



**DUBAI
BRITISH
SCHOOL**
JUMEIRAH PARK

FIRE EVACUATION PROCEDURES

Fire assembly point – Sports Field – small Football Pitch

Alternative Fire Assembly Point – The Pavilion

Fire Marshal: Rebecca Coulter

Alternate: Amy Falhi/Graeme Malcolm

At the sound of the alarm, the following procedure should be followed:

- Exit the Class in an orderly, silent line and proceed to the nearest exit
- Teachers to bring their fire registers with them.
- Do not take any other items with you
- Turn off all lights and close the door
- Turn off gas in Science labs (Science teachers)
- Place tag on the corridor side of the door which marks the room as vacated
- Be aware of the alternative route in case your designated route is blocked
- Make your way to the fire assembly point on the football pitch and form a line in front the sign of your class or designated area
- Teachers, using the register in the pack, take attendance when lines have been formed
- Teachers to hold up the red or green card towards the fire marshal (Green if all are present, Red if any student is missing)

Students with limited mobility: A list of these students should be kept with Reception, Nurse and operations manager and the children wheeled to the steps and transferred to evacuation chairs if not on the ground floor.

PE classes: Exit through the nearest exit to the football pitch to join their class teachers in the assembly area.

Swimming: Students should place towels around them and put on their flip-flops to exit by the swimming pool emergency exit

Primary students not in homeroom classes: Students not in their classrooms with their class teachers should be escorted to the football pitch to join their class teachers in the assembly area

Secondary students: Secondary students should join their form class and form tutor

All other staff: exit the building immediately and line up at the fire assembly point

Visitors: Visitors to form a line alongside administrative staff

Do not re-enter the building until you have been told to do so by the Fire Marshal