

Whole-School Fire Safety, Emergency Response & Evacuation Policy

2026-27

Groupe Scolaire Pierre Corneille (GSPC) | Casablanca, Morocco

Policy owner	Health, Safety & Fire Officer	Applies to	Whole school: British & Trilingual; EYFS, Primary and Secondary; all pupils/students, staff, visitors, volunteers and contractors
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Approval	Principals of all GSPC schools/sections (British and Trilingual) and Owner & CEO	Framework	British educational standards / Moroccan context

Contents

1. Purpose and scope
2. Emergency leadership structure
3. Prevention, equipment and annual readiness
4. Evacuation procedure
5. Higher-risk rooms and specialist areas
6. PEEPs and people requiring additional support
7. Assembly, Plan B evacuation and accountability
8. Missing pupil/student or person during evacuation
9. Other emergencies
10. Emergency numbers
11. Records, training and review
12. Reference framework
 - 12.1 Policy considerations due to Moroccan context
 - 12.2 GSPC whole-school evacuation arrangements
 - 12.3 Document control and leadership accountability

1. Purpose and scope

This policy sets out the whole-school arrangements for fire prevention, emergency response, evacuation and accountability across all GSPC provision. It applies equally to the British and Trilingual schools/sections, including EYFS, Primary and Secondary, and to every pupil/student, member of staff, visitor, volunteer and contractor on a GSPC site.

Evacuation takes priority over property, equipment or routine duties. No person is expected to place themselves at risk. All staff must follow the emergency arrangements for the site they are on, regardless of their usual school, section, role or department.

2. Emergency leadership structure

- Owner & CEO - overall governance, strategic oversight and resourcing.
- Health, Safety & Fire Officer - whole-school operational coordination for fire safety, evacuation, emergency response, statutory/contractor checks and liaison with emergency services.
- Principals / Heads of School for all British and Trilingual schools/sections - site leadership, implementation and accountability within their areas, with collective responsibility for whole-school emergency arrangements.
- Pastoral / Student Services leads - support pupil/student accountability, movement and site response.
- Site Nurses and First Aiders - provide medical support, support PEEP arrangements and respond at the designated assembly point.
- Floor Monitors / Fire Marshals - allocated to floors/areas to support evacuation and conduct safe sweeps. Every designated Floor Monitor / Fire Marshal must have an identified deputy. If the primary postholder is absent or unavailable, the deputy assumes the role.
- Caretaker, Facilities and Security staff - support building access, emergency access, gates/perimeter, utilities and practical site response within their training and without delaying evacuation.
- Administration and Reception staff - maintain visitor/staff sign-in information and support accountability at the assembly point.
- All staff - remain responsible for the safe and orderly evacuation of pupils/students and for following instructions from the emergency lead.

Named allocations are maintained on a separate current emergency-team register so that personnel changes can be made without requiring amendment of this policy. The register must show both the primary and deputy monitor/marshal for every designated area.

3. Prevention, equipment and annual readiness

- Escape routes, corridors, stairwells, exits and fire doors must remain unobstructed and available for immediate use.
- Fire alarms, extinguishers, hose reels where fitted, emergency lighting, fire doors, exit signage, first-aid equipment, high-visibility marshal equipment, megaphones/communication equipment and other emergency equipment must be maintained in a safe and serviceable condition.
- All fire-safety and emergency equipment must receive a documented formal check/service at least annually by a competent person, or more frequently where required by law, manufacturer guidance, risk assessment or the school maintenance schedule. Routine visual and functional checks must also be completed at the intervals set in the site checklist.
- Any defective alarm, exit, door, extinguisher, emergency light or other safety-critical equipment must be reported immediately, risk assessed and repaired/replaced as a priority. Temporary control measures must be put in place until resolved.
- All staff must receive whole-school fire safety and evacuation training at least annually. New staff must receive fire/emergency induction before or immediately on starting duties, and refresher training must be provided following significant changes, concerns, incidents or identified weaknesses.
- Floor Monitors / Fire Marshals and their deputies must receive role-specific training at least annually, including sweep boundaries, safe-use limitations, communication, accountability and Plan B arrangements.
- First aid, PEEP, emergency response and other specialist training must be refreshed in line with role requirements, legal/recognised standards and expiry dates.

- Gas, electrical and higher-risk practical areas are controlled through risk assessment, maintenance, staff training and safe isolation procedures.
- Each site maintains current evacuation plans, emergency-team allocations, staff and pupil/student registers, visitor procedures and emergency contact information.
- Evacuation/fire drills are carried out at least once per term on each site and additionally after significant changes where necessary. Drill timings, observations, accountability and corrective actions are recorded and reviewed.

4. Evacuation procedure

ALARM = EVACUATE

When the alarm sounds, teaching and activities stop immediately. Staff and pupils/students do not wait to establish whether the alarm is a drill or a real emergency unless specifically instructed otherwise by the senior emergency lead or emergency services.

1. Use the nearest safe exit and nearest safe stairwell in accordance with the site evacuation plan. Staff select the safest and most direct available route from their current location.
2. Pupils/students evacuate in single, silent and orderly lines. Where a stairwell safely permits, both sides may be used to support efficient movement. Running, pushing, overtaking, crowding and returning for belongings are not permitted.
3. The member of staff responsible for a class/group remains responsible for that group until formally handed over. Staff must not abandon a group because it is not their usual class.
4. As a room is vacated, staff make an immediate visual check and close the door where safe. Doors must not be locked.
5. Once classes/groups have left an allocated floor/area, the designated Floor Monitor / Fire Marshal - or their deputy when required - conducts the allocated sweep only where it is safe. The sweep includes toilets/bathrooms, circulation areas and other designated spaces. Doors are closed as areas are cleared.
6. No marshal, deputy or other person enters smoke, fire or any other unsafe condition and no one delays their own evacuation. Any area not safely checked is reported immediately to the senior emergency lead and emergency services.
7. Everyone proceeds directly to the designated assembly point, remains with their group and stays there until formally accounted for and released or moved under Plan B.

5. Higher-risk rooms and specialist areas

- Science laboratories - stop practical work. If gas is actively in use and the isolation point can be reached immediately and safely, isolate it; otherwise evacuate without delay. Do not remain to shut down equipment.
- Art / practical rooms - stop heat-producing or hazardous activity only where this can be done immediately and safely; evacuate without delay.
- ICT / computer rooms - evacuate immediately. Do not delay to switch off individual devices.
- Theatre / assembly spaces - staff direct pupils/students and visitors to the nearest safe exit, taking account of larger groups and people unfamiliar with the building.
- Canteen / kitchen - trained staff isolate gas/cooking equipment only where the control is immediately accessible and this does not delay evacuation. Evacuation takes priority.
- Toilets / bathrooms - included in designated marshal sweeps after groups have left, where safe.
- Storage / service areas - checked only by allocated staff and only where safe. No person should enter an unsafe area to search.

6. PEEPs and people requiring additional support

Any pupil/student, staff member or regular visitor whose mobility, sensory, medical or other needs may affect evacuation must have a Personal Emergency Evacuation Plan (PEEP), or equivalent documented arrangements, where required. Temporary needs such as crutches or injury must also be considered.

During evacuation, the person follows the safest route identified for them and remains with the responsible staff member/support person unless their individual plan states otherwise. Once safely at the assembly point, those with a PEEP report to the designated PEEP/medical area under the oversight of the site Nurse/First Aider and designated pastoral/accountability lead.

Staff must not carry a person down stairs unless there is an immediate life-threatening situation and no safer alternative. Individual plans identify suitable assistance, evacuation aids and any refuge/alternative arrangements appropriate to the building and the person.

7. Assembly, Plan B evacuation and accountability

Plan A - Normal assembly point. The designated primary assembly areas are the identified safe pavement/assembly areas directly outside the relevant GSPC site, as shown on the site evacuation plan. Classes/groups line up in designated rows. Registers are taken immediately and staff, pupils/students and visitors are accounted for.

Plan B - Sister-school evacuation point. If the normal assembly area is unsafe, inaccessible, compromised by fire/smoke, structural danger, traffic, security risk, emergency-service operations or a need for a longer-duration evacuation, the secondary evacuation point is the other GSPC sister-school site/building. The senior emergency lead will direct the move to Plan B.

- No group moves to Plan B until directed by the senior emergency lead, unless remaining at Plan A presents an immediate danger.
- The route between sites must be assessed as safe. Staff must not direct pupils/students into live traffic or across a road without appropriate control and supervision.
- Groups remain together during the move. Registers and accountability information travel with the group/lead.
- Security and designated staff support safe movement, maintain emergency access and control gates/perimeter where possible.
- On arrival at the sister-school site, groups reform in designated rows and a second full roll call is completed.
- No person may leave either assembly point until formally authorised by the senior emergency lead or emergency services.

Accountability must include pupils/students, staff, visitors, volunteers and contractors. Any discrepancy is treated as urgent and reported immediately.

8. Missing pupil/student or person during evacuation

DO NOT RE-ENTER

If any pupil/student, staff member, visitor or contractor is unaccounted for at the assembly point, the responsible person reports this immediately with the individual's last known location. No teacher, nurse, marshal, deputy or other staff member re-enters the building to search. Information is passed to the Health, Safety & Fire Officer / senior emergency lead, the relevant Principal/Head of School and emergency responders. Marshals report which allocated areas were checked during their normal sweep.

9. Other emergencies

The school may use evacuation, restricted movement, shelter-in-place or lockdown depending on the nature of the incident. Examples include gas/electrical incidents, structural concerns, earthquake/tremor, serious medical emergency, suspicious item, intruder/security concern, severe weather or another major incident. Staff follow instructions from the senior emergency lead and emergency services. Where evacuation is required, the same principles of safe movement, accountability and Plan B relocation apply where relevant.

10. Emergency numbers

Service	Number
Civil Protection / Fire / emergency ambulance response	150
Police	19 (landline) / 190 commonly used from mobile
Gendarmerie Royale	177
General mobile emergency routing	112
SAMU Casablanca	022 47 00 15
Nearby 24/7 emergency facility - Clinique Riviera, 301 Boulevard Ghandi	+212 667 65 19 59 (emergency line)

When calling emergency services, give the school/site name, exact address, nature of the emergency, number of people affected, known hazards and a callback number. Do not end the call until instructed.

11. Records, training and review

- Fire drill records, evacuation times, observations and corrective actions.
- Alarm, emergency lighting, extinguishers, fire doors, signage and other fire/emergency equipment inspection, testing and servicing records, including annual competent-person checks.
- Fire/emergency risk assessments and action plans.
- Annual whole-school fire safety training records for all staff.
- Annual role-specific Fire Marshal / Floor Monitor and deputy training records.
- Current emergency-team, marshal and deputy allocations by site/floor/area.
- First-aid and other specialist emergency training/qualification records and expiry dates.
- Incident and near-miss records.
- PEEPs and review dates.
- Visitor and contractor accountability arrangements.
- Corrective actions arising from drills, audits, inspections or incidents, with named responsibility and completion date.

The Health, Safety & Fire Officer coordinates the annual review of equipment, training, evacuation plans and emergency arrangements with the Principals/Heads of all British and Trilingual schools/sections. The policy is reviewed at least annually and sooner after a serious incident, significant site change, material change in legislation/guidance or a drill that identifies substantial weakness.

12. Reference framework

- Department for Education, Early Years Foundation Stage statutory framework for group and school-based providers (effective 1 September 2026), where relevant to EYFS provision.
- Relevant Moroccan law, regulatory requirements and emergency-service arrangements. Where host-country law conflicts with a British educational requirement, host-country law takes precedence.
- Moroccan Ministry of Health emergency guidance and national emergency-number arrangements; school contact lists should be checked periodically for changes.
- Applicable manufacturer instructions, maintenance schedules and recognised fire-safety standards for installed equipment.

12.1 Policy considerations due to Moroccan context

Groupe Scolaire Pierre Corneille operates in Morocco and applies relevant British educational standards within applicable Moroccan law and the local cultural context. Where a British expectation cannot lawfully be implemented in Morocco, host-country law takes precedence. The school documents the difference and preserves the underlying principles of safeguarding, dignity, respect, inclusion and pupil/student welfare as far as lawfully possible.

12.2 GSPC whole-school evacuation arrangements

All GSPC schools/sections use the same core evacuation expectations: nearest safe route, calm and orderly movement, responsible adult supervision, safe marshal/deputy sweeps, rapid roll call, no re-entry and clear senior-leader control. Site-specific floor plans and allocation sheets set out the exact exits, sweep areas and assembly rows for each building.

Plan A is the designated safe assembly area outside the relevant GSPC building. Plan B is the other GSPC sister-school site/building and is used when Plan A is unsafe, inaccessible or unsuitable for a continuing evacuation. Movement to Plan B must be directed and controlled, with registers retained and a second full roll call completed on arrival.

Floor Monitors / Fire Marshals are assigned by area and each must have a deputy. Both primary and deputy postholders are trained annually and must know their sweep boundary, exit routes, reporting line, equipment and Plan B responsibilities.

Fire-safety and emergency equipment is subject to routine documented checks and at least annual competent-person inspection/service, with faults escalated and rectified promptly. All staff receive annual fire safety/evacuation training, with induction and refresher training as required.

12.3 Document control and leadership accountability

Established	Last updated	Next review	Leadership accountability	Approval
August 2026	14 October 2026	July 2027	Principals / Heads of all British and Trilingual schools/sections; Health, Safety & Fire Officer	Principals of all GSPC schools/sections and Owner & CEO

This is a whole-school policy. All staff and school sections must follow it consistently, supported by site-specific evacuation plans, current allocation sheets and emergency checklists.