

## 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 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.

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.

## **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

<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.**

### 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 **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 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) 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 implement 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 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
<b>Challenger - Ground Floor</b>	Elizabeth Mistry	Kirsty Murhead	Evy McGauley
<b>Challenger Admin Floor</b>	Jack Luukas	Rana Ghazal-Laghoutis	Leander Le Grange
<b>Challenger 1<sup>st</sup> Floor</b>	Tom Loughran	Fionnuala	Carla Lamora
<b>Challenger 2<sup>nd</sup> Floor</b>	Mat Ashton	Science Technicians	Alex Hay
<b>Challenger 3<sup>rd</sup> Floor</b>	Kirsty Valentine/Danielle Malson	Hannah Skidmore/Charlotte Jones	
<b>Endeavour Ground Floor Admin</b>	Rachel	Nikki Dominguez	Jena Pondolanan
<b>Endeavour Ground Floor</b>	Lousie Dolan	Hannah Howard	
<b>Endeavour 1st</b>	Pip Oates	Jenn Walsh	
<b>Endeavour 2nd</b>	Stephanie Gatt	Erin Christie	
<b>Discovery Ground</b>	Chloe Stallard	Sally Jenkinson	
<b>Discovery 1st</b>	Nilam Khaira	Sarah Morrissey	
<b>GLC Sports/Fitness/Pool/Auditorium Music/Drama</b>	Eddie Swanepoel	Rolando Ducay (Lifeguard)	Kimberley Ball
<b>GLC Library</b>	Karolina Wennerby		
<b>Hope - Ground Floor</b>	Gareth Jackson/JAY Stewart	Eleanor Nolan	Jenni O'Donnell
<b>Hope First Floor</b>	Rowan Stewart	Lucy Allport	Vijay Degun
<b>Hope Second Floor</b>	Matthew Hagan	Phil Moriarty	Michelle Foley
<b>Hope Reception/Admin Area</b>	Kristy McKinven	Tina Filipcic	
<b>Hope - Sports Hall/Gym Second Floor</b>	PE staff/Josh Blanche/Namina Tarawali		
<b>Hope Basement (Bus Drivers/Nannies)</b>	Amy (cleaning Supervisor)		
<b>Hope Pool Area - Ground Floor</b>	Reju Krishan (Lifeguard)		
<b>Hope Library Second Floor</b>	Briar Towers Hammond		



**Assembly Point Wardens – Main Site**

<b>Group</b>	<b>Warden</b>
<b>FS1</b>	Linda Marmion
<b>FS2</b>	Linda Marmion
<b>Y1-2</b>	Mark Tiley
<b>Y3-4</b>	Carla Lamora
<b>Y5-6</b>	Dawn Wearing
<b>Y7-9</b>	Mat Ashton/Kirsty Valentine
<b>MFL</b>	Daniele Valentini
<b>Visitors/Parents</b>	Leander Le Grange/Rana Ghazal-Laghoutis
<b>Inclusion</b>	Nadine Hutchinson
<b>Music/Art</b>	Jo Lewis
<b>Islamic</b>	Feras Tahaineh
<b>Arabic</b>	Rehab Khalifa
<b>Cleaning Staff</b>	Jena Pondolanan
<b>Canteen Staff</b>	Ann Galorio
<b>Medical Staff</b>	Nadine Hutchinson
<b>PE Dept</b>	Mat Journeaux/Claire Davis
<b>Admin/Supply</b>	Leander Le Grange/ Rana Ghazal-Laghoutis
<b>Bus Monitors</b>	Ann Galorio

**Assembly Point Wardens – Hope Site**

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

### **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 TELEPHONE NUMBERS



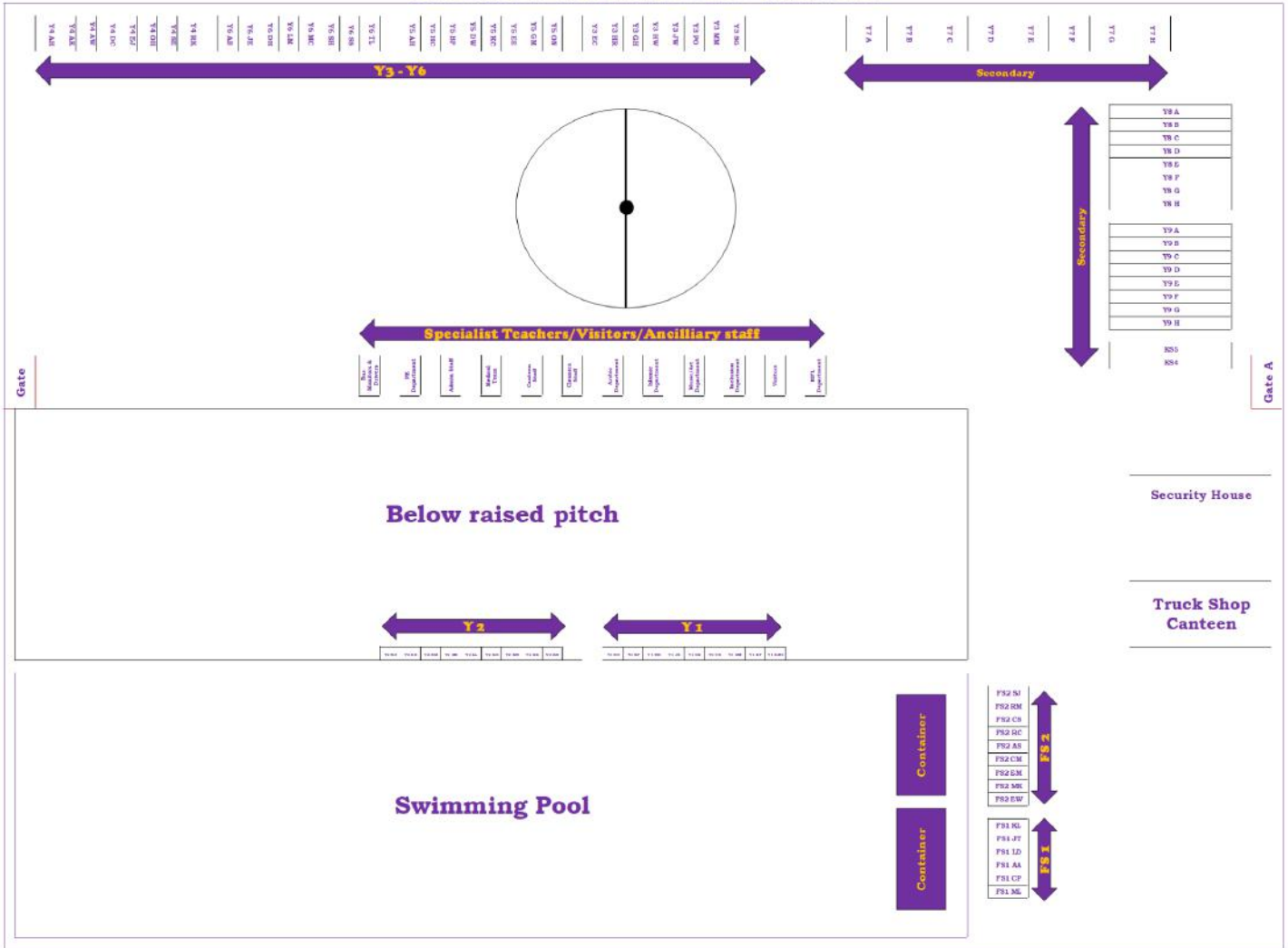
## MAKANI NUMBERS

SCS GATE C : 23285 - 72982

HOPE GATE 3 : 23104 - 72763

Combination padlock code: 1397

### Evacuation Point (Main Building)



### Evacuation Point (Hope Building)

