilson .

Appendix 3 – Marshals

Selected marshals will check that each floor of the GH and RF buildings is clear before leaving. The school Security Guards will help with this too.

Gustav Holst Building		
Floor	Nominated Person	Substitute for Nominated Person
<i>Ground Floor</i>	Karen Fan	Wei Tang
<i>Second Floor</i>	Angelina Banda	Yoga Wang
<i>Third Floor</i>	Matthew Bullock	Hannah Zhang

Rosalind Franklin Building		
Floor	Nominated Person	Substitute for Nominated Person
<i>Basement</i>	Che Booyesen	Betty Yu
<i>Ground Floor</i>	Queenie Chen	Chees Lou
<i>Second Floor</i>	Dabbie Yang	April Chen
<i>Third Floor</i>	Peter Swift	Gruffydd Pryce
<i>Fourth Floor</i>	Stuart Powell	Steven Anteau
<i>Fifth Floor</i>	Philip Mulder	Matthew Ryan