



EIST Fire Safety & Evacuation Procedures & Policies 2025-2026

Revised Date:	April 2026
Next Review Due:	August 2026
Policy Reference Number:	EIST 2026 FSEPP Ver.2

Purposes:

EIST has a Fire Safety Policy. Staff and students must know the procedures to take, both on finding a fire and during evacuation. A Fire Evacuation will be practised at least once per term and must be logged on the School Evacuation Log.

Fire Safety Policy and Procedures (Step by Step):

Step 1: Alarm Activation

- The fire alarm is triggered (automatically or manually).
- All alarms must be treated as real emergencies.

Step 2: Immediate Response

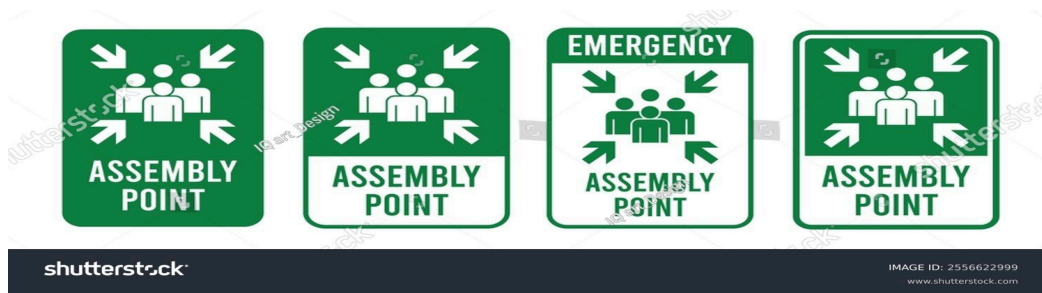
- Stop all activities immediately.
- Instruct students to line up calmly and silently.
- Do not collect personal belongings.

Step 3: Evacuation

- Exit using the nearest safe route.
- Follow clearly marked evacuation signage.
- Do not use lifts (if applicable).

Step 4: Proceed to Assembly Point

- Move directly to the designated assembly point





Step 5: Registration

- Teachers take a register immediately.
- Report any missing students to the Safety Team.

Year 2 Students List			
Surname	First Name	Present	Absent
Ahous	Laroen	<input type="checkbox"/>	<input type="checkbox"/>
Al Mardouci	Saeed Ali	<input type="checkbox"/>	<input type="checkbox"/>
Bayani	Elyssa Zaria	<input type="checkbox"/>	<input type="checkbox"/>
Ben Ahmed	Mihani	<input type="checkbox"/>	<input type="checkbox"/>
Ben Chouad	Yasmine	<input type="checkbox"/>	<input type="checkbox"/>
Ben Muel	Saim	<input type="checkbox"/>	<input type="checkbox"/>
Burk Wilemez	Joyce	<input type="checkbox"/>	<input type="checkbox"/>
Dahga	Almax	<input type="checkbox"/>	<input type="checkbox"/>
Gargouri	Samir	<input type="checkbox"/>	<input type="checkbox"/>
GRI	Lilian	<input type="checkbox"/>	<input type="checkbox"/>
Hani	Pa	<input type="checkbox"/>	<input type="checkbox"/>
Khalil	Sofia	<input type="checkbox"/>	<input type="checkbox"/>
Shouair	K	<input type="checkbox"/>	<input type="checkbox"/>
Soltani	A	<input type="checkbox"/>	<input type="checkbox"/>
Viqueiro Touré	L	<input type="checkbox"/>	<input type="checkbox"/>
Zoboni	A	<input type="checkbox"/>	<input type="checkbox"/>
Supt Member:			
Total Evacuees			
Date:			

Step 6: Await Instructions

- *Stay at the assembly point quietly.*
- *Do not leave or re-enter the building.*

Step 7: Return to Building

- *Only the designated responsible person (Leadership/Safety Lead) will inform staff and students when it is safe to return.*

Roles and Responsibilities:

All Staff

- Ensure safe and orderly evacuation
- Supervise students at all times
- Follow evacuation procedures

Teachers

- Lead students to the assembly point
- Take attendance
- Report missing students immediately

Safety Team (Blue Vest Identification)

- Wear **blue vests** for clear identification
- Sweep assigned areas
- Ensure full evacuation of premises
- Support coordination at assembly point
- All members of the Safety Team are trained first aiders

Leadership / Evacuation Coordinator

- *Oversee the evacuation process*
- *Liaise with emergency services if required*
- *Authorise return to the building*

Key Documents and Visual References:



- *Evacuation notice (displayed around the school)*
- *Evacuation routes and signage*
- *Assembly point notice*
- *Fire alarm instructions*
- *Completed evacuation forms/logs*

Reporting Requirements:

An Evacuation Log must be completed after each evacuation (drill or real).

The log includes:

- *Date and time*
- *Duration*
- *Issues identified*
- *Staff responsible*

ENGLISH INTERNATIONAL SCHOOL OF TUNIS
British Curriculum

FIRE DRILL REPORT

Date of Drill: _____

Time of Drill: _____

Drill Type: Fire Drill Lockdown Drill Earthquake Drill Other: _____

Weather Conditions: _____

1. Objectives of the Drill

- Assess the efficiency of the school's evacuation plan.
- Ensure staff and students understand their roles during an emergency.
- Identify areas for improvement in fire safety procedures.

2. Drill Execution

- Alarm Activation Time: _____
- Evacuation Start Time: _____
- Total Evacuation Duration: _____
- Assembly Point Reached: Yes No
- Total Number of Participants: _____
- First Aid or Injuries Reported: Yes No
- Were staff members aware of their responsibilities? Yes No
- Were all exits clear and accessible? Yes No
- Were attendance records checked at the assembly point? Yes No
- Issues encountered (e.g., blocked exits, confusion, delays): _____

3. Observations & Performance

- Did students follow evacuation procedures? Yes No
- Were staff members aware of their responsibilities? Yes No
- Were all exits clear and accessible? Yes No
- Were attendance records checked at the assembly point? Yes No
- Issues encountered (e.g., blocked exits, confusion, delays): _____

4. Recommendations for Improvement

5. Names & Signatures

Drill Supervisor: _____

Head of Security/Maintenance: _____

School Principal: _____

Training and Preparedness:

Staff Training and Preparedness

EIST is committed to ensuring that all staff are appropriately trained and prepared to respond effectively in the event of a fire or emergency evacuation, in line with British Schools Overseas (BSO) standards and safeguarding expectations.

All staff members receive regular fire safety and emergency evacuation training, which includes:

- *Fire and evacuation procedures*
- *Emergency roles and responsibilities*
- *Safe supervision and evacuation of students*
- *Awareness of evacuation routes and assembly points*
- *Procedures for supporting younger students and individuals requiring additional assistance*
- *Safeguarding responsibilities during emergencies*

New staff members are introduced to emergency procedures as part of the school induction programme. Refresher training and updates are provided regularly throughout the academic year to ensure continued awareness and compliance.

In addition, regular fire drills are conducted and monitored to assess the effectiveness of evacuation procedures and staff readiness. Records of staff training, fire drills, risk assessments, and emergency procedures are maintained by the school and reviewed as part of ongoing health and safety monitoring and BSO inspection requirements.

Policy Prepared By:
Name: Ms. Nadia Yaacoubi
Date: 03/04/2026

CEO	Head of Education
Mr Zied Ben Ghorbel	Ms Jacqueline Johnson
Date:	Date:
