

Fire Drill & Emergency Evacuation Policy

Policy Owner	Operations Manager
Approved by	Ms Sapna Changrani (Head of School)
Review Date	July 2026
Next Review Due	July 2027
Circulation	All Staff, Students, Parents; School Website; KHDA Inspection File

1. INTENT

If the need arises for an emergency evacuation of the school – through fire or any other cause – all school personnel must be fully aware of the correct procedures to minimise the risk of danger or injury. Teachers are required to read this policy in detail and explain evacuation procedures fully to students before signing the Fire Drill Log Book.

2. EMERGENCY MANAGEMENT AND EVACUATION TEAMS

The school must by name detail a Fire Officer and a Fire Support Officer from among the SLT and MLT for each month, responsible for coordinating all drills and practices.

The Emergency Fire Evacuation Team comprises:

- Emergency Evacuation Team Leader: Operations Manager
- Members: The entire PE Team and Facilities Staff
- Special Staff: Two members from the Security Staff

3. EVACUATION PROCEDURE SUMMARY

- The signal to stop work is a continuous ringing of the school bell or siren.
- Classes exit rooms without bags and books; wallets and valuables must be in pockets at all times.
- Under class teacher supervision, students proceed to the Football Ground for assembly.
- Students sit in a single line, supervised by the teacher.
- The Fire Officer and Fire Support Officer must be fully conversant with this policy and their responsibilities.

4. POLICY DETAIL

- Should a fire or emergency be noticed in any block, evacuate immediately and contact the Administration Block.
- The alarm will be a continuous ringing of the school bell, hand bell, siren, or whistle.
- Administration or Office Staff will contact the Fire Brigade, Police and/or Ambulance.

- The Facilities Manager will switch off power at the Main Switch Board, then meet emergency services at the gate.
- The Superintendent will obtain reports from the Fire Officer and teachers to confirm all personnel are accounted for.
- As soon as the alarm sounds, all classes must STOP WORK, STAND and EVACUATE immediately to the Football Ground.
- Students are NOT to collect books or bags. Everyone MUST evacuate. There are NO EXCEPTIONS.
- Students are to WALK, not RUN, to the Football Ground. Disabled students may need special assistance.
- All classes assemble on the Football Ground for ROLL MARKING.
- Those on the first floor must be taken along the ramp.

5. SUPERVISORY DUTIES

- Phase Heads and Heads of Department are to check their buildings are completely evacuated and report 'BLOCK CLEAR' to the Fire Officer.
- Year Coordinators are to support the organisational process of their year level.
- The Head of HR will be responsible for bringing form rolls to the Football Ground.
- The Laboratory Attendant will ensure laboratories are secure and gas tanks have been turned off.

6. EVACUATION DURING RECESS

The emphasis during recess is on moving students away from buildings onto the Football Ground as quickly as possible using the shortest and safest routes. All buildings must be checked by Phase Heads and HODs to ensure no students are left behind. Once on the Football Ground, students must be seated on grass in their form class.

7. ACTION IF A STUDENT IS MISSING

- The teacher concerned will immediately report the matter to the Fire Officer, Fire Support Officer, or Dean of Studies.
- The Fire Officer will announce the missing child's name over the loudhailer and inform the Superintendent.
- The Fire Support Officer will man the wireless base station.
- The Facilities Manager, security staff, and PE team will move to the last known location of the missing child.
- Both search teams will maintain wireless communication with the base station at all times.
- If the child is not found when emergency services arrive, the Superintendent will inform the emergency Fire Officer and the child's family.

8. NEED FOR SILENCE AND DISCIPLINE

The need for silence and discipline throughout the evacuation process cannot be overemphasised. It is the duty of every teacher to control themselves and their students. Confidence and composure will engender a feeling of safety and comfort. Noise will drown any calls for help and defeat the purpose of this policy.

9. POLICY REVIEW

 This policy will be reviewed annually, or sooner if required, to reflect operational needs, changes in legislation, or updated guidance from the KHDA, Dubai Municipality, or the DHA.