

## FIRE EVACUATION POLICY

POLICY FOR	FIRE EVACUATION
PERSON RESPONSIBLE	The <b>Director</b> (Principal) has overall responsibility in all Assembly Area (3)
REVIEW DATE	June 2023
REVIEWED BY	Assistant Principals and Head of School
APPROVED DATE	7 <sup>th</sup> July 2023
APPROVED BY	SLT
DATE OF NEXT REVIEW	May 2024
RELATED POLICIES	Teaching and Learning Policy, Assessment Policy

## FIRE EVACUATION PLAN & POLICY

### INTRODUCTION

The safety of students, staff and visitors is of the utmost importance to Al Ameer English School and the procedures for evacuation during a fire are a key element in keeping people safe.

Whilst there will be termly fire evacuation practices, each time the fire bell rings it should be treated as a real fire and the whole school evacuated promptly.

**SIGNAL:** Continuous Ringing of Fire Alarm

### Procedure during Class Time - Students and Teachers

- Students exit classroom via both doors and WALK in orderly lines.
- Students evacuate the building by designated routes to the Assembly Area of school outlined below:
  - KG1&KGII** - exit via both doors of KG main building to where indicated.
  - Boys Ground floor** - exit via main school entrance and Back Ground Entrance.
  - Boys upstairs** - exit via Staircase at the both end of corridor & out via bottom entrance where indicated.
  - Girls Ground floor** - exit via main school entrance and Back Ground Entrance.
  - Girls Upstairs** - exit via Staircase at the both end of corridor & out via bottom entrance where indicated.

- **Library and Activity Room** – exit via directly to the Girls assembly area.
- **IT Lab** – exit via directly to the Boys assembly area.
- **Admin Block** – exit via front of Admin block to the Assembly area.
- **Grade 1B, 3D, XIA and 5A will be in the middle of the Boys assembly area.**
- **Grade 3F, Bio Lab, 2E and 5B will be in the middle of the Girls assembly area.**

If it is unsafe to use the designated exit routes you should leave the building via the next nearest and safest exit.

### 3. No talking is permitted.

### 4. Teachers:

- a) If at hand, teachers are to collect their LAP TOP&PHONE and the Class present strength from fire evacuation pouch.
- b) Check that all students are out of the classroom.
- c) Check that all exits are clear.
- d) Close classroom door. **DO NOT LOCK.** (Later entry may be required.)
- e) **DO NOT** switch off any lights or electrical appliances

### In the Assembly Area

1. In the Assembly Area, teachers will take Class present strength from fire evacuation pouch. Teacher will hold up green card (all present) or red card (not all present) in plain view immediately. Upon all attendance being confirmed, the all clear will be given and staff and children will be able to re-enter the school building.
2. Students in specialist lessons are to exit the school via the above means. On arrival at the Assembly Area.
3. Students will remain orderly and in silent lines until the Director gives a clear signal for dismissal.

### Procedure before School, during recess, prayer time and ECA's

1. Students have to wait for the supervising teacher beside the area, where the supervising teacher will lead them to the assembly area.
2. Students from prayer hall exit to in front of admin block (Assembly area).

### Administration and Other Employees

1. Administration office staff should exit the building via the main admin entrance to the front of the school building. They should meet in ONE area and have their names taken by Chief Accountant, who will confirm that all are present.
2. Cleaners should exit via the nearest fire exit, proceed to the front of the main school building, where they are to meet and collect into ONE area where their supervisor will confirm if all are present.

## Responsibilities

1. The **Director** (Principal) has overall responsibility in all Assembly Area (3).
2. **Teachers** will be responsible for taking their class list from the classroom and taking a register.
3. The Activity Coordinator will complete the checklist to ensure that all groups of personnel have reached safely at the Assembly Point.
4. The **Security In charge** will take the visitors register to the assembly area and will then take a roll of the visitors in accordance with the visitors signing in book and report to the **Chief Accountant**.
5. The **Chief Accountant** will take a roll of all administration staff and report directly to the Activity Coordinator.
6. The **VP** will call the Fire Brigade, identify the point of alert on the fire panel, direct the Fire Brigade on arrival, and liaise with the Fire Brigade and Security staff.
7. The **Canteen/In charge** will take a roll call of all canteen staff and report directly to the Activity Coordinator.
8. The **Security In charge** will take a roll call of security and report directly to the Activity Coordinator.
9. The **Cleaning Supervisor** will take a roll call of the cleaners and report directly to the Activity Coordinator.
10. **Fire Marshals** will sweep through building and ensure buildings are clear. They are to report immediately to the **Director** (Principal) once complete.
11. Boys assembly In Charge (Mr. Abdul Sathar), Girls assembly In Charge (Mrs. SANGEETHA) Administration assembly In Charge (Mr. Rafi) will alert the Activity Coordinator, should any student or staff not be accounted for.
12. Boys Prayer hall In charge is Mr. SUHAIL and Girls Prayer hall In charge is Mrs. MANAL, the Arabic Teacher.

## EMERGENCY COMMITTEE FOR EVERY BLOCK

BOYS BLOCK	GIRLS BLOCK	KG BLOCK	ADMIN BLOCK
Mr. ASMAR V	Mrs. LATHA ANIL	Mrs. SHAHAR BANU	Mr. RAFI
Mr. ABDUL SATHAR	Mrs. SUJATHA	Mrs. KEN	Mr. MANOJ
Mrs. RIFFATH	Mrs. SANGEETHA	Mrs. FAREEDA	Mr. LIYAS
Mrs. BEENA	Mr. CHANDRASHEKHER	Mrs. NASEEMA	Mr. SALEEM
Mr. HUSSAIN	Mrs.	Mrs.	Mr. MAJID KHAN