

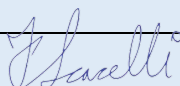


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FIRE DRILL EMERGENCY EVACUATION POLICY

Revision date	June 2023
Circulation	
Approval Signature	

This policy will be reviewed annually unless an incident; new legislation or guidance suggests the need for an interim review



Intent:

1. If the need arises for an emergency evacuation of the school, through a fire or some other cause, all school personnel must be fully aware of the correct procedures to minimize the risk of danger or injury. Teachers are required to read the detailed policy on this matter and explain in full to students the evacuation procedures for lesson and lunch times before signing the Log Book of Fire Drill and Emergency Evacuation Procedures.

Emergency Management and Evacuation Teams:

2. The schools must by name detail a Fire officer and fire support officer for each month from amongst the SLT and MLT, who would be responsible for coordinating all drills and practices conducted during the month. An Emergency Fire Evacuation Team will also be detailed for the school comprising the following:

- | | | |
|-----|----------------------------------|---|
| (a) | Emergency Evacuation Team Leader | Facilities Manager. |
| (b) | Members | The entire PE Team
Facilities Staff |
| (d) | Special Staff | Two members from
the Security Staff. |

Summary:

3. Students and staff must be familiar with the following:-
 - (a) The signal to stop work for an emergency evacuation is a continuous ringing of the school bell or siren.
 - (b) Classes exit rooms without bags and books, but wallets and valuables must be in pockets at all times.
 - (c) Under class teacher supervision and control, students are taken to Football Ground for assembly.
 - (d) Students in each class will sit in a single line, supervised by the teacher.
 - (e) The Fire Officer and Fire Support officer for the month must be fully conversant with this policy and their responsibilities in meeting any fire emergency in the school
4. Full details of the Policy can also be found on the school's website:



Policy:

5. Should a fire or any other emergency situation be noticed in any block, evacuate and make immediate contact with the Administration Block.
6. The alarm will be a continuous ringing of the school bell/hand bell/siren or whistle.
7. The Administration or Office Staff will contact the Fire Brigade, Police and/or Ambulance. The appropriate service will then be directed to the location of the emergency and the entrance to use.
8. The Facilities Manager will unlock the door of the Main Switch Board and switch off the power. He will then meet the Fire Brigade, Police or Ambulance at the gate and direct them.
9. The Superintendent will remain on duty at the office until all services are notified. She/He will then obtain reports from The fore officer and fire support officer of the month, teachers and checkpoints that all personnel have been evacuated or otherwise and inform the Emergency Service Officers on their arrival.
10. If the office is the centre of the emergency, the Canteen will become the centre point of operation.

Procedure:

11. As soon as the alarm sounds, all classes must STOP WORK, STAND and EVACUATE immediately to the Football Ground as shown on the school maps, distributed to all staff and displayed prominently in all buildings.
12. Students are NOT to collect books or bags to bring with them during the evacuation. Everyone MUST evacuate. There are NO EXCEPTIONS.
13. Students are to be moved under the strict supervision of the classroom teacher. Students will maintain discipline and talking will be done only by teachers.
14. Students are to WALK not RUN, to the Football Ground. Disabled students may need to be given special assistance at the teacher's direction.
15. All classes assemble on the Football Ground for ROLL MARKING. Teachers must move the students through the designated route, which is the quickest, safest route.
16. Those students on the first floor must be taken along the ramp. Staircase must be used only by the designated classes under the directions and control of the teacher. Those students in the Library or in the swimming pool, will have to choose the safest route depending on the site of the fire.
17. Administration will look after the evacuation of students in sickbay/office area and visitors to the Football Ground.



18. A schematic fire escape and evacuation plan must be made by the schools which must be displayed in front of every class and other prominent places in the school. As shown on the plan, once students have been moved away from the buildings, the supervising teachers will take their class as a group to the Football Ground to assemble in class groups.

Supervisory Duties:

19. The Phase Heads and Heads of Department are to check their buildings are completely evacuated and that the correct orderly evacuation occurs. "BLOCK CLEAR" should be reported to the Fire officer and Dean of Studies at the Football Ground. Computer facilities in these blocks need to be secured in that process.

20. Teachers on preparation and correction or in adjoining classroom are to take responsibility for supervising the movement of the class of one of the above HODs to the Football Ground whilst HOD completes the building supervisory duties.

21. Upon arrival at the Football Ground, the above HODs are to report on the block evacuation to the Fire Officer for the month and the Dean of Studies.

22. YEAR CO-ORDINATORS are to support the organisational process of their YEAR LEVEL.

23. The Head of HR will be responsible for bringing form rolls to the Football Ground and distributing them to the respective year level co-ordinators. The year coordinators will distribute to staff.

24. Phase Heads and HODs will be responsible for ensuring that rolls for classes of STAFF who are absent from their staffroom on that day are marked.

25. If a student is absent from the evacuation this must be recorded on the roll which is given to YEAR CO-ORDINATORS who then report to the Fire Officer and Dean of Studies, who will be in charge of Fire Drill, at the front of the Football Ground.

26. The Laboratory Attendant will report to the Science Head of Department after ensuring:-

- (a) Laboratories and all rooms there are secure.
- (b) Gas tanks have been turned off at main cylinders.

27. Office Staff, Teacher Aides, other Ancillary Staff and registered visitors

PLEASE NOTE: The drill will not be declared complete until all Year Co-ordinators have reported to the Fire Officer and Dean of Studies.

28. The Fire Officer will direct the Fire Support Officer to the Principal who is at office to indicate that all personnel have been evacuated.



29. Rolls are to be returned to the Head of HR before assembly is dismissed.
30. At the completion of the drill, students will be dismissed, under the direction of the Dean of Studies to return to their classrooms to either collect books left in the classroom or to continue with the lesson. The classroom teacher will be responsible for the supervision of the students.

EMERGENCY EVACUATION DURING RECESS:

31. The emphasis will be on moving students away from the buildings onto the Football Ground as quickly as possible, using the shortest and safest routes possible. Whilst this is being done, all buildings are to be checked by Phase Heads and HODs to ensure that no students are left behind. All teachers are requested to assist by checking all classrooms in their building. Teachers in the Staffroom are to ensure that all students have been cleared from the Main Building.
32. Once on the Football Ground, students are to assemble as normally as expected for the evacuation: ALL MUST BE SEATED ON GRASS AND REMAIN IN FORM CLASS.

ACTION TO BE TAKEN IN CASE ANY STUDENT IS FOUND MISSING AT THE ASSEMBLY:

33. While the process of evacuation of children is the most important activity, it will be apparent that the roll marking is also an equally crucial activity and needs to be done with due diligence.
32. If in the roll marking any child has been found missing, it calls for emergent and simultaneous measures to be undertaken at various levels.
33. The teacher concerned will immediately report the matter to the Fire Officer or the Fire Support Office or the Dean of Studies, whoever is available. The teacher will then continue with a rechecking of all his/her students. The Fire Officer will announce the name of the missing child over the loud hailer to check if he or she is amongst other children in the football ground. Simultaneously he/she will inform the Superintendant who will in her office or at the cafeteria.
33. The fire support officer will move to the Wireless base station and start manning it till the emergency is over. The Facilities Manager, the two members of the security staff and the PE staff, who comprise the Emergency Evacuation Team will move immediately to meet the concerned teacher and get complete details of the missing child, including details of the place where the child was last seen.
34. If it is possible to get back to the concerned class, the Facilities Manager, one member of the Security Staff with his walkie-talkie and one selected member of the PE team will together move to the class and areas nearby to find the child.



35. The balance of the Team under the PE Head along with the second member of the security staff with his/her walkie-talkie will undertake a planned and systematic search of the entire school for the missing child.

36. Both teams will maintain wireless communication with the base station at all times, which will be manned now by the fire support officer.

37. If the child is not found by the time the external fire team and tenders arrive, the Superintendent will report the case of the missing child to the Fire Officer in Charge of the external team. If an ambulance has not arrived by them, she will ensure that it is immediately called for.

36. The Superintendent and the Head of Admin will, after establishing that the child is still missing, inform the child's family.

Need for Silence and Discipline

37. The need for silence and discipline in the entire process cannot be overemphasised. It is a natural instinct for human beings especially children to panic and make noises. It will be the onerous duty of every teacher to control herself and her team of children. Confidence, Equanimity, and a composed demeanour in spite of any turmoil within will engender a feeling of safety and comfort in the children.

38. Din and noise will drown any calls and cries for help and defeat the very purpose of this emergency evacuation policy.

IN CONCLUSION:

39. To ensure the safety of all students, the priority of any emergency evacuation drill must be to make sure that:-

- (a) All students and staff are evacuated quickly and safely.
- (b) All buildings are checked to make sure that no students are left behind.
- (c) The total school community assembles in the Football Ground as quickly as possible as indicated in the instructions above.

40. Security, particularly to computer equipment needs to be undertaken – HODs/ ADMIN to attend to this. Whilst closing windows/doors may retard the fire/emergency – It is not always possible to carry out on exiting a building.