


Emergency Response Plan for Fire Evacuation Procedure



Taaleem Group	 inspiring young minds
Occupational Safety and Health Management System	
Emergency Response Plan for Fire Evacuation Procedure	

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Document No	TG-OSH-01	Rev.No	01	Date of Issue	09/11/2020	Page 2 of 53
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Taaleem Group	
Occupational Safety and Health Management System	
Emergency Response Plan for Fire Evacuation Procedure	

Taaleem Group Signatory Page

Policy Document Reference	School Name	Name of Lead Responsible Signatory	Signature	Date
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Table of Contents

- Emergency Response Plan for Fire Evacuation Procedure 1
- Revision History 2
- Taaleem Group Signatory Page 3
- Table of Contents 4
- 1. Purpose 5
- 2. Scope 5
- 3. Definitions 5
- 4. Roles and Responsibilities 5
- 5. Resources 10
- 6. Procedure Evacuation Emergency Within School Grounds 11
- 7. Procedure for Fire Drill Testing 13
- 8. Emergency Evacuation Off School Grounds 16
- 9. Emergency Service Liaison 16
- 10. Personal Emergency Evacuation Plan (PEEP) 17
- 11. Review 17
- 12. References 17
- Appendix 18
- 1. Important Telephone Numbers 19
- 2. Specific School Roles and Responsibilities 20
- 3. Sample check list 23
- 4. Unaccounted person check form 35
- 5. Sample PEEP form 38
- 6. Fire Equipment: 44
- 7. Evacuation Maps: 48
- 8. After School Hours Evacuation Procedure: 51
- 9. Swimming Pool Specific Procedure: 52
- 10. Fire Drill Evacuation Report: 53
- 11. Annual Mock Drill Planner: 54

1. Purpose

To establish and maintain a systematic plan in the event of an emergency and drill scenario that requires the evacuation for any Taaleem employees, students, contractors, visitors, or other stakeholders within the facility.

2. Scope

Applicable to any situation where the endangerment to personnel, property, other interested parties, or surrounding environment is significant enough that an evacuation of the premises, in part or in whole, is required. The same procedures shall also be carried out during a drill process without the requirement of contacting emergency services.

3. Definitions

Emergency: An accident related to the entity that can cause death, significant injuries to the employees or in the surrounding community, or significant negative impacts on the environment.

Emergency Management Program: All the arrangements undertaken by the entity in support of emergency, including the organizational structure, budget, resources, and documentation.

Emergency Response Plan for Fire Evacuation Procedure: A document identifying all the activities to be undertaken by the Organization from notification of an emergency incident, through incident stabilization, up to recovery from negative impacts of the incident.

Emergency Officer: OSH Officer

4. Roles and Responsibilities

4.1. Executive Principal or Principal

- The Executive Principal or Principal is responsible for having the evacuation plan arrangements in place.
- To ensure that emergency scenarios have been identified where evacuation is required.
- To ensure that all the arrangements are in place in case of evacuation.
- To approve budgets for the emergency trainings and implementation of the procedure.
- Will act as the Fire Marshal.
- Direct the drill or emergency evacuation.

4.2. Head of Business Operations

- To participate in the training regarding the emergency management.
- To make sure that the exercise for the scenarios are conducted as per the drill planner.
- To coordinate and ensure all parameters are in place for the safe evacuation of the school community, overseeing the Emergency Response Team and supporting the Principal.
- When the Head of Business Operations an alternate member of staff shall be appointed to take up the role of this position.

4.3. OSH Officer

- To implement the evacuation plan as per the annual drill planner.
- To train staff internally for the Evacuation plan implementation.
- Arrange the external training for the emergency evacuation plan by liaising with senior management.
- To develop the Evacuation exercise report and maintain the records, circulating to the management team and Central Office.
- Will appoint, in consultation with the Principal and Head of Business Operations, the emergency response team, **see appendix 2**
- To ensure that the area Emergency Response Team are regularly inspecting the emergency doors and exit ways.
- Will nominate, or be the responsible person, for checking the fire panel to assess the emergency or drill situation, he/she will report the findings to the Fire Marshal.

4.4. Fire Warden (also can be known as Sweeper)

- Secure workplace, put on safety vest, hand over students/guests to nearest teacher escorting a class out. For admissions hand over guests to the admissions officer.
- Methodically sweep the corridor assigned to you. Make sure you check each room by looking inside and calling out, including toilet cubicles. If a door is locked there is no need to enter.
- Close the door and hang up evacuated signs on doors of evacuated rooms.
- Exit the building at the nearest exit.
- Report to the Fire Marshal that your area has been swept.
- Move to designated area at the assembly point.

4.5 Reception/admin staff

Reception staff will brief visitors on the fire emergency procedure, the assembly points and if there is a scheduled drill due to take place which they will be required to participate in. If any visitors are in the reception area during a drill or an emergency, they will be escorted to the muster point. Primary reception staff will print a copy of the fire list and get it from the reprographics office while exiting the building and take it to the assembly point.

4.6 Emergency Response Team

- To ensure that they are performing their duties in their area of responsibilities.
- Regularly inspect the emergency exits.
- To ensure that fire exit doors are not obstructed.
- To participate in the fire drill and perform their role as appointed by the OSH Officer.
- To participate in any internal and external training pertaining to the emergency management arranged by the senior management and HSE in charge.
- Sweepers appointed by the OSH Officer will methodically sweep the area assigned to them, ensuring each room is thoroughly checked by looking inside and calling out, including toilet cubicles. (If a door is locked there is no need to enter. If a handle of a door feels warm, do not enter). Upon completion of the sweep, any findings or confirmation of all clear are to be reported

to the Fire Marshal. If there is any smoke in an area the sweeper should exit immediately for their own safety.

- Shall wear a high vis vest for easy identification.

4.7 All staff and full-time subcontract staff


The most important criteria governing all decisions must be the student safety, all staff members should take the following steps in preparation for emergencies:

- Read and understand the procedures in this document and the Fire Drill procedure posters displayed around the campus. Ensure that a map is hanging in classrooms/offices/corridors clearly depicting the evacuation route.
- Ensure that class registers are accurate and readily available.
- Ensure that those you supervise are also aware of these procedures.
- Know the location of the nearest fire alarm box.

Specific Teacher, learning assistants and other staff responsibilities:

When the fire alarm sounds:

- Instruct all students to stand and proceed silently and in single file to the designated exit for your room, leaving their bags behind.
- Bring the fire register from your classroom to the assembly point.
- Check that the room is empty and close the door.
- Turn off lights and gas shut off switches. Science Teachers in science labs or their designate person, should shut off gas mains in the science labs before exiting.
- Place an allocated tag on the corridor side of the door to mark that the room has been vacated.
- Lead your class to the nearest exit and proceed to the muster point, **see appendix 7**.
- Staff must insist that pupils are always quiet and to walk. When descending stairs, there should be no more than two abreast.
- All staff not directly supervising must also remain as quiet as possible. On the arrival at the evacuation point, unattached staff should proceed to their muster location for checking process.
- Teachers should collect their plastic folders from the receptionist if they have forgotten their own from class.
- The plastic folder will include a class list, and a Red and Green Card.
- Teachers are to check students against their class list as quickly as possible once reaching the muster point.
- Check all students are accounted for.
- If all children are accounted for, the Green card should be raised.
- If any child/staff is missing, then the Red card should be raised. The name of the child/staff should be provided to the Fire Marshal. **See appendix 4.1** for the template to use.
- Students with limited mobility should be transferred to evacuation chairs. Lifts should not be used.
- Specialist classes should exit the nearest fire exit and join their class in the assembly area.
- Wait for further instructions as directed by the Fire Marshal.
- Students in the swimming pool should follow school specific plans for evacuation procedure, **see appendix 9**.
- Evacuation Supervisors require to check all staff and visitors are accounted for.
- **Do not return to the building until instructed otherwise by the Fire Marshal.**

Taaleem Group	
Occupational Safety and Health Management System	
Emergency Response Plan for Fire Evacuation Procedure	

See appendix 2 for staff roles and responsibilities

Document No	TG-OSH-01	Rev.No	01	Date of Issue	09/11/2020	Page 8 of 53
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Fire alarm during an exam

If there is an emergency evacuation during an examination, then the following actions must be taken:

All students in the exam location should leave the building as quickly as possible and head to the muster point, **see appendix 7**

- Bags and any belongings should not be taken from the exam location and question papers and scripts should remain on desks in the examination location.
- The invigilator should bring the attendance register with them to the evacuation assembly point.
- While away from the exam room, students should be supervised as closely as possible by the invigilator, there should be no discussion between them or with any other students.
- Invigilators should make a note of the time they leave the room (write the time on a board) and the time they return. Students are allowed the full working time for the examination.

The Examinations Officer will relieve any internal invigilating staff at the assembly point for them to proceed to their normal designated points. Any external invigilators must wait for the Examination Officer to arrive to be released to report to visitor check point. The Examination Officer must remain with the students.

The Invigilators will meet the Examination's Officer with all students at the Exams Assembly Point where the Examination's Officer will take the register.

Invigilating staff must return to the Examination Officer at the Exams Assembly Point to collect their students and registers to return to the examination rooms as quickly as possible.

Following a return into the building, the Examination's Officer will make a report of the incident which will be kept on file until the relevant results date in case of any enquiries.

Fire alarm after school hours

In the case of a fire alarm out of normal working hours, the after-school hours evacuation procedure should be followed by any personnel who are on site and the After-School Activity Supervisor will take charge. **See appendix 8** for specific plan.

- School Security Guard will immediately check the location of the alarm to identify if it is a false alarm or an actual fire.
- If there is a fire, the emergency services are to be called immediately.
- All personnel are to assemble at the muster point and the After-School Activity Supervisor will account for all personnel.
- A Security Guard will liaise with the representative to ensure that all personnel are accounted for and that the buildings are clear.
- No one should re-enter the school until the 'all clear' has been given by the After-School Activity Supervisor and Security Guard.

The School Facility Manager is to be notified at the earliest opportunity that there has been an alarm and informed of the details pertaining to this. If there is a fire, the School Principal and Head of Business Operations must also be notified as soon as possible, in addition to the Facility Manager.

Check Lists

In the case of a fire alarm, a checklist for all personnel and students should be readily available in advance to ensure that all individuals are accounted for, **see appendix 3**

Any students or adults unaccounted for when all lists have been checked, the 'Unaccounted Form' **see appendix 4** should be completed. This will support emergency services with any searches that may require to be carried out. This document should be produced and completed as quickly as possible.

4.8 Security staff

Step 1: Close all gates and ensure no one enters the building.

Step 2: Hand over sign in books to the appointed person for taking to the muster point.

Step 3: Direct emergency vehicles onto the grounds.

Note: Pool areas will require specific attention and a plan should be put in place that is relevant to the school and is specific to sweeping the area and ensuring no children return to the area that could present further risks etc. The school are to develop specific measures for their individual pool setting. **See appendix 9**

* Security will evacuate the building immediately in the case of a dangerous situation, open the gate, and report to the Fire Assembly point.

4.9 Nurse and first aid staff

When the alarm is triggered, the Nurse should proceed through the exit by the Clinic and to the muster point. They must take with them a basic first aid kit and wheelchair. Students who are in the Clinic must be escorted out by an adult. A wheelchair should be used for any student who is unable to walk at a reasonable pace.

Staff members who have current and up to date First Aid training should support the Nurse where appropriate and relevant after they have escorted their class to the evacuation point and checked all individuals are present.

5. Resources

- Evacuation chair
- First Aid Kit
- Trained Emergency response Team
- Fire extinguishers – these can be used to tackle small fires
- A team of Trained First Aiders
- Fire blanket
- Sand Bucket
- Hose Reel
- Sprinklers
- **See appendix 6** for a comprehensive list of firefighting equipment.

6. Procedure Evacuation Emergency Within School Grounds

In the event of an emergency, occupants will be required to evacuate the building/office premises. The following information and procedures have been developed to ensure personal safety and to establish the responsibilities of individuals pertaining to the clearance of building and alerting the Civil Defense.

6.1 Evacuation Procedures for Building Occupants

In the event of a fire alarm, all personnel should ensure that nearby personnel are aware of the emergency, close doors (not lock) and exit the office.

- All personnel should be aware of where the emergency exits are located, be familiar with the evacuation routes available, and know the main muster point location, **see appendix 7.**
- After evacuation, all personnel should proceed toward the assembly point and await further instructions from the OSH Officer or Emergency Coordinator, **see appendix 7**

Civil Defense will be alerted by the OSH Officer or Head of Security (Abu Dhabi/Dubai Police Emergency no-999). Upon the arrival of the Civil Defense, Security will advise the location of the emergency, providing specific details where possible and will report to them of any individuals or groups that have not evacuated from the premises, indicating their possible location.

Contractors/visitors will also take part in any drill or emergency and must be accounted for. Security will provide an accurate to the Emergency Coordinator who manages the cross check for visitors and contractors.

6.2 Note & Precautions

All individuals must follow the below instructions, in addition to those noted earlier:

- When an emergency is detected that is beyond internal control and an evacuation is necessary, the nearest call point should be located and an alarm raised immediately.
- Employees must not wait to collect their personal belongings.
- All electrical power equipment must be turned off if it is possible and safe to do so.
- Evacuate the area through the allocated/demarcated escape routes.
- Use the designated emergency escape stairwells.
- Always hold the handrail.
- Be cautious of doors opening into the emergency escape.
- Do not push or force through other people. Remain calm.
- Do not stop or cause a delay while descending the stairs.
- If an escape route is found to be blocked, retreat to a safe position and attempt another escape route.
- Do not use your phone or attempt to send messages while descending.
- Inform of any known and verifiable details of emergency to the EMT.
- Proceed immediately to the allocated assembly area and report to your Head of Department or assembly point controller.
- Remain at the assembly point until given further instruction.
- Do not attempt to re-enter the premises.
- Ensure you are accounted for.
- Small fires can be extinguished if you are trained to use a fire extinguisher. However, an immediate readiness to evacuate is essential.
- Never enter a room that is smoke filled.
- Never enter a room if the door is warm to touch.

- During an emergency, visitors who may not be familiar with this plan must be informed of the requirement to evacuate. Special attention should also be given to any individuals with disabilities, especially those who are visitors or are unfamiliar with the building.
- Do not return to the building until you are specifically told to do so. Silencing of the fire alarm is not a signal to re-enter the building.

6.3 First Aid Procedure

Gassing

- Remove the patient to fresh air, lay down and rest.
- If the patient is not breathing, make sure that their airway is clear and apply artificial respiration. Oxygen may be given, but only under supervision of a first aid trained individual.
- Keep the patient warm.
- Call a Doctor at once or transport the patient to a Doctor or hospital.

Eyes

- Hold the patients eyes open and wash continuously with water for at least 15 minutes and
- Transport to a Doctor or hospital.

Skin

- Immediately wash affected area with water to prevent frost bite and
- Transport to a Doctor or hospital.

First Aid: School management will provide training to employees for Basic First Aid CPR via a third party approved by OSHAD or relevant government regulatory body.

- All Occupational injuries will be recorded in the First Aid Register and completed forms will be filed.

7. Procedure for Fire Drill Testing

7.1 General

Emergency Drills are used as a means of training specific personnel and teams to carry out emergency procedures and to give instruction in the use, handling, or operation of any emergency equipment, which may be appropriate. In doing so, emergency equipment is regularly tested, and any shortcomings can be identified and rectified. Furthermore, a new or revised procedure can be easily introduced without the need for extensive re-training.

An emergency drill includes the following:

- Firefighting
- Search and rescue i.e. within the site area
- Casualty handling

Emergency exercises are used to make all personnel aware of the actions required of them in an emergency scenario. Where this is not possible or desirable, drills should be undertaken by individual departments on an opportunity basis, but within the maximum intervals permitted.

Each drill should introduce a specific type of emergency based upon the types of hazards present on site. Reference should be made to the site emergency procedure.

A Fire Drill will be conducted termly, and all the alarms and bells will be checked as well as the emergency doors for obstructions and general condition.

7.2 Alarm Testing

Emergency alarms are to be regularly tested. A regular time should be identified so that the personnel know that it is an exercise. This activity of testing should be done during the fire drill. Generally, the Fire alarms are tested every three months and every 6th month by a third-party company.

7.3 General Guidelines for Execution

7.3.1 Conducting Effective Drills

The following three steps are required for drills to be effective:

- a) **Plan the drill** - Effective drills should always be carefully planned to focus the training on a need. Planning the drills maximises the benefits of conducting the drills and minimises the amount of time wasted during the drill. The drills should be planned, however it is not necessary to inform all staff that a drill will be taking place, so it is as realistic and allows efficient trials.
- b) **Conduct the drill realistically** - The drill should stimulate an actual condition and make the occupants perform, as though the actual emergency condition existed.
- c) **Discussion and report**- Conclude with a critique and discussion session immediately following the drill, this will identify any problem areas and point out mistakes while they are fresh in the minds of the occupants. The discussion can also be used to help in developing plans for future drills.

7.4 Planning a Drill

Every drill should be planned to be effective and efficient. There are several steps in planning a drill.

a) Emphasize a specific aspect

Each drill should be designed to emphasize a single aspect of responding to an emergency, even though every drill should contain all the steps necessary in an emergency. A single drill should not attempt to teach members everything at once. Focusing the drill on a single aspect simplifies the drill, can increase the chances of that aspect being remembered during an emergency if necessary, and keeps the time required for the drill within an acceptable limit.

b) Select a suitable location

The location for the drill should be appropriate for the aspect being focused upon. The location for a fire or another emergency scenario should vary from time to time. As an example, scenarios could include blocked passageways, evacuation chair procedure, missing person etc.

c) Avoid undue risk

Drills should avoid exposing the occupant's scenarios that may place them in jeopardy.

7.5 Conducting Drills

The following steps should be included in every fire release drill:

1. Location of the fire / emergency
2. Sound the alarm
3. Person in charge assumes control.
4. Investigate scene of incident.
5. Extinguish fire if firefighting is a part of the drill.

7.6 Records

The OSH Officer must keep a record of all emergency drills, exercises, and alarm tests.

The record must include:

- Date and Times.
- Type of drill, muster, or alarm test.
- Number of personnel involved.
- Names of personnel involved (For drills only).
- Details of recommendations and completed actions.

A template is provided in **Appendix 10** that should be used as the standard format for reporting a drill or an actual emergency.

7.7 Review and Discussion

Immediately following the drills, key supervisory personnel should prepare a written critique and discuss their conclusions to analyse the success of the drill in achieving the planned objectives. The discussion session can take place at the scene of the drill or in a central gathering location such as the conference or meeting room.

The critique discussion should:

- Review the emphasis of the drill.
- Discuss the problems which occurred during the drill.
- Assess whether the drill was conducted realistically.
- Discuss other possible scenarios that could have developed.
- Establish the aspects that are in most critical need of practice in further drills.

The discussion session will be a useful tool in the planning of future drills and is also an important mechanism in reinforcing appropriate emergency habits.

7.8 Reporting

Every emergency drill shall be reported and filed. The drill templates will be provided to Taaleem Central Office on a termly basis. The report must include the following topics:

- Aim of the drill.
- Participants.
- Equipment used.
- Log of the drill completion.
- Weak and positive points.
- Conclusions for improvement.

7.9 Schedule of Exercises, Drills and Alarm Testing

Description	Location	Frequency
Drill (Internal testing)	Office	Termly In-house resources
Alarm Testing (3rd Party)	Office	Every six months By Dubai/Abu Dhabi Civil Defense approved Third Party along with fire Extinguishers

Contractors/visitors will also take part in any drill or emergency and all must be accounted for. Security will provide an up to date list to the Emergency Coordinator who manages the cross check of visitors and contractors.

The fire drill with evacuation will be conducted termly as per the Annual Drill Planner, **see appendix 11** for sample template of planner.

8. Emergency Evacuation Off School Grounds

Should the need arise to evacuate the school, due to health and safety considerations, the following applies.

Nominate and evacuation location, **see appendix 7:**

- Homeroom teachers and assigned staff will ensure the safe passage of their students from the building or muster point, if already gathered, to the off-campus site location.
- The route should be reviewed and known by all staff in advance of the academic year starting and reviewed on a regular basis to understand the area has not changed.
- All other staff should position themselves along the evacuation route and assist with the safe evacuation of all students. For example. stop traffic etc.
- Emergency services are immediately notified of the evacuation.
- All staff assist with the safe transfer and collection of students.

In some cases, it may not be possible to return to the school buildings following an evacuation. In this case the Principal or nominee should take one of the following actions:

- Leave students in the evacuation area with due consideration to health and safety e.g. heat, dehydration
- Determine a safe area within the school grounds and evacuate all students to that location.
- Evacuate the campus.

In any of the three cases outlined above, the Principal or nominee will decide whether to keep the school open closed. In the event of closure, the following will apply:

- A communication should be sent as soon as possible by as many means possible, teacher phone, email, SMS, WhatsApp etc.
- The message should include a brief reason for closure and details of collection arrangements.
- All homeroom staff are responsible for keeping accurate records of student collections.
- All students must be signed out prior to leaving the school by their teaching staff representative. Staff are also expected to sign out on exiting the school.,

9. Emergency Service Liaison

The Emergency Response Team Lead and Head of Arabic will meet with the Fire Marshal as checklists are being taken and then work as a team, to liaise with the Civil Defense, Police and Ambulance services as they get feedback from the Emergency Response Team Lead. The Fire Marshal to take decision in relation to contacting the Emergency Services before they automatically respond to the alarm (13 minutes after the first sounding).

When the Emergency Services arrive, they will identify the Emergency Response Team Lead and in turn they will inform the Emergency Services of the situation, what is the known and the reason for the evacuation, including details of any missing people.

10. Personal Emergency Evacuation Plan (PEEP)

It is the responsibility of the Homeroom Teacher to ensure that the PEEP form is completed for any individual who have trouble in evacuating the premises during an emergency. Examples can include individuals with restricted mobility, individuals who are unable to hear the fire alarm or individuals who are not able to see fire escapes.


The forms can be located in the Nurses Office and must be filled in as soon as a teacher is aware of any student who would require assistance. **See appendix 5** for sample PEEP template.

11. Review

The procedure and emergency programs will be reviewed annually or frequently as changes with the regulations or changes to the OSHAD (Abu Dhabi specific) SF Version 3.1 documents or changes to the SRA requirements.

12. References

- OSHAD-SF – Management System
 - ✓ Element 6 – Emergency Management - Version 3.1 – March 2017

Taaleem Group	 inspiring young minds
Occupational Safety and Health Management System	
Emergency Response Plan for Fire Evacuation Procedure	

Appendix

Document No	TG-OSH-01	Rev.No	01	Date of Issue	09/11/2020	Page 18 of 53
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1. Important Telephone Numbers

Other important emergency contacts in Abu Dhabi/Dubai:

Authority	Tel.	E-mail
ADEK/KHDA	026156999 / 043640000	
Waste Management Center (CWM-AD)	800555	
Water and Electricity	8002332 (AD) / 043220111	
Environmental Authorities	8009990 (AD) / 042148424	
OSHAD	024043800/3900	
Police	999	
Ambulance	998	
Fire	997	
Emergency and Disaster Management Operations Center-HOD	024193666 or 024193660	
Poison and Drug Information Center- HOD	800424	

2. Specific School Roles and Responsibilities


The below should include all staff roles and responsibilities, during and after a fire evacuation. The key emergency response team members should be identified.

Emergency Response Team Example Template Below:

Designation	Responsibilities
Fire Marshal Principal	<p>Overall control. Dismisses evacuation. Wears "High vis" green jacket.</p> <p>To decide whether a complete site evacuation is required, and whether Emergency Services are to be called.</p> <p>Meets with OM and Assistant Fire Marshals as soon as possible.</p>
Teachers	<p>When the FIRE ALARM sounds:</p> <ul style="list-style-type: none"> • Instruct all students to stand and proceed silently and in single file to the designated exit for your room, leaving their bags behind. • Bring the fire register from your classroom to the assembly point • Check that the room is empty and close the door. • Turn off lights and gas shut off switches. The science teacher in the science lab or her designate should shut off gas mains in the science labs before exiting. • Place tag on corridor side of the door to mark the room has been vacated. • Lead your class to the nearest exit to the football pitch where they will assemble in class groups. • Staff must insist that pupils are quiet and walk at all times. When descending stairs no more than two abreast. • All staff not directly supervising must also remain as quiet as possible. On the arrival at the evacuation point, unattached staff should make themselves available to assist as directed by the Principal otherwise they should stand quietly so not to impede the checking process. • Teachers should collect their plastic folders if they forgot their own from the receptionist • The plastic folder will include a class list, and a Red and Green Card. • Teachers check students against their class list as quickly as possible • Check all students are accounted for. <ul style="list-style-type: none"> ○ If all children are accounted for the Green card should be raised ○ If any child is missing then the Red card should be raised • Students with limited mobility should be transferred to the evacuation chairs • Specialist classes should exit the nearest fire exit and join their class in the assembly area. • Wait for further instructions • Students in the swimming should place towels around them and put on their flip-flops to exit by the swimming pool emergency exit. • Evacuation Supervisors check all staff and visitors are accounted for. • DO NOT GO BACK IN THE BUILDING UNTIL INSTRUCTED TO DO SO

<p>OSH Officer</p>	<p>To implement the evacuation plan as per the annual drill planner. To train staff internally for the Evacuation plan implementation. Arrange the external training for the emergency evacuation plan by liaising with senior management. To develop the Evacuation exercise report and maintain the records, circulating to the management team and Central Office. Will appoint, in consultation with the Principal and Head of Business Operations, the emergency response team Will nominate, or be the responsible person, for checking the fire panel to assess the emergency or drill situation, he/she will report the findings to the Fire Marshal.</p>
<p>Assistant Fire Marshal</p>	<p>Collect completed evacuation numbers and forms. Deputies in absence of Fire Marshal "High vis" orange jacket. Check that their supervisors are present, or cover are present and direct Back up Fire Marshals or back up supervisors to cover, as necessary.</p>
<p>Fire Warden</p>	<p>Step 1: secure work place (put on safety vest, hand over students/guests to nearest teacher escorting a class out (for admissions hand over guests to the admissions officer), close door and hang up evacuated sign)* Step 2: methodically sweep the corridor assigned to you. Make sure you check each room by looking inside and calling out, including toilet cubicles! (If a door is locked there is no need to enter, if a handle of a door feels warm be careful when entering, as fire might behind the door!)* Step 3: hang up evacuated signs on doors of evacuated rooms. Step 4: exit the building at the nearest exit. Step 5: report to the fire marshal that your area has been swept. Step 6: move to designated area at the assembly point.</p> <p><i>*If you cannot hand over guests/students to the nearest staff member you cannot complete your role as a fire warden and you will be responsible for escorting these guests/students out of the building.</i></p> <p><i>* A fire warden should exit the building immediately if there is any smoke in the area they are assigned to. Their own safety comes first!</i></p>
<p>Emergency Detection Team</p>	<p>Operations manager/FM and handymen</p> <p>The emergency detection team reports to the main fire panel at the primary reception and will await instructions of the operations manager/FM.</p> <p>The role of the detection team is to investigate the emergency, report it to the fire marshal, and fight starting fires if this is possible without endangering oneself. They will evacuate immediately in case of a dangerous situation. Their own safety comes first!</p> <p>Security:</p> <p>*Step 1: Close all gates and make sure no one enters the building *Step 2: Hand over sign in books to Brijnath *Step 3: Direct emergency vehicles onto the grounds</p> <p><i>* Security will evacuate immediately in case of a dangerous situation, open up the gate, and report to the Fire Assembly point.</i></p>

Back up Fire Marshal Deputy Head teachers	Back up to Fire Marshal and Assistants To ensure cover of any supervisor if both supervisor and designated cover are absent, as directed by Assistant Fire Marshal.
Primary (Receptionist) document keeper	Brings parent contact list, full evacuation procedure, primary registers, and clipboards to control point. Prepares all documents, maintains wallets. (Pencils; clear out unnecessary papers) for primary
Secondary (Receptionist) document keeper	Brings parent contact list, full evacuation procedure, secondary registers, and clipboards to control point. Loud hailer back up Checks batteries for megaphone
Admissions Manager	Informs the Taaleem Head of Communications as required
Network Administrator	Secures and protects hard drives that back up the school's data and data systems, before, during and after an evacuation.
Nurse and First Aid Providers	When the alarm is triggered the Nurse should proceed through the exit by the clinic and to the evacuation point on the football pitch. Students who are in the clinic must be escorted out. A wheelchair should be used for any student who is unable to walk at a reasonable pace. Staff members who have current First Aid training should ask the Nurse if she requires any help after they have escorted their class to the evacuation point and checked all are present

Taaleem Group	 inspiring young minds
Occupational Safety and Health Management System	
Emergency Response Plan for Fire Evacuation Procedure	

3. Sample check list

The below is a sample list for Dubai British School Jumeirah Park:

Group	Checked by / or in absence	Present Y/N
Give to Rebecca Coulter in absence - Ellie Wade		
SLT	Principal/Head of Secondary	
Assistant Heads of Primary	Head of Primary/ Deputy Head of Primary	
Primary Specialist Subject Teachers	Russel Smart/Laurie Joiner	
Secondary Form Tutors	Khadija Broome/Paul Cuthbert	
Secondary Specialist Teachers	Michelle Rooney	
Technicians and Librarians	Kate Smith	
PE Teachers	Aaron Purcell/Mark Smith	
Arabic / Islamic	Head of Arabic/Mohammed Hassan	
Student Support Team and ILSA	Head of Inclusion/ Kerry Davies	
Admin Support + Ancillary	Admissions Manager/ Rita Lewis	
Cleaners	Admissions Manager together with cleaning supervisor/ Rita Lewis	
Leela's Lunches	Admissions Manager together with PIC Leela's/ Rita Lewis	
Bus Nannies	Admissions Manager/ Rita Lewis	
DPA	Admissions Manager/together with Fiona Shields/ Rita Lewis	
Visitors (based on visitor registration)	Admissions Manager (Brijnath will hand over the visitor registration)/ Rita Lewis	
Primary Classes KS1	Rachel Gibson/Amy Falhi	
Primary Classes KS2	Bethan Williams/Amy Falhi	
Secondary Classes + Exams	Head of Secondary/Paul Cuthbert	

Sweepers	Checked by	
Primary GF	Gemma, Barry, Rachel	
Secondary GF	Colette, Beena, Abigail, Hencilla	
Primary FF	Tina, Hailey, Anita, Brendon	
Secondary FF	Amanda, Tasnim, Emma, Bincy	
Secondary SF	Mohin, Tadeo, Limuel	
Gym	Michelle, Tani	

SLT	Give to: Rebecca Coulter in absence- Ellie Wade
Name	Present Y/N
Rebecca Coulter	
Amy Falhi	
Eleanor Wade	
Laurie Joiner	
Russel Smart	
Jen Cruickshank	
Paul Cuthbert	
Colette Woolnough	
Nadine Darazi	
Maris Keijser	

Assistant Heads of Primary	Give to: Amy Falhi in the absence- Laurie Joiner
Name	Present Y/N
Rachel Gibson	
Bethan Williams	

Primary Classes KS1	Give to: Rachel Gibson in absence- Amy		
---------------------	---	--	--

	Falhi		
Teacher	Present Y/N	Learning Assistant	Present Y/N
Danielle Howard		Amelia Watt	
Suzanne Cartwright		Joylyn Reano	
Carolyn Evans		Rowena Burog	
Megan Newby		Urusula Macdonald	
Katie Pearce		Carlene Medes	
Sian Moore		Hannah George	
Susan Bazaza		Danielle Kearey	
Melissa Conchie		Jasmina Vecerina	
Jennifer Smith		Maria De Mello	
Ellen Dandie		Angela Roderigues	
Megan Pankhurst		Dipti Kery	
Leah Higham		Jeanne Nel	
Louise Kennedy		Lovely Mortil	
Jodie Healy		Kristina Carmen	
Jane Gaughan		Leila Furlong	
Paige Sweed		Asma Hamid	
Kerry Coutts		Kath Issac	
Megan Cross		Fatima Roderiques	
Marianne Leech		Kanchan Dandona	
Suzanne Metcalfe		Mayada Fayed	
Catherine Lynch			
Claire White			

Primary Classes KS2	Give to: Bethan Williams in absence- Amy Falhi		
Teacher	Present Y/N	Learning Assistant	Present Y/N
Jade Thomas		Taghrid Diaa	
Laura Yates		Dahlia Elbaz	

Taaleem Group

Occupational Safety and Health Management System

Emergency Response Plan for Fire Evacuation Procedure



Charlotte McLaren		Bhavna Sharma	
Lisa Clarke		Michelle Burnap	
Sophie Enright		Saima Shahid	
Paul Cartwright		Sanjukta De	
Emily Archer		Yulia Tuncer	
Hayley Thomas		Georgia Allgood	
Hannah Wheeldon			
Mahreen Olakara			
Melissa Bathgate			
Adam Williamson			
Nicola Haines			
Michael Atkinson			
Sarah Curtis			
Joel Errington			
Laura Falconer			
Betty Braimah			
Peter Wheeldon			

Primary Specialist Subject Teachers	Give to: Russel Smart in absence- Laurie Joiner		
Name	Present Y/N	Learning Assistant	Present Y/N
Chantale Buisse			
Yvonne Postma			
Sarah Stuart			
Conor O'Sullivan		Theresia Afanga	
Jasmin Tangyie		Emma Astley	
Joanna Burkot			
Rana Nazer			
Brendon Owens			

Secondary Classes	Give to: Ellie Wade in absence- Paul Cuthbert
-------------------	---

Name	Present Y/N
7D	
7B	
7S	
7J	
7P	
7T	
8D	
8B	
8S	
8J	
8P	
9D	
9B	
9S	
9JP	
10D	
10B	
10S	
10JP	
11D	
11B	
11S	
11JP	
XII - D	
XII - B	
XII - S	
XII - J	
XII - P	
Exams	

Secondary Specialist Subject Teacher/Pastoral/Support	Year	Give to: Michelle Rooney in absence- Kate Smith
--	------	--

Name	Present Y/N
Emma Hargreaves	
Khadija Broome	
Hayleigh Omrod	
Helen Calam	
Emran Kashem	
Emi Ozeke	
Beverley Walmsley	
Dominic Di-Meo Smith	
Amelia Gillies	
Sophie Dando	
Joanna Wallace	
Claire Huteson	
Melinda Bandy	
Adele Martini	
Zak Hodgson	
Mark Harrison	
Ruth Sanders	
Sarah Stuart	
Samantha Evans	
Greg Roberts	

Technicians and Librarians	Give to: Michelle Rooney in absence - Kate Smith
Name	Present Y/N
Beena Alexander	
Ahmed Darazi	
Tadeo Tusabe	
Mohammed Shazad	
Rodessa Mortil	
Altijana Skopljak	

PE Staff	Give to: Aaron Purcell in absence - Mark Smith
Name	Present Y/N

Michelle Rooney	
Katie Smith	
Aaron Purcell	
Laura Carmichael	
Ewelina Berry	
Mark Smith	
Cameron Nott	
Carly Lewis	
Joe Conchie	
Nde (Tani) Tangyie	
Prakriti Dandona	
Kengi (Lifeguard)	

Arabic & Islamic Teachers	Give to: Nadine Darazi in absence- Mohammed Hassan
Name	Present Y/N
Nadine Darazi	
Sara Ali	
Abdelrahman Mohamed	
Mona Kotb	
Shereen Al Ansari	
Dina Malouf	
Heba El Alfy	
Mohammed Abdel Gaid	
Ayat Shehadeh	
Leen Antar	
Ahmed Saleem Ali Hsyian	
Mohammed Hassan	
Mohamed Kamel	
Suzan Morjan	
Yaman Adbelmuhdi	
Sally Darazi	
Lara Koteiche	
Abdelwahab Zaky	

Mohamed Alamuddin	
Youssef Ahmed	

SEND	Give to: Colette Woolnough in absence- Kerry Davies	
Name	Present Y/N	Present Y/N
Ahmet Gol	EAL Teacher	
Sofia Veroni	EAL Teacher	
Barry Thomas	EAL Learning Assistant	
Gemma Culverhouse Chave	SEND Teacher (Y1-3)	
Susan Clarke	SEND Teacher (Y3-4)	
Shana Gibson	SEND Teacher (Y5-6)	
Bhumika Okusaga	Inclusion Teacher (Y7-13)	
Blesilda Aller	SEND Learning Assistant (Y1-2)	
Aarti Shailender	SEND Learning Assistant (Y3-4)	
Vaneesha Hurrychurn	SEND Learning Assistant (Y5-6)	
Matthew Chave	Inclusion Learning Assistant Y7-13	
Kerry Davies	Inclusive Pathway Coordinator	
Karen Fitzpatrick	Counsellor	
Prisca Seif Toland	Counsellor	
Lekunze Larissa Lum		
Ria M Du Jesus		
Graham Mann		
Jeraldine Bettina		
Ann Osodiydtteyfh		
Mercyline T. Zondwayo		
Kumudini Arachchige (Known as Thiris)		
Stanley Enow Lekunze		
Nada Awadalla		
Blossom Fernandes		
Ma Gielyn Pantangco Nuque		
Alita Anna Abraham		

Emma Astley		
Lucy Hutchison		
Tabassum Khan		
Jess Coburn		
Nour AlAgha		
Max Afanga		
Nuha Nawas		
Aarti Shailender		
Navneet Singhsachthep		
Gillian Clarke		
Jennifer Orchard		
Radhika Rajendran		
Elvi Olleta Sena		
Susan Ndinda		
Susan Clarke		
Holly Manning		
Khaled Mousa		

Admin and Ancillary	Give to: Justine Pelser in absence- Rita Lewis	
Name	Present Y/N	
Maris Keijser		Monday
Justine Pelser		
Emma Macdonald		
Dina Morsi		
Katie Haselden		
Tasnim AlMahdi		sweeper
Alaa Al Homsy		
Darahun Pimenta		
Hencilla Dsouza		
Bincy Nirmalan		
Limuel Arias		
Tina Dasandhi		
Mohin Narangi		

Almaida Ilag Ilag		
Anita Crawford		sweeper
Becs Purcell		
Abigail Cunningham		
Hailey McLeary		
Shelley Godden-Duske		
Elizabeth Van Rie		
Gloriwel Minerva		
Maxine Coles		
Amanda Friel		
Tracy Fleming		
Rita Lewis		
Norgielyn Vergara		
Rhonil Dianne Baltazar		
Dr. Zaynab Hassanzadeh Gerashi		
Mohammad Alshouli		Monday and Wednesday
Ashwin Uday Mhalsekar		Will stay in the building during alarm
Nauman Shah		
Lovett Nsoh		Will stay in the building during alarm
Brijnath Murali		
Zain Naseer		Will stay in the building during alarm
Ayaz Ahmad		
Parfait Laika		
Nitin S Achan		Will stay in the building during alarm

Leela's Lunches	Give to: Justine Pelsler to check with PIC from Leela's in absence- Rita Lewis
Name	Present Y/N
Lavi Chandra - Owner (not in school - visit only)	
Kanika Hughes - Owner (not in the school-visit only)	
Manish Chopra - Area Manager (not in the school- visit only)	

Barath Kumar - (not in school - visit only)	
Imtiaz Khan - (not in school - visit only)	
Rhodelyn Sevilla	
Sheryl Silang	
April Vasquez Segovia	
Alikol Hassan Limon	
Rajeesh	

Bus Nannies	Give to: Justine Pelser in absence- Rita Lewis
Name	Present Y/N
Ruqaiya (Arabic Speaker)	
Maria Teresita Del Valle Pascual	
Jean Balasa	
Arlene Patangan Cayao	
Leamae Tabuniag Lapan	
Catherine Obamos	
Cherry Ann Nino	
Joy Christine Lopez	
Ankita Roy	
Kristine Apple Tundag	
Nirosha Geethanjalee Rajamanthri Gedara	Arab Falcon - Not in school - Pick & Drop only
Ruwini Shermilla	Arab Falcon - Not in school - Pick & Drop only

Cleaners	Give to: Justine Pelser to check with Yona in absence- Rita Lewis
Name	Present Y/N
Yona Edla(Supervisor)	
Bidha rai	
Surya Thing	
Abdul Hai	
Rene Vendor	
Musaliah Dande	
Adrian Tiglao	
Noor Nobl	

Florencio Lii	
Sukmaya Dimal	
Sophia Nakaliri	
Sabitha Rasadari	
Shoba Dimal	
Sukmaya Magar	
Anita Nepali	
Ameria Musimi	
Sushmita Kami	
Sushila Lama	

DPA	Give to: Justine Pelser to check with Fiona in absence- Rita Lewis
Name	Present Y/N
Fiona Shields	
Johnny Shentall-Lee	
Lisa Shentall-Lee	
Sarah Sutherland	
Millie French	
Caitlin Rutherford	
Molly Plane	
Adele Moir	
Naomi Keighley	
Elizabeth Hawkes	

4.2 Adults unaccounted for form

Completed by supervisors and handed to the relevant Assistant Fire Marshal
(All Sheets are required)

ASSISTANT FIRE MARSHAL: _____

SUPERVISOR: _____

GROUP NAME: _____

DATE & TIME OF EVACUATION: _____ / _____

ADULTS UNACCOUNTED FOR: (IF NONE PUT NONE OR ALL ACCOUNTED FOR)

NO.	NAME
1	
2	
3	
4	
5	
6	
7	
8	

SIGNED: _____ DATE: _____

RETURN TO IMMEDIATE SUPERVISOR, WHO WILL PASS TO ASSISTANT FIRE MARSHAL

5. Sample PEEP form

A personal emergency evacuation plan or PEEP is required for all persons that may experience difficulty in evacuating the premises during a fire or an emergency which can happen anytime. Examples can include: persons with restricted mobility (eg. On Crutches, wheelchair, etc.), persons who are unable to hear the fire alarm or persons who are not able to see fire escapes. The PEEP should be completed, reviewed and signed by a homeroom teacher, parents or care giver and all staff who teach or in contact with the individual who requires it.

The following PEEP has been developed for:

SECTION 1: GENERAL INFORMATION	
Date of Filing:	
Name of the person requiring the PEEP:	
Grade/Class	
Name of the person completing the PEEP:	
Relation to the person requiring the PEEP:	
Medical Reason requiring the PEEP:	

Designated person to support:

The following persons have been designated to support in the event of an evacuation, please note, at least 2 persons must be identified within the plan for support and should not nominate the nurses as they will be the one to meet the student/casualty at the assembly point and to assist other students/patients if necessary.

PART 1 OF SECTION 2: SUPPORT PERSONS	
Name:	
Position (homeroom teacher, receptionist, etc)	
Mobile Contact Number:	
Location:	<input type="checkbox"/> Ground Level/Floor <input type="checkbox"/> Upper Level/Floor

Other Location (please specify):	
----------------------------------	--

Kindly Nominate a designated person/s that can assist you in case the use of Evacuation Chair.

1. Name:	
----------	--

Position (homeroom teacher, receptionist, etc)	
--	--

Mobile Contact Number:	
------------------------	--

Location:	<input type="checkbox"/> Ground Level/Floor <input type="checkbox"/> Upper Level/Floor
-----------	--

Other Location (please specify):	
----------------------------------	--

2. Name:	
----------	--

Position (homeroom teacher, receptionist, etc)	
--	--

Mobile Contact Number:	
------------------------	--

Location:	<input type="checkbox"/> Ground Level/Floor <input type="checkbox"/> Upper Level/Floor
-----------	--

Other Location (please specify):	
----------------------------------	--

PART 2 OF SECTION 2: ADDITIONAL SUPPORT PERSONS
--

Name:	
-------	--

Position (homeroom teacher, receptionist, etc)	
--	--

Mobile Contact Number:	
------------------------	--

Location:	<input type="checkbox"/> Ground Level/Floor <input type="checkbox"/> Upper Level/Floor
-----------	--

Other Location (please specify):	
----------------------------------	--

Kindly Nominate a designated person/s that can assist you in case the use of Evacuation Chair.

1. Name:	
----------	--

Position (homeroom teacher, receptionist, etc)	
Mobile Contact Number:	
Location:	<input type="checkbox"/> Ground Level/Floor <input type="checkbox"/> Upper Level/Floor
Other Location (please specify):	
2. Name:	
Position (homeroom teacher, receptionist, etc)	
Mobile Contact Number:	
Location:	<input type="checkbox"/> Ground Level/Floor <input type="checkbox"/> Upper Level/Floor
Other Location (please specify):	

PART 3 OF SECTION 2: ADDITIONAL SUPPORT PERSONS (If necessary)

Name:	
Position (homeroom teacher, receptionist, etc)	
Mobile Contact Number:	
Location:	<input type="checkbox"/> Ground Level/Floor <input type="checkbox"/> Upper Level/Floor
Other Location (please specify):	

Kindly Nominate a designated person/s that can assist you in case the use of Evacuation Chair.

1. Name:	
Position (homeroom teacher, receptionist, etc)	
Mobile Contact Number:	
Location:	<input type="checkbox"/> Ground Level/Floor <input type="checkbox"/> Upper Level/Floor
Other Location (please specify):	


2. Name:	
Position (homeroom teacher, receptionist, etc)	
Mobile Contact Number:	
Location:	<input type="checkbox"/> Ground Level/Floor <input type="checkbox"/> Upper Level/Floor
Other Location (please specify):	

PLAN DETAILS:	
How will the person be assisted from the <u>ground level/floor</u>	
If the person has restricted mobility how will he/she be transferred from <u>upper floor/level</u> (evacuation chairs, or taken to an assembly/refuge point etc)	
Location of assembly point/refuge points with school	

Specific evacuation procedures:

Monitor and review:

Name and Signature of the designated support person: <i>Location: <input type="checkbox"/> Ground Level/Floor <input type="checkbox"/> Upper Level/Floor</i>	Date:
Name and Signature of the designated support person: <i>Location: <input type="checkbox"/> Ground Level/Floor <input type="checkbox"/> Upper Level/Floor</i>	Date:
Name and Signature of the designated support person: <i>Location: <input type="checkbox"/> Ground Level/Floor <input type="checkbox"/> Upper Level/Floor</i>	Date:
Name and Signature of the designated support person: <i>Location: <input type="checkbox"/> Ground Level/Floor <input type="checkbox"/> Upper Level/Floor</i>	Date:

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Occupational Safety and Health Management System	
Emergency Response Plan for Fire Evacuation Procedure	

Name and Signature of the designated support person: <i>Location: <input type="checkbox"/> Ground Level/Floor <input type="checkbox"/> Upper Level/Floor</i>	Date:
Name and Signature of the designated support person: <i>Location: <input type="checkbox"/> Ground Level/Floor <input type="checkbox"/> Upper Level/Floor</i>	Date:
Name and Signature of Facilities Manager	Date:
Name and Signature of Nurse on Duty	Date:

Peep forms are available at the nurse and the facilities manager

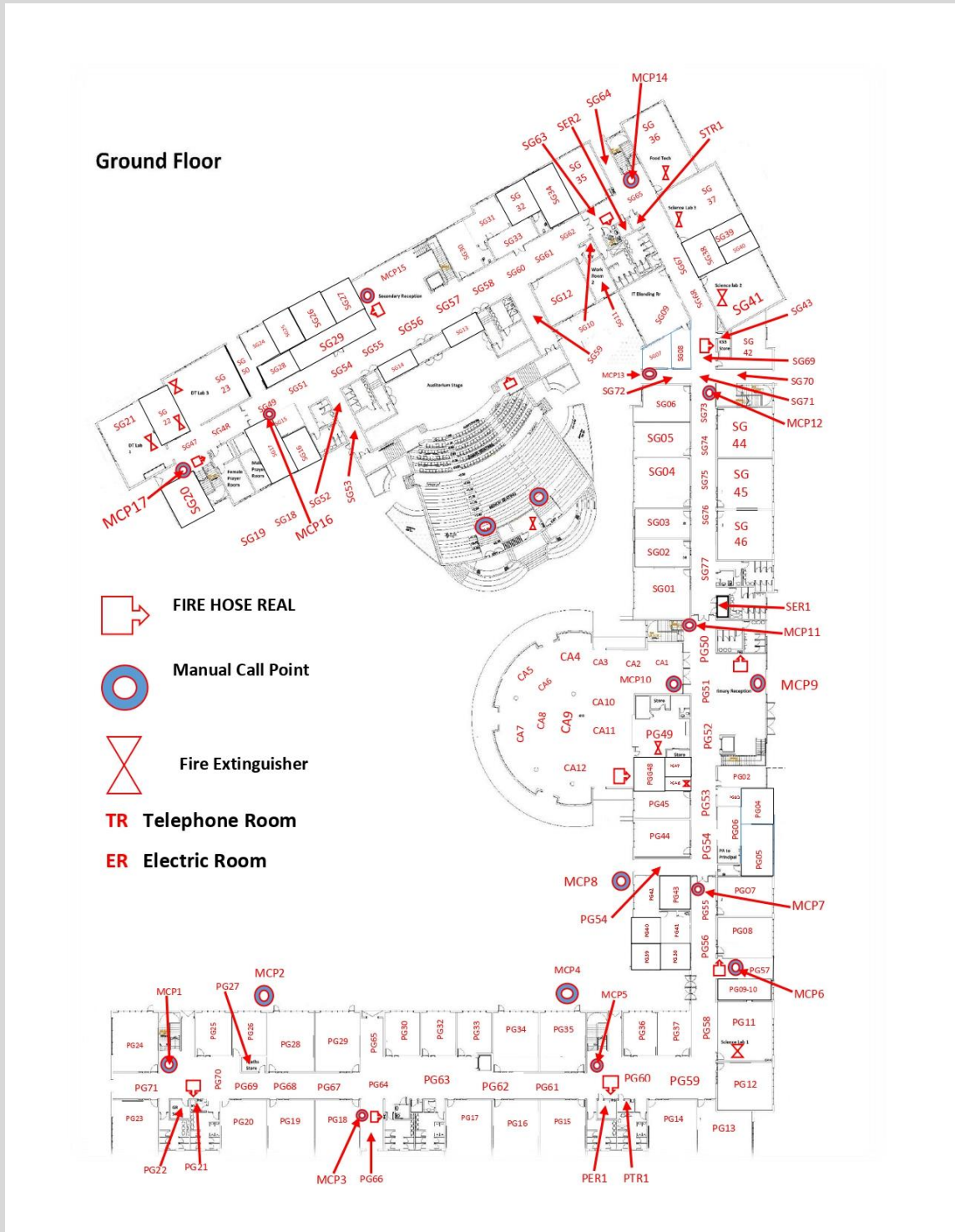
6. Fire Equipment:

All firefighting equipment should be listed out, similar to the below sample, in addition to the fire equipment locations:

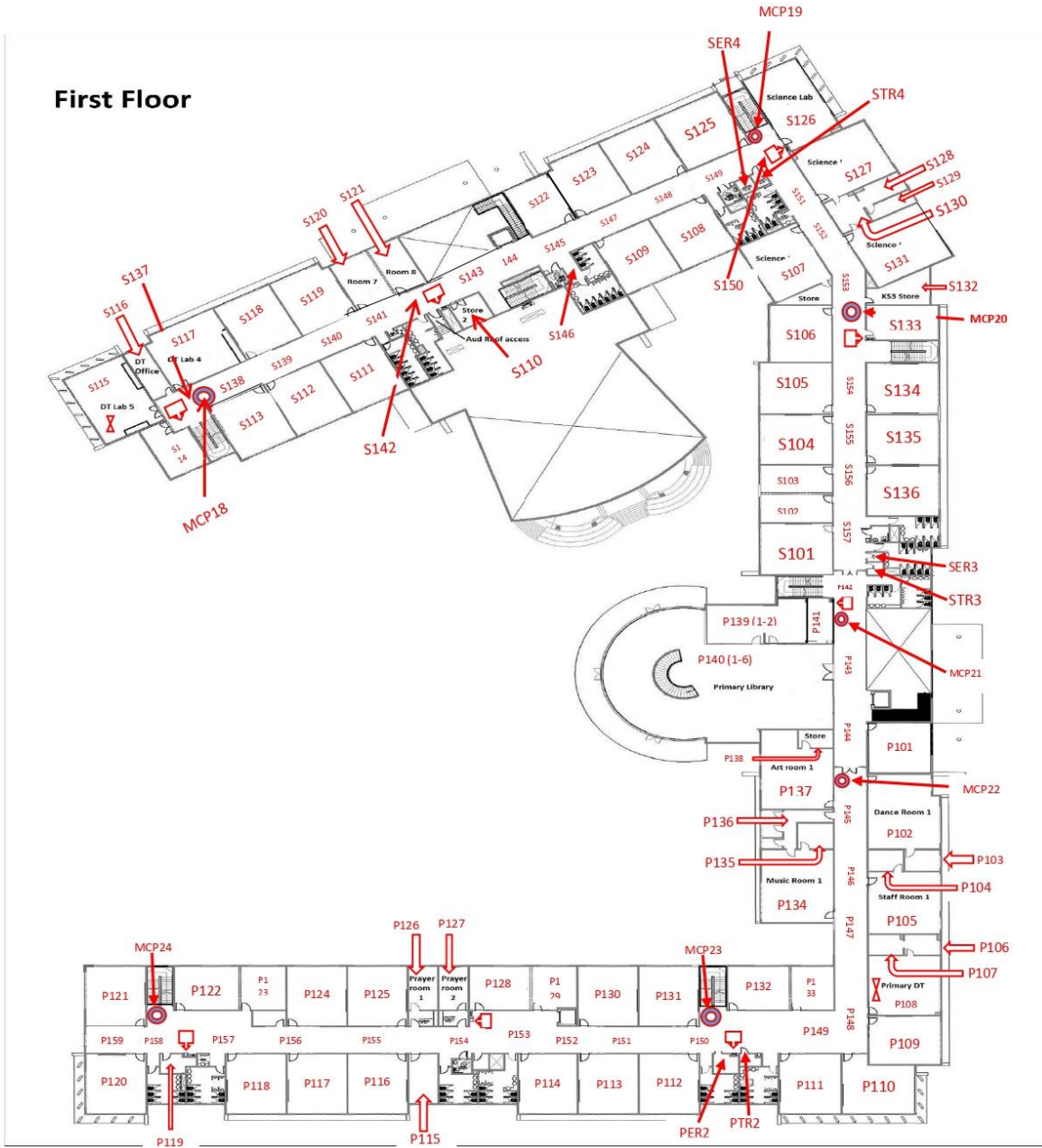
Fire Equipment Sample

Fire Pumps	3
Control panels	4
Extinguishers	91
Hose reels	40
Break glass points	43
Smoke detectors	370
Heat detectors	3
Emergency lights	470
Exit lights	93
Sprinklers	1694
Sand buckets	2
Fire blankets	8
Sounders	55
HFC-227	3
Hydrants	7

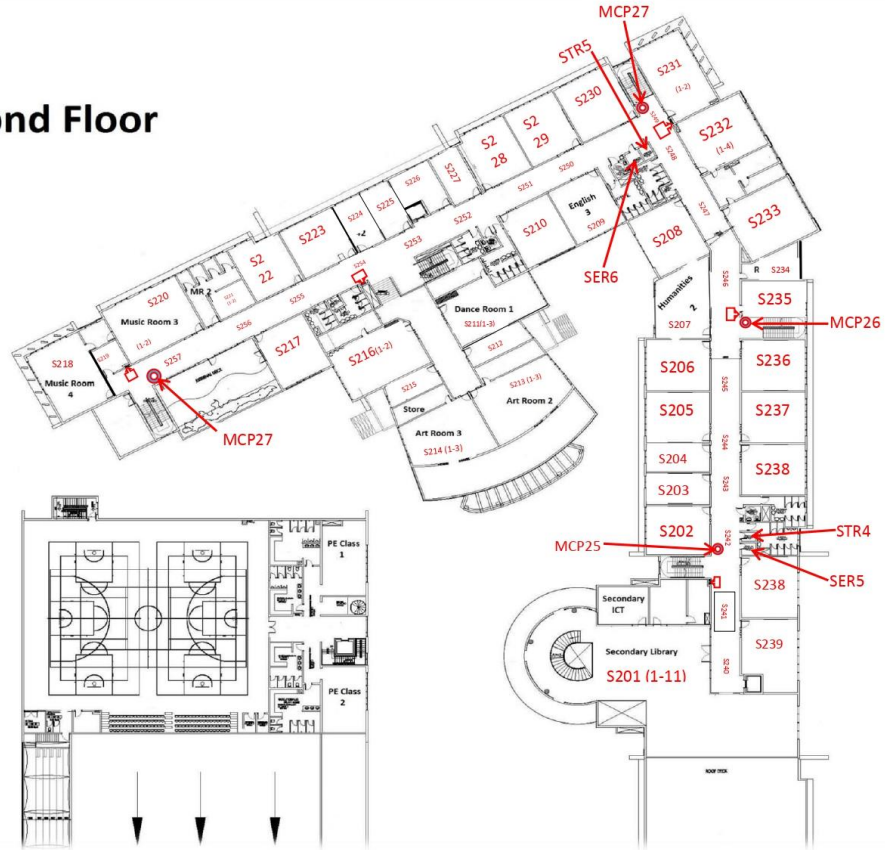
Fire Equipment Location Sample



First Floor

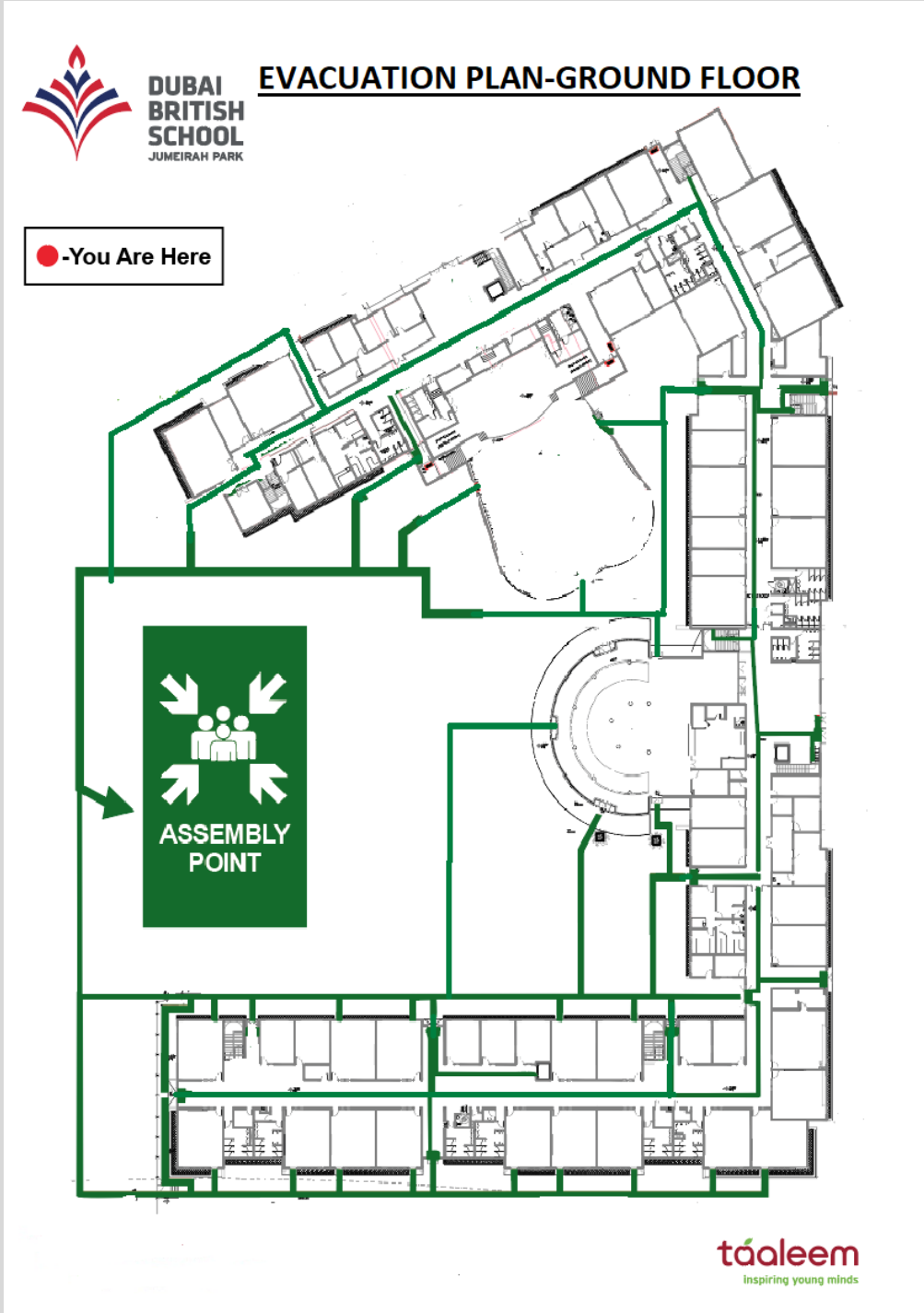


Second Floor



7. Evacuation Maps:

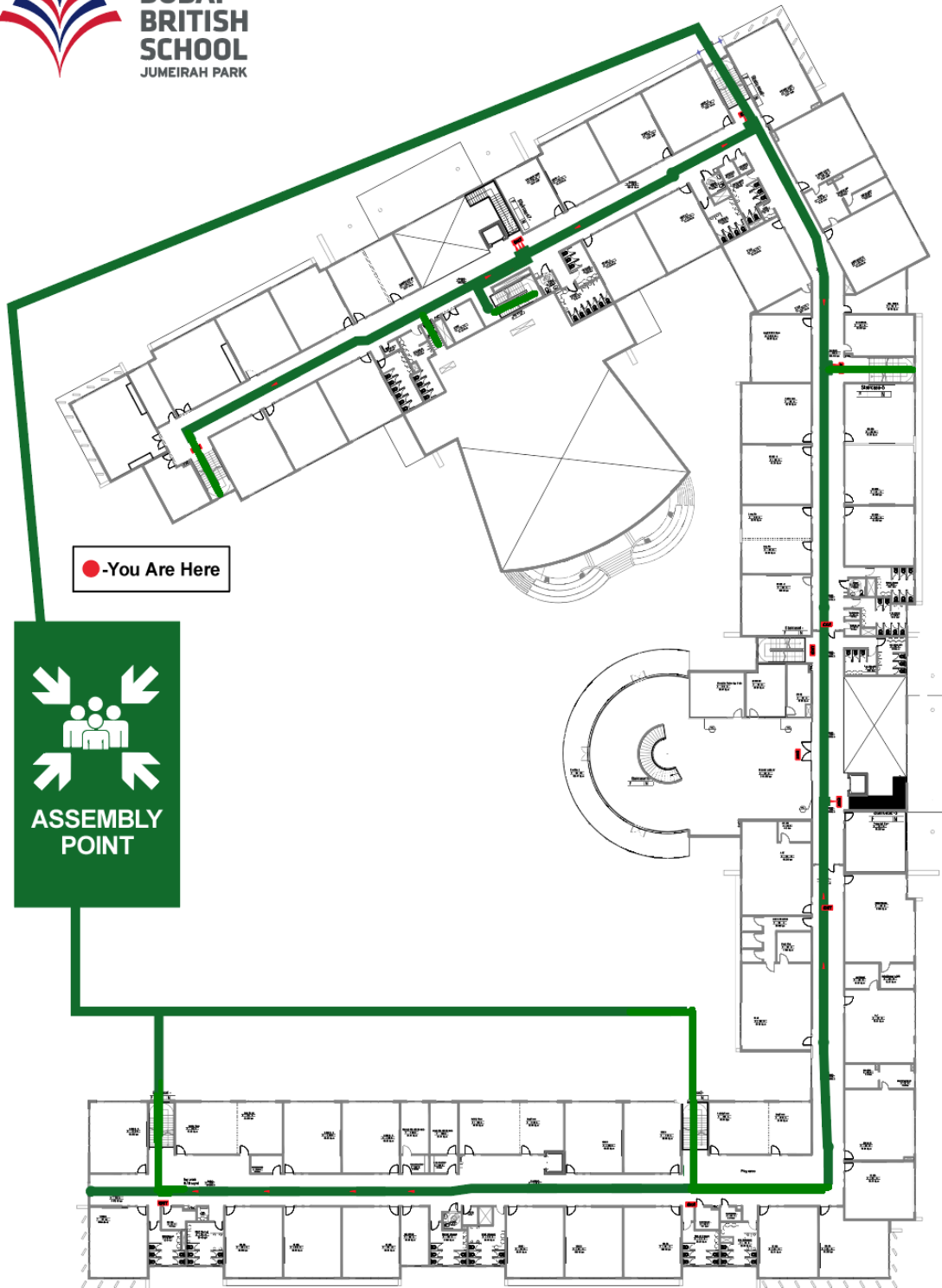
The below provides samples of evacuation route maps:





**DUBAI
BRITISH
SCHOOL**
JUMEIRAH PARK

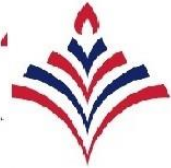
EVACUATION PLAN-FIRST FLOOR



● -You Are Here

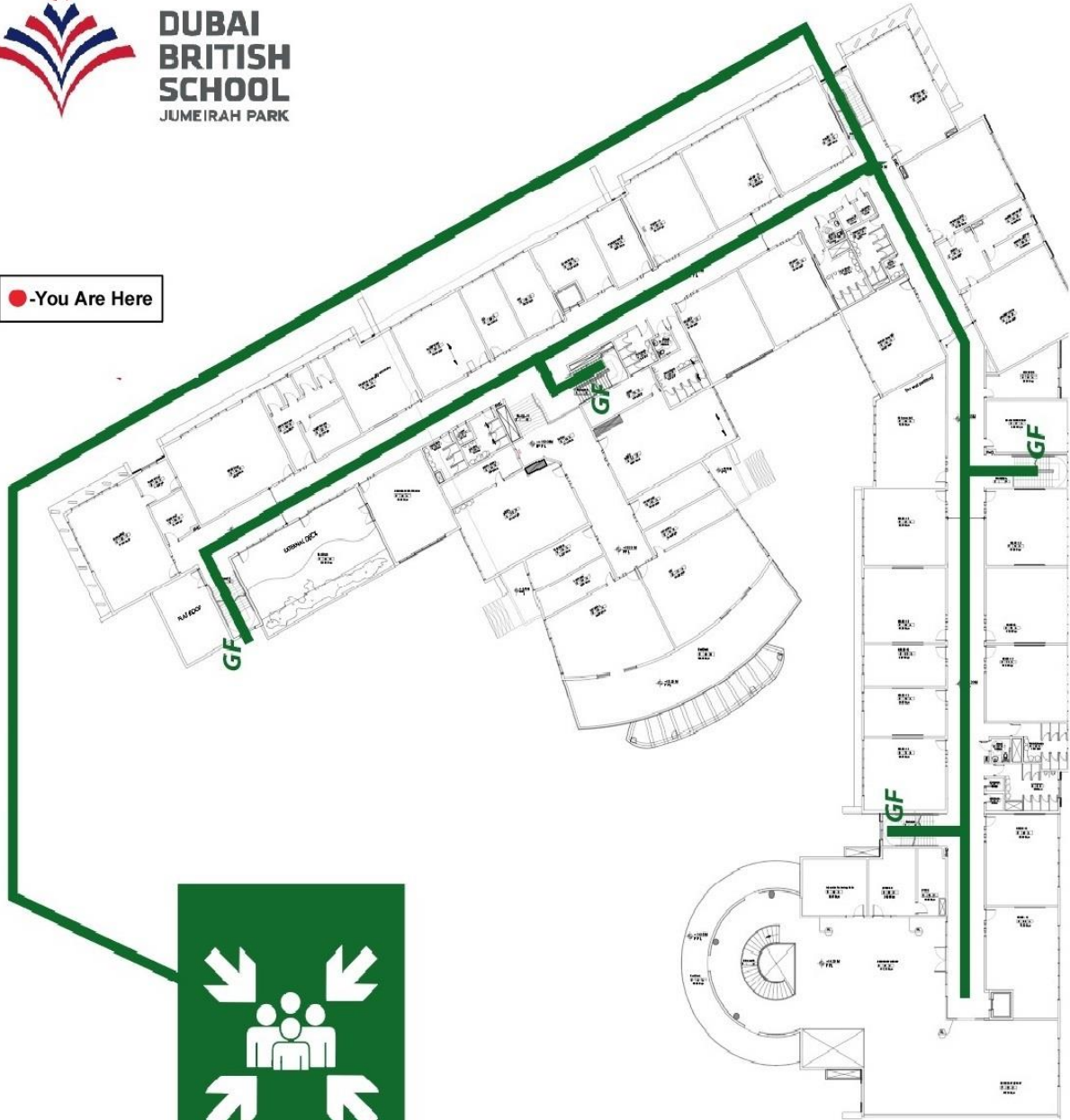


EVACUATION PLAN-SECOND FLOOR



**DUBAI
BRITISH
SCHOOL**
JUMEIRAH PARK

● -You Are Here



8. After School Hours Evacuation Procedure:

When a fire alarm (bells and strobes) sounds, after school academy provider coaches shall:

1. Get their attendance sheet and keep it with them throughout the evacuation.
2. Lead students in evacuating the building in a quiet, calm, single file line.
3. Follow the primary evacuation route indicated on the map in the room occupied at the time of evacuation. This route will take the students and Advisors to the assembly point.
4. Upon reaching the Assembly Area, students and coaches will line up in single file in the order in which they evacuated or whatever logical order presents itself.
 - The after school academy provider coaches must keep his or her group together and not allow it to mingle with other groups.
 - Assembly Area may require two or more lines near one another, but students should remain with their class in a calm, quiet line.
5. After lining up, the after school academy provider coaches will quickly and carefully take attendance and find the appropriate sign, hold up one of the signs and keep it visible.
6. If all students in are present and in good health, the after school academy provider coaches holds up the OK sign.
7. If a student/adult is missing or ill, hold up the Help sign.
8. After school activity supervisor will record responses to the OK/HELP signs and send help if needed.
9. After school activity supervisor need to communicate immediately with OSH officer who will be responsible to give “All Clear” permission.
10. When the “All Clear” is sounded, after school academy provider coaches should return the signs to the folders and return the folders as they re-enter the building.

9. Swimming Pool Specific Procedure:

FIRE DRILL

Swim Instructors:

- ▶ Students put on flip-flops and towels. No student is to return to the changing rooms.
- ▶ Students to line up at the exit door in single line
- ▶ Close/Lock door after students have left, ensuring no one is left
- ▶ Take to marshalling area (sports pitch), homeroom teacher to take attendance
- ▶ All Clear is to be given by the Principal and/or Head of School. Once all clear sounded you may re-enter pool area

** If students are in the swimming pool and cannot safely reach the marshalling area, the Swimming Instructor will contact the Principal and/or Head of School by mobile phone to signal that all students and adults are accounted for but cannot safely exit the pool area. No one may re-enter the building unless the all clear has been given

10. Fire Drill Evacuation Report:

Instruction: Please forward completed report to the Office of HSE.

Drill Date:	Drill Time:
Drill Location:	Type of Drill Planned Alarm

List of Senior Management Involved:
Scenario or Special Circumstances:
Observer Responsibility for the Drill:

Was alarm heard throughout the building?	Yes		No	
Were all alarm devices operating correctly If no, note the locations:	Yes		No	
Did all the Occupants evacuate the building? If no, describe the reason: All Employees took part in the Drill. All the Employees working were informed in advance regarding the Date and Time of the drill	Yes		No	
Did Occupants assemble in the Designated areas/ assembly points	Yes		No	
Please rate the overall effectiveness of the drill	Good	Fair		Poor
Speed of Evacuation				
Effectiveness of Procedures				
Communication During drill				
Total Time required evacuating building	Minutes	Seconds		
Head Counting	Minutes	Seconds		
Alarm & bell checking	Minutes	Seconds		
Time taken for Emergency Services to arrive	Minutes	Seconds		
All clearance	Minutes			

External Body Involved: No Yes **Name:** _____

Description and Observations during Drill

Recommendation:

11. Annual Mock Drill Planner:

Tick boxes as required for the planned month; the below table can be edited so it is a termly planner filled in directly at the school as appropriate

Sr. No.	Code Name	Months											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Emergency Evacuation Plan	x			x					x			
2	Fire Emergency	x			x					x			