

### **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 كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة المستقبل

### **Fire Safety Management & Evacuation Procedures 2023 - 2024**

## **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 official guidance and related standards. Copies of this Emergency Plan will be made available to any person on request. 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 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 staff, students, 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 develop fire safety guidelines and procedures as part of the Emergency Management Plan.
- To ensure that all the staff, students, 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 trainings 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 exits. 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 lost 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.
- Remove or switch off any potential causes of fire when not in use or when leaving the room.
- Report any faulty or missing items of fire protection/fire-fighting equipment immediately.
- Do not overload electrical sockets or tamper plug fuses.
- Make sure that all portable electrical equipment has been tested.
- No students will be allowed to fight a fire.

## **Emergency Evacuation Procedures**

On hearing the fire alarm, all staff, students, and visitors must evacuate the building immediately. During a pandemic, the priority is to evacuate the building and attempt to social distance (at least 1 metre) whilst wearing a mask (6 years +).

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.
- All staff should familiarise themselves with the evacuation routes and the locations of fire alarm points and firefighting equipment.
- Emergency evacuation drills will be practised once every term (twice in the first term) during the school year.

**IF THE FIRE ALARM SOUNDS, EVERYONE SHOULD ASSUME THERE IS A FIRE AND EVACUATE THE BUILDING IMMEDIATELY UNTIL TOLD OTHERWISE.**

## Fire Extinguishers

Extinguishers are placed at fire points which are clearly signed. They are checked regularly by a contractor. Training in the use of fire extinguishers will be given as appropriate.

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

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

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

	<b>Class A</b>	<b>Class B</b>	<b>Class C</b>	<b>Class D</b>	<b>Class K</b>
<b>Dry Powder Extinguisher</b>		•	•		
<b>C02 Extinguisher</b>	•	•	•	•	

Water should never be used on burning liquids or electrical equipment. All extinguishers are checked every 4 months.

## 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.

### 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 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 muster 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.
- Each building will be '**swept**' by allocated Building Wardens. 'Sweepers' must report to The Fire Officer (Will Fraser main school & Emmet Glackin in Hope Building) or a member of SLT in their absence.
- Do not stop to collect personal possessions, including bags, do not return to the building until the 'all clear' has been announced by Leanne Fridd, Jemma Hudson or Mike Davies.
- Form tutors ensure that children are in line 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.
- 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.
- Fire registers will be given out by HoY.
- 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/Emmet Glackin) and notify them of any missing students or staff.
- All non-tutors and part time teaching staff assemble in allocated zones indicated by the label on the fencing as well as the map. All admin/accounts and support staff to also assemble in allocated zones indicated by the label on the fencing.(see maps).
- Allocated staff to mark off all teachers from staff sign in/sign out sheets. Note – all staff that are not assigned to a form to assemble in one point for ease of 'head count'.
- 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. SLT will decide timetable changes if necessary. Where necessary children will return to their home class base.
- Youngest students will be dismissed first in the main school.
- Combination padlock on the gates (round back of Challenger building) can be opened with

## **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, Emmet Glackin or SLT)
- Assist any disabled person to safety.
- Report to Will Fraser/Emmet Glackin 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 assembly points

Area	Staff 1	Staff 2	Staff 3	
Challenger - Ground Floor	Owain Howard	Kirsty Murhead	Elizabeth Mistry	
Challenger Admin Floor	Jack Lukaas	Rana Ghazal-Laghoutis	Wahida Begum	
Challenger 1 <sup>st</sup> Floor	Rebecca McNamara	Dawn Wearing	Linda Marmion	
Challenger 2 <sup>nd</sup> Floor	Alex Stutchbury	Science Technicians	Charlotte Huyton	
Challenger 3 <sup>rd</sup> Floor	Laura Osman	Paul Dallyn		
Endeavour Ground Floor Admin	Mandy	Nikki Domingeuz	Jena Pondolanan	
Endeavour Ground Floor	Amy Evans	Hannah Howard		
Endeavour 1st	Joanne Lewis	Carla Lamora		
Endeavour 2nd	Stephanie Gatt	Erin Christie		
Discovery Ground	Jennifer Findlay	Nilam Khaira		
Discovery 1st	Sean Marriner	Ben Pritchard		
GLC Sports/Fitness/Pool/Auditorium Music/Drama	Eddie Swanopoel Rolly	Susan Germishey/Jayde Kemerici	Jonathan Lyall	
GLC Library	Danielle Hones			
Hope - Ground Floor	Gareth Jackson	Eleanor Nolan	Jenni O'Donnell	
Hope First Floor	Rowan Stewart	Lucy Allport	Vijay Degun	
Hope Second Floor	Will Fraser	Stephen Geaney	Michelle Foley	
Hope Reception/Admin Area	Kristy McKinven	Leander Le Grange		
Hope - Sports Hall/Gym Second Floor	PE staff (if lesson taking place)			
Hope Basement (Bus Drivers/Nannies)	Hope Security			
Hope Pool Area - Ground Floor	Lifeguard			
Hope Library Second Floor	Briar Towers Hammond			

## Assembly Point Wardens (Hope building)

### 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/Emmet Glackin.

### 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 **Will Fraser, Emmet Glackin** 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 any activities 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.

### USEFUL TELEPHONE NUMBERS

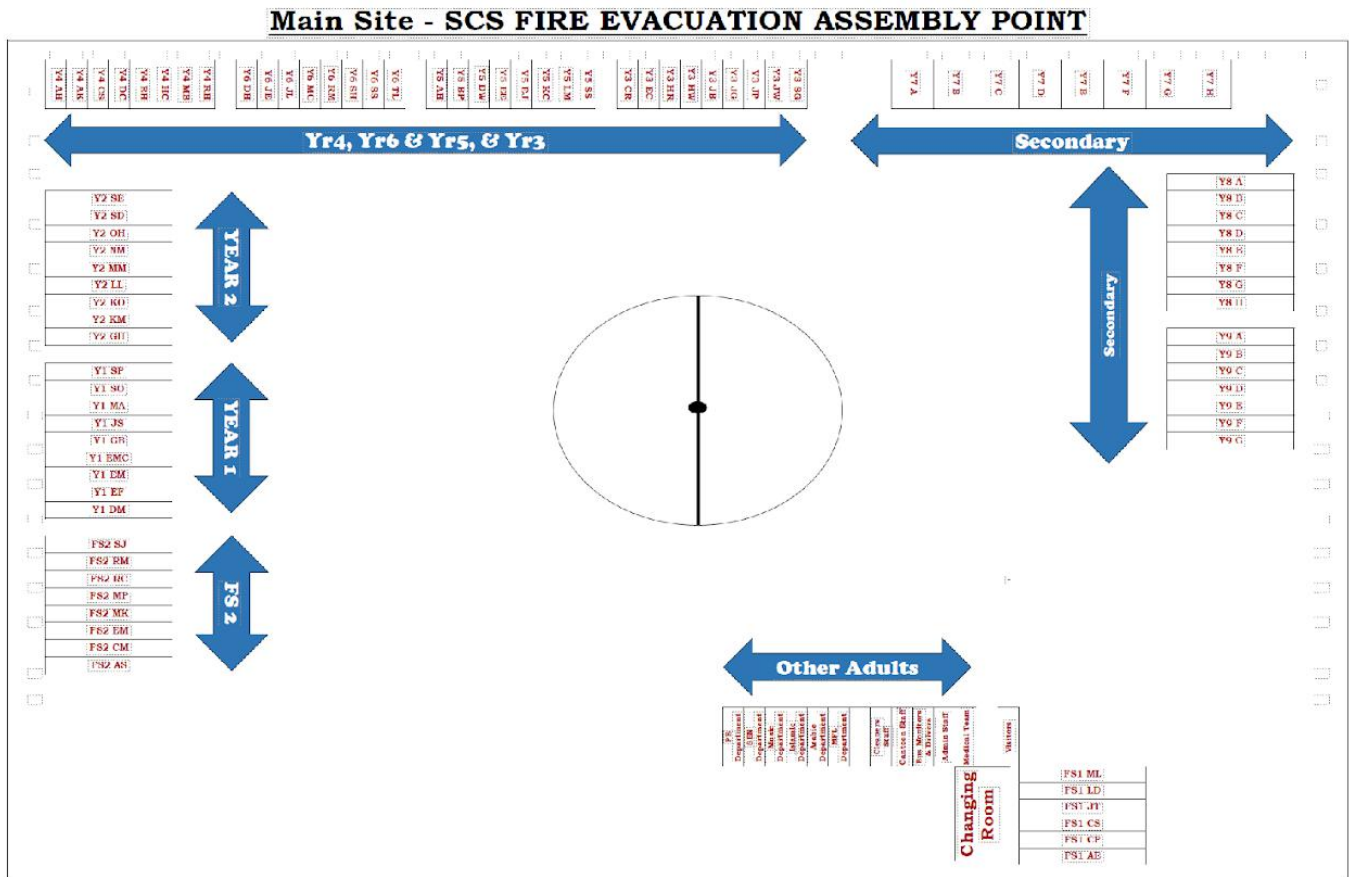


**SCS Makani Number: 23285  
72982**

Combination padlock code: 1397



## Evacuation Point (Main Building)



## Evacuation Point (Hope Building)

