



**MAGNO**  
International  
School, Alicante  
an Orbital Education School

## FIRE SAFETY POLICY

<b>Reviewed by:</b>	Noelia Aulló
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## Introduction

Handling a crisis is a normal part of school life, but some incidents are significantly more critical or overwhelming in character than others.

Magno International School and Orbital Education are ultimately responsible for the security and welfare of all students, staff, parents and other users of the premises, but individuals also have a duty to look after their own and others' security and welfare.

As a school, we are committed to the prevention of incidents, but understand that should a crisis event occur, the best way to manage it calmly and successfully is through effective preparation.

## Aims and objectives

Fire poses a clear risk to the safety and well-being of students, staff, parents, and other visitors, as well as to the school's facilities and property. The main objective of Magno International School is to minimise the risks that may arise from a fire, and this can only be achieved through a combination of prevention and protection measures. The procedure must form part of a well-known, practiced, and effective system.

This fire safety protocol applies to all staff, students, and visitors to the school, including external contractors and all other users of our facilities. It is based on Spanish fire protection laws/regulations and has the following objectives:

- To regulate fire protection actions uniformly across all spaces and buildings.
- To minimise the likelihood of a fire occurring.
- To ensure maximum safety against the effects of fire.
- To help ensure that any fire is detected, contained, and extinguished in a timely manner.
- To protect people, equipment, and facilities from the consequences of a fire through the proper organization of fire protection measures.

This protocol includes:

- Measures for the elimination or reduction of the risk of fire/explosion (including combustible waste, electrical/gas appliances, and other sources of ignition).
- Fire protection measures required in each of the buildings, offices, and classrooms.
- The organization of fire protection actions, in particular the duties and responsibilities of employees and other people.
- Staff training and the frequency with which it must be carried out.
- Instructions to be followed in the event of a fire, including how to contact the emergency services.
- Details of rapid response actions and emergency evacuation procedures.

Before starting work at the school, all staff members (including contracted external employees, interns, or other volunteers) must familiarise themselves with this protocol. They must sign an acknowledgment confirming that they have done so, and HR / the Health and Safety Officer will keep a record of it.

If you have any questions about this protocol and the procedures to follow in the event of a fire, you may contact the Health and Safety Coordinator, Noelia Aulló ([naullo@magnoschool.es](mailto:naullo@magnoschool.es)).

## Fire prevention

- The facilities and equipment must be kept clean and well maintained, in conditions that ensure they are safe to use.
- To guarantee this, the Health and Safety Officer will periodically carry out inspections of the facilities, checking that all signs and notices (for example, evacuation route signs) are correctly displayed.
- Safety inspections are carried out by SPG, and evacuation procedures (routes, exits, signage, and assembly procedures) are reviewed and updated every two years or after any structural change. In addition, it will be ensured that both students and staff members know exactly how to act in the event of a fire.
- All staff will complete basic fire safety training, and the relevant staff will also complete more advanced training provided by SPG. Certificates for these training courses will be filed with Human Resources.
- All staff must clock in upon arrival, and student attendance will be recorded first thing in the morning. In this way, a list of those present at the school can be maintained. Any staff member or student who leaves the premises must clock out, and this record will be cross-checked with daily attendance records in the event that an evacuation is required.

## In the event of a fire

- The priority is to raise the alarm and ensure that everyone leaves the building safely.
- Everyone in the building must evacuate, following the indicated emergency exits, and assemble at the assigned Assembly Point: **BUS PARKING FOR EARLY YEARS AND PRIMARY**, and **SECONDARY FOOTBALL PITCH FOR ADMINISTRATION AND SECONDARY**. Students and staff who are in the **SWIMMING POOL** or the **SPORTS HALL** must remain there and carry out a headcount of students without going to any assembly point, unless the fire occurs in those buildings. In that case, they must proceed to the assembly point assigned to Administration and Secondary (Secondary football pitch).
- There are several fire extinguishers throughout the school to assist during evacuation, if necessary, but they are not intended to be used to put out the fire.

## Fire Drills

- Fire drills will be carried out at least once per term.
- The Health and Safety Coordinator will keep records of all evacuations, whether planned or unplanned, and these will be referenced in the Headteacher's monthly report to Orbital Education. Staff are encouraged to provide feedback after each evacuation in order to improve procedures as much as possible. The record sheet will be signed off by the Headteacher.

## Training

Awareness and basic fire safety training play a fundamental role for staff who may be exposed to potential hazards or emergencies.

All staff members will be provided with our Fire Safety Protocol upon joining the school, and they may be required to take part in refresher sessions from time to time. The purpose of periodic training is to familiarise employees with any new circumstances or hazards that may arise as a result of changes in work processes, technology, or equipment.

All staff and students will apply their knowledge of safe and prompt emergency evacuation procedures through fire drills carried out on a regular basis (at least once per term). If you require further information, you may contact the Health and Safety Coordinator, Noelia Aulló.

The Health and Safety Coordinator will keep records of all training delivered and will inform the Headteacher when training updates are required, in order to plan the corresponding refresher sessions.

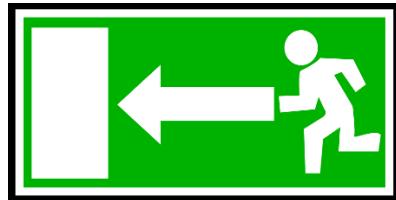
## Fire safety equipment

In the center of each floor of every building, there is a fire alarm button. Fire extinguishers and hoses are also located throughout each building. All staff must be familiar with the location of alarm buttons and firefighting equipment in the areas where they work.

Extinguishers and other fire safety equipment are inspected (and refilled or replaced as necessary) by the company Caballero every three months, and the date of each inspection is recorded on the equipment. The nearest fire station is 11 km away (Elche Fire Station), and the site's water supply meets the requirements for fire suppression.

## Fire alarm and evacuation procedures

- If you encounter a fire or an imminent fire hazard, you should only attempt to eliminate the threat or extinguish the fire if you can do so without endangering yourself or those around you. Otherwise, activate the fire alarm.
- When the fire alarm sounds, act immediately to ensure your safety. The fire alarm provides an early warning to allow you to safely exit the building in an emergency.
- Everyone **MUST** evacuate the building. The alarm should never be ignored, nor should it be assumed to be false or just a drill.
- If possible, **close windows and doors** to prevent the spread of fire.
- **Follow the Emergency Exit** signs to find the fastest and safest evacuation route, exit, or staircase:



- Once outside, move away from the building and **go to the designated Assembly Point**. For Early Years, Primary, and the kitchen, the Assembly Point is the **bus parking area**, while everyone in the **Secondary building** should go to the **football pitch located between this building and the swimming pool**. Students and staff in the pool or sports hall should remain there unless the fire starts in that area. **In that case, their Assembly Point will be the same as the Secondary building.**
- Each teacher will receive a list of the students present in their class so they can immediately check if anyone is missing. Lucía Sempere will take the lists to the Assembly Point for Early Years, Primary, and the kitchen, while Ana Belén Maestre will take the lists to the Secondary Assembly Point.
- The person in charge of each floor will check their assigned area to ensure no one is left behind. The floor supervisor is always the last to leave the building.
- If an incident occurs on the upper floors and window glass shatters, stay away from the area below, as it is a danger zone where serious injuries could occur.
- Fire trucks will arrive in front of the building and begin their operations there. Therefore, access to the building must not be blocked.
- Once outside, never re-enter the building until the fire department or the Health and Safety Coordinator gives permission.
- If any of the Assembly Points is unsafe, the Director will give the order to move safely to an alternative meeting point.

## Evacuation guidelines

- All staff and students must be familiar with the school's fire protection system, including the location of alarm buttons, evacuation routes, fire doors, and Assembly Points.
- Each classroom must display a map showing two exits (the primary route and an alternative route in case the primary is blocked).
- All staff (teaching, non-teaching, cleaning, and maintenance) are responsible for checking the main exits daily to ensure that routes and stairways are unobstructed and that doors and other exits function properly.
- While it is important to evacuate the building as quickly as possible, maintaining order is more important than speed when conducting a safe evacuation.
- Once everyone has safely exited the building, they must remain outside at the designated location until permission is given to re-enter the buildings.
- Attendance lists will be checked to ensure that all students and staff are accounted for.
- Once the lists have been verified, teachers will raise their hands to indicate that the entire class is present and that the list can be collected.
- Students with special needs must be assigned an adult or a classmate to assist them.

## Drills to practice the procedure

- Fire drills are a good opportunity to identify members of the school community who may need additional assistance.
- Fire drills should be conducted at least once per term, always during the school day.
- Fire drills should be carried out both in a planned and unannounced manner, and under different conditions, to simulate the variety of circumstances that could occur in a real emergency.
- On the day of the drill, the alarm will sound. Everyone must recognise the alarm and know what to do when it goes off.
- On the day of the drill, everyone present in the school must participate in the activity.

## Roles and responsibilities

### ❖ General operation

#### **Headteacher**

- Appoint a Health and Safety Coordinator and an external consultant (SPG) to carry out professional tasks related to fire protection, ensuring compliance with regulations.
- Ensure that all staff are familiar with our Fire Safety Policy and have received the corresponding training in this area.
- Ensure that all staff, students, and visitors comply with the Fire Safety Policy, and enforce sanctions against anyone who violates its guidelines.
- Ensure that there is a budget and that the necessary fire protection resources and equipment are purchased.
- Ensure the periodic cleaning of equipment, facilities, and the surrounding environment to minimise the risk of fire.

#### **Health and Safety Coordinator**

- Acts as a liaison between the Headteacher and the external consultant (SPG).
- Ensures that practical training is provided on fire and explosion hazards (including preventive and operational fire protection measures when performing specific tasks), as well as training for evacuating the buildings in case of fire.
- Is responsible for implementing appropriate protection measures, which include:
  - maintenance, inspections, and testing of fire protection equipment (extinguishers, alarms, emergency lighting, fire suppression systems, internal fire hydrants, etc.)
  - maintenance, inspection, and testing of any equipment or devices that could cause a fire or explosion, as well as of the facilities and areas where a fire or explosion could occur
  - inspection of heating appliances and smoke ducts
  - inspection of electrical installations and lightning protection systems
  - verification that evacuation and intervention routes are clear and that exits and evacuation pathways are clearly marked
- Establishes written agreements regarding workplace safety measures with contractors before they begin work at the school.

### **Certified fire protection consultant (SPG)**

- Maintains contact with the Headteacher and the Health and Safety Coordinator.
- Conducts fire risk assessments, proposes appropriate fire protection measures, and updates/reviews the fire safety protocol in accordance with regulatory requirements.
- Provides specific fire protection training to staff as needed, following regulatory guidelines and timelines.
- Provides or verifies additional training for staff members who are primarily responsible for extinguishing fires.

### **All staff**

All staff members and contractors present at school must:

- Perform their work in accordance with the Fire Safety Protocol and refrain from any activities that could endanger the safety of others. In particular, when working with flammable substances, all necessary precautions must be taken to prevent fires.
- Be prepared to take appropriate action in the event of a fire.
- Immediately activate the nearest fire alarm in the event of a fire.
- Evacuate the premises in the event of an evacuation.
- Do not smoke on school grounds.

### **❖ In case of fire**

#### **Health and Safety Coordinator (Noelia Aulló)**

- Go to the scene of the incident to assess its severity.
- Take charge of the initial actions of the First Response Team.
- Report the severity and scope of the incident to the Headteacher.
- Coordinate with emergency services upon their arrival.
- Keep records of the incident or drill, including the time taken to evacuate the buildings, the actions of participants, and the proper implementation of the training received.

#### **Teaching staff**

- Quickly line up the students and lead them along the appropriate evacuation route to the designated Assembly Point.
- If possible, close windows and doors and turn off electrical appliances before leaving the classroom.
- Maintain calm and silence, both in the line and once at the Assembly Point.

- Take attendance and raise the list when all students have been accounted for. **The teacher responsible for taking attendance will be the one present with the students in the classroom at the time of the evacuation, even if they are not the tutor teacher.**
- If they are not with students at that time, they should leave the building and join the rest at the corresponding Assembly Point.

## Students

- Follow the teacher's instructions and **REMAIN SILENT**.
- Do not stop to collect personal belongings.
- Follow the teacher to the Assembly Point and wait silently in line.

## Headteacher (*Rosa María Tortosa / Substitute: David Rico*)

- Go to the appropriate Assembly Point and ensure the proper implementation of the Emergency Plan.
- Receive and assess information about the severity of the incident from the Health and Safety Coordinator.
- Ensure that emergency services are notified if necessary.
- Announce "all clear" once the incident has been resolved or the drill has concluded.
- Meet with the Health and Safety Coordinator, the management team, and other staff members who have relevant information to review the incident or drill.

## Section leaders – First response team

- Early Years: *Trinidad Aniorte Guerrero (substitute: Jennifer Malden)*
- Primary: *Aarón Erades (substitute: David Morote)*
- Secondary: *Francisco Álvarez (substitute: José Ángel Maciá)*

- If a fire starts in their building, go to the scene of the incident to assess its severity and report to the Headteacher or the Health and Safety Coordinator.
- Supervise their section at the Assembly Point.
- Verify with the teachers that all students are accounted for and report to the Headteacher.

## Designated floor supervisors – Alarm and evacuation team

- Secondary: Ground floor - *Félix Francisco* (*substitute: Carmen Urbán*)  
Main floor – *Alicia Perelló* (*substitute: Noelia Aulló*)  
First floor – *Katya Dymitrova* (*substitute: Katy Muñoz*)
- Primary: Ground floor – *David Morote* (*substitute: Ana Mayori*)  
First floor – *Aarón Erades* (*substitute: Angie Bignell*)
- Early Years: *Trini Aniorte* (*substitute: Jennifer Malden*). *Óscar Morell* and *Lucía Sempere* will assist in clearing the Early Years building.
- Kitchen: *Toñi* (*substitute: Mari*)
- Swimming pool and sports hall: *Juan Llopis* (*substitute: Jeremy Emeras*)
- If they are teaching at the time, quickly line up the students and, once in the hallway, ask another teacher to guide them to the corresponding Assembly Point. They will then proceed to check their floor.
- Inspect all spaces (including offices, storage rooms, and bathrooms) within their assigned area, and once all spaces have been checked, close the doors.
- As quickly as possible, inform the Health and Safety Coordinator by phone that their area is clear with the message “[BUILDING / FLOOR] clear.”
- The Health and Safety Coordinator will inform the Headteacher that all buildings are clear once all floor supervisors have reported.

In the case of Primary and Early Years, the floor supervisors and their substitutes will have a key to the gate providing access to the bus parking area, which is the designated Assembly Point. In an emergency, they must ensure they carry the key with them, and the first person to arrive at the area will open the gate.

## Receptionists (*Ana Belén Maestre and Lucía Sempere*)

- Do not allow anyone to enter the school during a dangerous situation.
- Announce over the public address system: “Emergency, evacuate the building.”
- Collect copies of the attendance lists for ALL classes and take them to the corresponding Assembly Point (Ana Belén: Secondary Assembly Point / Lucía: Early Years, Primary, and Kitchen Assembly Point) so that teachers can take attendance.
- If instructed by the Headteacher, contact emergency services by calling 112. When reporting a fire, the caller must clearly state their name, the name of the school, the exact location of the fire, the size of the fire, and whether there is a threat to human life. If possible, they should also provide information about the building or materials on fire.



### **Cleaning and maintenance team**

- If they are inside a building, they will exit the building and go to the corresponding Assembly Point, depending on the building they are in. If they are outside the buildings, they will join colleagues and students at the nearest Assembly Point to their location.
- Once at the Assembly Point, they will assist the rest of the staff as needed.