



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 كومبونيٲتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة المستقبل

Fire Safety Management & Evacuation Procedures 2024 - 2025

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 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 develop fire safety guidelines and procedures as part of the Emergency Management Plan.
- 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 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 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.
- 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.
- 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 meter) 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.
- Emergency evacuation drills will be practised once every term (twice in the first term or second term with Civil Defence) during the school year.

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. They are checked regularly by a contractor. Training in the use of fire extinguishers will be given as appropriate.

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. All extinguishers are checked every 3 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/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 back of Challenger building) can be opened with the code **1397**.
- 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 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.
- 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) and notify him of any missing students or staff.
- All non-tutors and part time teaching staff assemble in allocated zones indicated by the label as indicated on the map. All admin/accounts and support staff to also assemble in allocated zones indicated by the labels and fencing or walls.(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.

Priority to be given to the younger children. 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.

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 SLT)
- Assist any disabled person to safety.
- Report to Will Fraser 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.

BUILDING WARDENS

Area	Staff 1	Staff 2	Staff 3
Challenger - Ground Floor	Elizabeth Mistry	Kirsty Murhead	Evy McGauley
Challenger Admin Floor	Jack Luukas	Rana Ghazal-Laghoutis	Leander Le Grange
Challenger 1st Floor	Tom Loughran	Fionnuala	Carla Lamora
Challenger 2nd Floor	Mat Ashton	Science Technicians	Alex Hay
Challenger 3rd Floor	Kirsty Valentine/Danielle Malson	Hannah Skidmore/Charlotte Jones	
Endeavour Ground Floor Admin	Rachel	Nikki Dominguez	Jena Pondolanan
Endeavour Ground Floor	Lousie Dolan	Hannah Howard	
Endeavour 1st	Pip Oates	Jenn Walsh	
Endeavour 2nd	Stephanie Gatt	Erin Christie	
Discovery Ground	Chloe Stallard	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		
Hope - Ground Floor	Gareth Jackson/JAY Stewart	Eleanor Nolan	Jenni O'Donnell
Hope First Floor	Rowan Stewart	Lucy Allport	Vijay Degun
Hope Second Floor	Matthew Hagan	Phil Moriarty	Michelle Foley
Hope Reception/Admin Area	Kristy McKinven	Tina Filipcic	
Hope - Sports Hall/Gym Second Floor	PE staff/Josh Blanche/Namina Tarawali		
Hope Basement (Bus Drivers/Nannies)	Amy (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	Linda Marmion
FS2	Linda Marmion
Y1-2	Mark Tiley
Y3-4	Carla Lamora
Y5-6	Dawn Wearing
Y7-9	Mat Ashton/Kirsty Valentine
MFL	Daniele Valentini
Visitors/Parents	Leander Le Grange/Rana Ghazal-Laghoutis
Inclusion	Nadine Hutchinson
Music/Art	Jo Lewis
Islamic	Feras Tahaineh
Arabic	Rehab Khalifa
Cleaning Staff	Jena Pondolanan
Canteen Staff	Ann Galorio
Medical Staff	Nadine Hutchinson
PE Dept	Mat Journeaux/Claire Davis
Admin/Supply	Leander Le Grange/ Rana Ghazal-Laghoutis
Bus Monitors	Ann Galorio

Assembly Point Wardens – Hope Site

Group	Warden
KS3/Primary	Kristy McKinven
Y10 & Y11	Adrienne Deacon/Tina Filipcic/Racheal O'Neill/Sam Bell/Lucy Allport
Y12 & Y13	Jenni O'Donnell/Hannah Lunt/Sarah Cockcroft/Nick Makin
Admin/Supply	Kristy McKinven
Primary	Accompanying teacher
KS3	Accompanying teacher
Bus Drivers/ Monitors	Ashley Creedon
Visitors	Kristy McKinven
Canteen	Kristy McKinven
Cleaners	Ashley Creedon/Amy (Cleaning Supervisor)
Contractors	Ashley Creedon

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.

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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.

USEFUL TELEPHONE NUMBERS



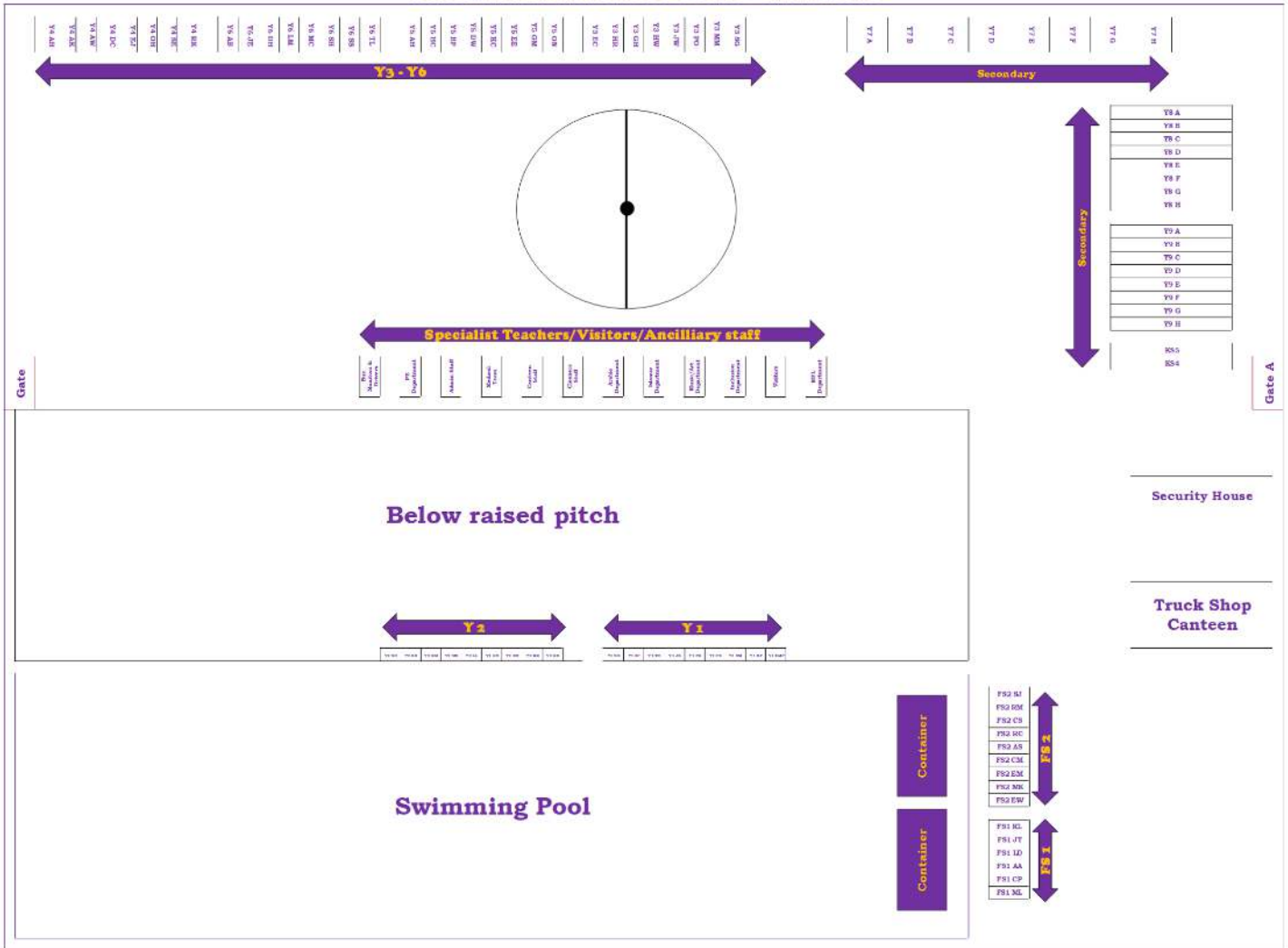
MAKANI NUMBERS

SCS GATE C : 23285 - 72982

HOPE GATE 3 : 23104 - 72763

Combination padlock code: 1397

Evacuation Point (Main Building)



Evacuation Point (Hope Building)

