



Bedford Kindergarten

Fire and Safety Policy 2024-2025

Overall Responsibility for Fire Safety Matters

The Principal of Bedford Kindergarten holds overall responsibility for fire safety at the school. The principal will oversee the implementation of safety measures, ensure that staff and student training is conducted, and monitor the standard of fire precautions. Additionally, the Principal will ensure that fire drills are conducted early in each term and monthly. Fire action notices will be kept up-to-date, and all fire safety equipment will be properly maintained. The principal may delegate roles to site staff and other leadership team members to assist in carrying out these responsibilities.

To comply with fire safety regulations, the following duties are carried out:

- A Fire Risk Assessment, specific to each property, has been conducted by a competent person and its findings have been communicated to all staff. This assessment will be reviewed annually to ensure its validity.
- A fire evacuation procedure has been established and displayed at all fire call points. This procedure has been communicated to all staff, and relevant information is available to parents through the school website.
- A Fire Emergency Plan is maintained at each school building, tailored to the specific needs of the respective property.

OUR VISION –

Nurture the Tiny Minds; Cherish the Future.

Our vision is to create a nurturing environment where young minds are cherished, cultivated, and prepared for a promising future. We believe in the potential of every child and are committed to providing the support and opportunities they need to thrive.

- Fire safety training is provided to all employees during induction and periodically throughout their employment.
- Firefighting equipment, detection and warning systems, emergency lighting, emergency routes, exits, and signage are regularly serviced and maintained at appropriate locations.
- A fire log file is kept on-site, containing the Fire Risk Assessment, Fire Emergency Plan, records of fire drills, fire alarm tests, and maintenance records for all firefighting equipment, detection/warning systems, and emergency lighting.
- These records ensure the effective management of fire safety precautions and serve as evidence in case of an inspection by an enforcing authority.

Fire Drill Policy

Fire drills are conducted monthly throughout the academic year. During each drill, all students and staff will be required to exit the building, and every class will proceed to its designated area until dismissed by an administrator. Fire drills are planned by the principal in accordance with Civil Défense - Qatar guidelines to ensure the safe evacuation of all individuals.

During a fire drill:

- The fire signal will sound, and teachers will turn off the lights.
- Every fire drill will be treated as a real emergency.

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- Assigned admin staff/teachers will check restrooms, hallways, and unoccupied classrooms to ensure they are clear.
- Teachers must carry their class lists and ensure all students are accounted for.
- Students will line up quietly and orderly, exiting the classroom in a single file.
- Students must walk slowly, keeping to the right side when descending stairs, leaving the left side clear for teachers.
- Everyone will move to a designated safe area at least 100 feet away from the building to avoid smoke exposure.
- Once at the assigned area, students will remain in orderly lines while teachers take attendance.
- Selected admin staff/teachers will monitor exits to ensure student safety.
- When the “all-clear alarm” sounds, students and staff will return quietly and in an orderly manner to their classrooms.
- Students are reminded that fire drills are serious and should not be taken lightly.
- Fire drill procedures will be displayed in each classroom in a noticeable location, detailing exits and alternative exits in case of an emergency. The principal will maintain a master exit plan for the building and keep a copy in the admin office.

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Fire Drill – Evacuation Guidelines

Roles and responsibilities will be clearly assigned for duties during the fire drill.

- If time permits, an intercom announcement will describe the fire's location.
- The fire alarm will sound.
- Staff and students must evacuate the building via the posted “primary exit” or the nearest safe “alternative exit.” If these are unsafe, the nearest available exit should be used (refer to the School Building Plan).
- Student monitors near exits will be appointed to hold doors open until all individuals have exited.
- Close all windows and doors (but do not lock doors) to contain the fire.
- Do not stop to gather personal items.
- Pushing, talking, or any form of horseplay is strictly prohibited.
- Assigned employees will check restrooms, hallways, and unoccupied rooms.
- Move to a designated safe area at least 100 feet from the building, ensuring it is clear for emergency vehicle access.
- Teachers will immediately account for all students.
- The building will only be re-entered once the proper “all-clear” signal is given.

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