

Safa Vision

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كومبونييتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة المستقبل

Fire Safety Management & Evacuation Procedures 2025 - 2026

FIRE SAFETY MANAGEMENT AND EVACUATION POLICY

Rationale

This Fire Safety Management and Evacuation Policy has been developed following fire risk assessments of each of the relevant buildings. The purpose of the policy is to ensure the safety of all persons in the event of a fire; to ensure compliance with the UAE Fire and Life Safety Code of Practice (2018 Edition) and to ensure adherence to strict guidelines for fire alarms, sprinkler systems, and emergency exits, aiming to enhance safety across various types of buildings. UAE building codes integrate international fire safety standards, ensuring that structures meet rigorous fire resistance and safety criteria. Copies of the building Fire Risk Assessment are kept by the Principal and are available for inspection by Fire Service officers.

Policy Statement

Emergency evacuation procedures for each building are designed for occupants to egress from an area (that contains an imminent threat, an ongoing threat or a hazard to lives or property) as quickly as possible in an orderly manner.

SCS is committed to protecting its students, staff, parents, visitors and contractors from the danger of fire by regularly assessing, reducing and controlling the risk of fire.

All staff are expected, on evacuation, to close all the doors but not to lock them and not to fight the fire should there be any risk.

Objectives

- To ensure that all the students, staff, visitors and contractors obtained appropriate understanding of fire evacuation procedures.
- To ensure that fire prevention and fire-fighting equipment (fire alarms, smoke detectors, fire hose reels and fire extinguishers) are in good order by regular inspection, testing and maintenance.
- To appoint competent staff (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (fire-fighting and evacuation)
- To provide regular fire safety training for the staff.
- To carry out regular fire drills and contact emergency services as needed.
- To maintain clear emergency routes and exits, signs and notices and emergency lightings.

Practices and Procedures

- Know your school. Fire alarms and extinguishers are appropriately placed throughout the school. All staff should know the location of the fire exits, fire alarms, and fire extinguishers.
- Assembly points must be clearly marked, visible, and must be known to all staff and students.
- Ensure clear access to alarms and exit routes. Throughout the day, keep a vigilant eye on fire exits, stairwells and alarm stations so that they don't become blocked.
- Evacuation maps are posted in each classroom and other parts of the school. Everyone must be familiar with it. It is the responsibility of the teachers to check it regularly and report if damaged for immediate replacement.
- Key staff will be trained regularly about fire safety (use of fire extinguisher and fire alarms).
- All teachers are expected to ensure that the students understand the dangers of fire.
- Fire drill will be practised once each term (one drill with the Civil Defence). Ensure that everyone is familiar with the Fire Drill procedures. Adjustments to the procedures will be made if necessary.
- Remove or switch off any potential causes of fire when not in use or when leaving the room during a normal working day.
- Report any faulty or missing items of fire protection/fire-fighting equipment immediately.
- Do not overload electrical sockets or tamper with plug fuses.
- Make sure that all portable electrical equipment has been PAT tested every 6 months.
- No student should fight a fire.

Emergency Evacuation Procedures

On hearing the fire alarm, all staff, students, and visitors must evacuate the building immediately from the nearest exit.

To allow an efficient roll call in the event of an evacuation, the following procedures should be followed:

- Registers must be completed on iSAMS by 7:50am.
- After 7:50am students must report to Reception where they will be marked late by the admin assistants.
- Emergency evacuation drills will be practised once every term (twice in the first term or second term with Civil Defence) during the school year.

Eliminating Risk from dangerous substances

Risk from dangerous substances for example in the Science labs and cleaners storage areas will be eliminated as follows:

1. Risk Assessment:

- Conduct a thorough risk assessment to identify the hazardous substances present in the environment.

- Determine the potential risks associated with these substances.
2. **Safe Handling and Storage:**
 - Training is provided to staff on the proper handling, storage, and disposal methods for dangerous substances.
 - Hazardous materials are stored in clearly labeled containers with proper safety information in secure facilities.
 3. **Spill Containment and Emergency Response:**
 - Emergency response plans for chemical spills or leaks are available within the departments handling dangerous substances.
 4. **Regular Monitoring and Inspections:**
 - Regular inspections of areas where dangerous substances are used or stored to ensure compliance with safety protocols.

IF THE FIRE ALARM SOUNDS, EVERYONE SHOULD ASSUME THERE IS A FIRE AND EVACUATE THE BUILDING IMMEDIATELY UNTIL TOLD OTHERWISE BY THE SENIOR LEADERSHIP. DO NOT RE-ENTER THE BUILDING TO COLLECT ANY ITEMS.

Fire Extinguishers

Extinguishers are placed at fire points which are clearly signed. Training in the use of fire extinguishers will be given as appropriate to Fire Wardens and Marshals..

Five Classes of Fire recognised within the UAE Fire and Life Safety Code of Practice

Class A	Ordinary combustible materials such as wood, cloth, paper, rubber and plastics
Class B	Flammable liquids and gases such as oils, petroleum, oil based paints, solvents used in chemistry
Class C	Energised electrical equipment
Class D	Combustible Metals such as magnesium, titanium, sodium, lithium and potassium
Class K	Combustible cooking materials such as vegetables/animal oils or fats

There are two main types of extinguisher used in the school: Powder and Carbon Dioxide.

	Class A	Class B	Class C	Class D	Class K
Dry Powder Extinguisher		•	•		
C02 Extinguisher	•	•	•	•	

Water should never be used on burning liquids or electrical equipment.

Maintenance of the system

All extinguishers and the fire alarm systems are to be checked every 3 months by external contractors. Additionally, monthly in-house system checks are to be carried out by the maintenance team.

Fire Safety Training

Staff receive fire awareness training on an annual basis from a certified training centre accredited by Dubai Civil Defence and Dubai Municipality.

Records

Evacuation records are maintained by the fire officer and shared with relevant staff and contain problems encountered along with follow-up and remedial actions.

Action to be taken if a fire is discovered.

- Activate the nearest fire alarm using a break glass unit.
- If safe to do so, close all windows and doors.
- Do not attempt to extinguish fire unless you have received training.

When the alarm sounds

- Security staff/Site management Team check the main panel, identify location and check to see if the emergency is genuine or false.
- Security Gate staff to prevent visitors from entering the site (unless Emergency Services).
- Sick/Late/Visitor/Staff sign in/out sheets must be taken to the assembly point on each site.
- Class teachers walk their class quickly and quietly via the nearest exit route to the assembly point on the sports pitches. Students leave bags in classrooms or gym changing rooms.
- The school nurse will escort any children in her care to the assembly point. She will carry a first aid kit with her.
- Combination padlock on the gates (round the back of Challenger building) can be opened with the code **2014#**
- Each building will be '**swept**' by allocated Building Wardens. 'Sweepers' must report to the Fire Officer or a member of SLT in his absence.
- Do not stop to collect personal possessions, including bags, do not return to the building until the 'all clear' has been announced by either Leanne Fridd, Jack Luucas, Emmet Glackin or Mike Davies.
- Form tutors ensure that children are lined up in alphabetical order and quiet. Students should stand while being registered unless told to sit down.
- Social distancing regulations do not apply during an emergency evacuation. Once on the sports pitch please try to line them up one arm's length apart.
- Form Tutors (or free staff) take a register of students.
- Fire registers will be given out by HoY.
- Assembly Point Wardens to check groups once notified via a Green or Red card held aloft by the tutor. Wardens to report back to The Fire Officer.
- When registers are completed, they are to be handed to the respective HoKS (Secondary)/HoY (Primary), who must in turn report to The Fire Officer (Will Fraser/Mike Davies) and notify him of any missing students or staff. This information will then be relayed to the Principal.
- All non-form tutors and part time teaching staff assemble in allocated zones indicated by the label on the map. All admin/accounts and support staff to assemble in allocated

zones indicated by the labels and fencing or walls.(see maps).

- Site support staff will report to the Principal. They will be responsible for checking fire alarm systems.
- Ancillary staff to proceed to the assembly point.
- Please ensure that all doors are closed when leaving the building as this will prevent the spread of fire.
- Do not re-enter the building until the Principal confirms it is safe to do so.
- When the “all clear” is given, students should walk in an orderly manner to their lessons. Priority to be given to the younger children. SLT will decide timetable changes if necessary.
- Youngest students will be dismissed first in the main school.

Safety on school premises

SCS will ensure the safety of staff and anyone else legally on school premises by implementing a comprehensive approach that includes policies, procedures, and safety measures in several key areas:

Health and Safety Policy

Risk Assessments

Training and Awareness

Supervision and Staffing

Practicing emergency procedures

Security Measures (CCTV, ID lanyards, Security personnel at entrance gates)

Building Wardens

Each Building Warden plays a vital role in keeping staff, visitors and pupils safe in the day-to-day activities of school life and during a fire emergency.

Building Wardens provide an invaluable link in the school's fire safety emergency response procedures by:

- Not putting themselves at risk in carrying out their duties
- Checking all areas such as rooms, toilets and storerooms within their designated area
- Ensuring that all lights are switched off and all doors are closed within their designated areas.
- Encouraging people to leave the building by the nearest available exit in an orderly manner and direct people to the appropriate assembly point
- If you are aware of somebody remaining in the building, then you are to inform the Principal on arrival at Assembly point
- Report any other problems associated with the evacuation process to the senior person present (Will Fraser or Mike Davies)
- Assist any disabled person to safety.
- Report to Will Fraser/Mike Davies if your designated area has been checked and cleared.

Guidance for students in Swimming Class

- Upon hearing the fire alarm, a long blast whistle from the coach must be executed – the signal for the swimmers to get out from the pool.
- Swimmers are instructed to line up by the exit door in an orderly manner.
- Swimmers are counted through the door, let out of the pool area and escorted to the

FIRE/BUILDING WARDENS

Area	Staff 1	Staff 2	Staff 3
Challenger - Ground Floor	Elizabeth Mistry	Kirsty Murhead	Mark Tiley
Challenger Admin Floor	Jemma Hudson	Rana Ghazal-Laghoutis	Leander Le Grange
Challenger 1st Floor	Tom Loughran	Steven Howard	Carla Lamora
Challenger 2nd Floor	Kirsty Valentine	Science Technicians	Alex Hay Fiola Mulvey
Challenger 3rd Floor	Louise Rolfe Ashley Creedon Danielle Malson	Hannah Skidmore/ Gemma Blackburn	
Endeavour Ground Floor Admin	Charlotte Jones	Nikki Dominguez	Jena Pondolanan
Endeavour Ground Floor	Louise Dolan	Hannah Howard	
Endeavour 1st	Natalie Sacks	Jenn Walsh	
Endeavour 2nd	Alice Haran	Erin Christie	
Discovery Ground	Ella Waterfield	Sally Jenkinson	
Discovery 1st	Nilam Khaira	Sarah Morrissey	
GLC Sports/Fitness/Pool/Auditorium Music/Drama	Eddie Swanepoel	Rolando Ducay (Lifeguard)	Kimberley Ball
GLC Library	Karolina Wennerby		
GLC Toilets - Children's and Adults	Natalie Bittar		
Hope - Ground Floor	Pamela James/Jay Stewart	Tina T Filipcic	Jenni O'Donnell
Hope First Floor	Rachael O'Neill	Nathan Holtom	Vijay Degun
Hope Second Floor	Matthew Hagan	Phil Moriarty	Michelle Foley
Hope Reception/Admin Area	Kristy McKinven	Sarah Niland	
Hope - Sports Hall/Gym Second Floor	PE staff/Josh Blanche/Namina Tarawali		
Hope Basement (Bus Drivers/Nannies)	Maricar (cleaning Supervisor)		
Hope Pool Area - Ground Floor	Reju Krishan (Lifeguard)		
Hope Library Second Floor	Briar Towers Hammond		

Assembly Point Wardens – Main Site

Group	Warden
FS1	Hannah Howard
FS2	Linda Marmion
Y1-2	Mark Tiley
Y3-4	Carla Lamora
Y5-6	Steven Howard
Y7-9	Mat Ashton/Kirsty Valentine
MFL	Daniele Valentini
Visitors/Parents	Leander Le Grange/Rana Ghazal-Laghoutis
Inclusion	Aoife Orr
Music/Art	Jenny Findlay
Islamic	Feras Tahaine
Arabic	Rehab Khalifa/Mohammed Al Debs
Cleaning Staff	Jena Pondolanan
Canteen Staff	Wahida Begum
Medical Staff	Dr Nasifa
PE Dept	Mat Journeaux/Claire Davis
Admin/Supply	Rana Ghazal-Laghoutis
Bus Monitors	Ann Galorio

Assembly Point Wardens – Hope Site

Group	Warden
KS3/Primary	Kristy McKinven
Y10 & Y11	Lucy Allport/Jade Scott and Hannah Lunt
Y12 & Y13	Jenni O'Donnell/Nick Makin, George/Natasha Brady
Admin/Supply	Sarah Niland
Primary	Accompanying teacher
KS3	Accompanying teacher
Bus Drivers/ Monitors	Kristy McKinven
Visitors	Sarah Niland
Canteen	Spencer
Cleaners	Riza
Contractors	Russell Ombid

Responsibilities of an Assembly Point Warden

- To assist teachers/form tutors with lining up the students and taking the roll call.
- Check your designated area/groups to ensure that all students/staff are present and report back to Will Fraser (Hope) or Jack Luukas.

Day to Day Duties

- All fire exits and routes to them remain unobstructed.
- Fire extinguishers are not missing or obstructed.
- General house-keeping does not pose a fire risk e.g. storage of waste paper etc.
- Report any fire safety concerns that you may have to **SLT** or **Frank Santos**.

ECA after School

- If the fire alarm goes off at the end of school, staff taking the ECA are to escort their ECA group to the sports field and line up in their activity groups.
- Any students not in an activity but on the site are to line up in the area as well.
- Students congregating at the front of the school and waiting to be picked up need to head to the sports pitch as well.

For your personal safety please ensure you have an ICE (In Case of Emergency) number in your mobile phone. This should be a family member or close friend.

ICE number is the number Dubai Police and Ambulance Service will contact following a serious road or other accident.

Links to other SCS policies

- Health & Safety Policy
- Lockdown Policy
- Risk Assessment Policy
- First Aid Policy

Useful Numbers:

- Makani Numbers - SCS Gate C: 23285 - 72982
- Hope Gate 3 - 23104 - 72763
- Combination Padlock Code - 2014#

Emergency Numbers

- 998 - Ambulance
- Fire - 997
- Police - 999
- Electricity - 991
- Water - 992

