



# Fire Evacuation Policy

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<b>Lead Professional</b>	OSM
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## **Rationale**

This document has been prepared to provide guidance on the policy and procedures for dealing with an emergency evacuation at Al Mamoura Academy. The requirements for statutory provision of fire safety have been considered. Failure to implement the procedures contained in this document could result in a criminal offence being committed. All staff must be aware of the procedures to ensure that this policy is implemented in full. This document is part of a suite of documentation available. All other documentation must be complied with, including: all appropriate statutory, Civil Defence, ADEK, or regulatory authority

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## 1. Introduction

This document has been prepared to provide guidance on the policy and procedures for dealing with an emergency evacuation at Al Mamoura Academy. The requirements for statutory provision of fire safety have been considered. Failure to implement the procedures contained in this document could result in a criminal offence being committed. All staff must be aware of the procedures to ensure that this policy is implemented in full. This document is part of a suite of documentation available. All other documentation must be complied with, including: all appropriate statutory, Civil Defence, ADEK, or regulatory authority.

## 2. If you discover a fire or find smoke

- 2.1. Raise the alarm by activating the nearest **red** call point.
- 2.2. Evacuate the building according to the room emergency exit route.
- 2.3. Only fight a fire if you are trained to do so or it blocks an immediate and only exit, otherwise use an alternative exit. **The priority is to evacuate.**

## 3. On hearing a fire alarm

The alarm repeats a continuous message both in Arabic and English with clear instructions via an automatic tannoy system signified by a loud 2 tone alerts throughout all internal areas of the building. Upon hearing the alarm:

- 3.1. Escort students in silence from the building according to the evacuation map.
- 3.2. Shut doors and windows behind you. If the exit is blocked use the nearest available exit leading directly to the outside.
- 3.3. People of determination or individuals that cannot use the staircase are to be evacuated using the Evac-Chair by trained staff (see appendix E). **Under no circumstances should any staff attempt to assist people of determination down staircases without Evac-Chair in place except in immediate risk of burns or smoke inhalation.**
- 3.4. Passenger lifts and plant equipment will be disabled automatically by the BMS System and will remain inactive for the whole period of the activation. Persons will not be able to use passenger lifts and will need to evacuate using staircases only.
- 3.5. Registers are completed by form tutors by 8.15am each morning; the receptionist must mark any late students into the data management system as soon as they arrive. Fire Evacuation Packs for students to be kept in every classroom and Admin is kept with the Principal's PA.  
Each Fire Pack to contain:
  - Full class or staff list
  - Pen
  - High Viz Jacket – Colour coded
  - Green card
  - Red card

3.6. Escort students to the designated assembly area. They should queue in class groups/tutor groups in single file and register order. **The evacuation assembly points are as follows:**

- **Nursery, FS2 & Y1** – Basketball court by the large astro turf, nearest to the school building
- **Y2 - Y4** – Basketball court at the back of large Astro turf
- **MOE, Admin, Visitors & Service Providers** - Basketball court at the back of large Astro turf
- **Y5 - Y13** – Playground near the sports hall
- **Non-Form Tutors MS & SS** – Playground near the sports hall
- **Non-Form Tutors LS & PS** – Basketball court at the back of large Astro turf

Once all students are accounted for a **green card** will be held in the air. Where a student is unaccounted for a **red card** should be held up and designated members of Leadership Team made aware of the specific detail.

3.7. Directors of Phase/Heads of Section should be situated near their lines of responsibility and remain in one place until all groups are showing a green card. If there is a reported missing student, the Head of Section checks at the Safe Zone which is supervised by the doctor or nurse. Any persons suspected to be unaccounted for should be communicated to the Incident Commander (Operations and Support Services Manager) immediately. LS & MS/SS Principals to devise plan of action with the Incident Commander. Each Director of Phase & Head of Section will also have Fire Evacuation Pack which will contain the following:

- Class Names/Tutor Groups
- Staff list by Department
- Pen
- High Viz Jacket – Colour coded
- Green card
- Red card

3.8. Designated Fire Wardens (see appendix B) to check their assigned area and report back to Incident Commander to confirm all buildings are empty (including Sports Hall, Swimming Pool and FM specific areas).

3.9. All teaching staff, students, administration/support staff, visitors and contractors to assemble at the relevant Evacuation Zones. Checks to be carried out by roll call supervisors (see appendix A). Information should be communicated to the Head of Schools who will communicate to the Incident Commander to ensure all persons are accounted for.

3.10. All persons await further instructions. Nobody to re-enter the building until permission is granted by the Principal/CEO or LS & MS/SS Principals or Incident Commander. A designated member of staff will be waving a red flag and the assembly point to signal that the evacuation is still ongoing, when the incident commander gives instructions that it is clear to return to the building, you will see a white flag being waved in the assembly point. All areas should be dismissed at the same time once this order is given re-entering the building via designated re-entry points at either of the main gates.

3.11. Following the evacuation of the building and safety of all occupants, the Incident Commander will conduct a full investigation into the fire and present the findings to the Principal and Executive Leadership Team.

#### **4. Checking procedure – Real Fire**

- 4.1. The Security Team inform the Incident Commander in which zone the alarm has been activated as indicated by the fire alarm location panel.
  - a. On activating of the red call point the alarm will sound immediately.
  - b. When one smoke detector is activated the alarm will sound immediately.
- 4.2. Security Team to check the zone for fire. On identifying smoke or flames, security staff to withdraw from the area and immediately call Civil Defence. It is important that security staff do not put themselves at risk and remove themselves from any immediate danger.
- 4.3. Incident Commander and Security Team to receive Civil Defence at the main reception. Civil Defence to be informed of the following and post on Aldar L1 Bronze Group:
  - a. Location and floor of fire
  - b. Location of fire panel & Repeater panel
  - c. Any persons unaccounted for
  - d. Location of any dangerous items on site ie chemicals

#### **5. Checking Procedure - False Alarm**

- 5.1. The Security Team inform the Incident Commander in which zone the alarm has been activated as indicated by the fire alarm location panel.
- 5.2. On activating of the red call point the alarm will sound immediately. When one smoke detector is activated the alarm will sound immediately.
- 5.3. Following investigation, if it is found to be a false alarm the Incident Commander will authorise the turning off of the alarm once the evacuation plan has been completed and confirmation has been received the building is empty.
- 5.4. Ensure Civil Defence has been cancelled via Security staff.
- 5.5. Security Team will reset the call point.

#### **6. Extra Curricular Activities**

- 6.1 If the alarm sounds outside of normal School hours (3.30pm–7.30am), Security staff and staff in charge of activities will escort students to the assembly point and register their groups. Staff are required to leave a copy of their group register with the security team once completed.
- 6.2 All persons await further instructions. Nobody to re-enter the building until permission is granted by the Incident Commander or duty security supervisor.

#### **7. Instructions for Staff**

- 7.1. It is essential that you know where your nearest exit from the building is at all times. All communal areas, staircases and corridors display this information. All rooms display evacuation information on an 'Emergency Evacuation' notice located nearest the exit.

- 7.2. It is important that you ensure the exit from rooms is orderly, students always remain calm, silent and in single file. Give priority to groups already on the corridor. Position yourself so that all the class can see you and keep the group together. FS children should be allowed to exit as a priority too as it takes them longer to walk to the assembly point.
- 7.3. It is important you know where your tutor group's evacuation assembly point is based. Or your own assembly point if you are not a form tutor.
- 7.4. Once at the assembly point, if you are a form tutor keep your group calm, silent and await further instruction.

## 8. Special Circumstances

- 8.1. **Public examinations:** These are not exempt from evacuation protocols and all participants must evacuate the building to a designated area as identified by the Principal/CEO/Incident Commander/Exam officer. Students must be supervised by invigilators at all times. Please note the time of the alarm as students can complete the exam at a later stage. Exam rules and regulations explain this further.
- 8.2. **Training & Planning days:** The same emergency evacuation procedure as shown in section 2-6 will apply.
- 8.3. **Public Events:** Clear instructions should be given to the audience/public as to the procedure and evacuation process to follow in cases of emergency at the beginning of any event. The audience should be informed that students will be evacuated separately to parents as shown in section 2-6 and parents should not intervene in this process. Students will be registered by the person in charge. Where the incident management structure is not available/in place Security will resume control of evacuation along with the most senior member of staff.
- 8.4. **Responding to the press:** As a larger emergency evolves the press may arrive at the School. All staff are instructed not to speak to the press, but to refer them to Aldar HQ. The press should not enter the school or photograph students. Please refer to the Critical Incident Policy guidelines.

## 9. Maintenance and Testing

- 9.1. **Planned preventive maintenance:** The facilities management team will ensure the fire safety systems are being inspected in accordance to the planned preventive maintenance schedule, the frequency of testing varies depending on the type of equipment being tested (Monthly, Quarterly, Biannually, Annually).
- 9.2. **Weekly Testing:** The fire system will be tested each Sunday between 1pm – 2pm by FM team and information recorded on the approved recording system.
  - a. The system will be tested to ensure that all indicators show by resetting according to the instructions provided with the panel and check that the internal Tannoy operates.
  - b. Manual call points will be activated to test the system and check that the sounders operate.
  - c. Reset the fire alarm panel.
  - d. Different manual call points will be chosen each week so that are all call points in

- the building are tested in rotation.
- e. Check call points and detectors and ensure that none are obstructed in any way.
  - f. Record results.
- 9.3. The Incident Commander will conduct periodic spot checks on recording of information and visual checks on all aspects of the fire warning systems for compliance.
- 9.4. Fire fighting equipment to be maintained by the Facilities Management Team. The Facilities and Services Officer to monitor these arrangements.

## **10.Failure of the Fire Warning System**

- 10.1. In the event of the fire alarm not sounding, please call our 24x7 emergency number that is with our Head of Security who will in turn use the tannoy system to verbally announce the emergency in Arabic and English by saying *"Attention, an emergency has been reported, please evacuate the building immediately"*
- 10.2. Incident Commander/Fire Marshals/Security Team will assist with the evacuation and call Civil Defence from their mobile phone.
- 10.3. Doors may not have automatically released and should be activated via the card reader or the emergency "break glass" box next to the door if it is available.
- 10.4. Incident Commander will inform the Aldar HQ L1 Bronze Group critical response team.
- 10.5. Following the evacuation of the building and safety of all occupants, the Incident Commander will conduct a full investigation into the failing of the fire warning system and present the findings to the Bronze critical response team, Operations and Facilities Management Team.

## **11.Evacuation practice**

- 11.1. A 'walkthrough' will be conducted during the first week of term at the start of the academic year prior to the first evacuation to ensure all new staff are fully aware of fire procedures and evacuation points.
- 11.2. Form Tutors/teachers are to explain procedures to their students in advance of the first drill. One formal evacuation will take place at the start of the academic year in which all staff will be briefed in advance. The purpose of this is to ensure students experience the sound of the alarms, the movement of persons in a live evacuation scenario. This will be followed by an unannounced emergency evacuation drill to be agreed by ELT.
- 11.3. The Principal & Incident Commander will conduct a full unannounced evacuation of the building once per term resulting in three formal evacuations per year.

## **12.Training**

- 12.1. Staff and student inductions will take place during term 1 at the start of the academic year and throughout the year as necessary. This will contain verbal and visual information around fire evacuation and fire safety procedures including the use of Evac-Chairs.

12.2. All staff will take part in mandatory annual refresher training that is conducted by the Operations team

12.3. All visitors and contractors to be briefed on fire evacuation process.

12.4. Training on Evac-Chair will take place annually with staff responsible for disabled or immobile persons. This will be conducted with the support of the Facilities and Services Officer.

### **13. Recording of information**

13.1. The Incident Commander or Head Guard will record all information relating to evacuation, false alarms, system testing and training via the online recording system.

13.2. Records will be kept for a minimum of 5 years.

### **14. Roles & Responsibilities**

The School implements a clear incident management structure to respond to emergency situations in-line with the Aldar Education Critical Incident Response Protocols. At School level the following structure will be in place at all times of emergency. (See Appendix A and B)

#### **14.1. Incident Commander (Operations and Support Services Manager)**

- a. To identify the location of the warning system activation and co-ordinate the Security Team.
- b. Inform the PRINCIPAL and ensure evacuation procedure is underway.
- c. To ensure Civil Defence have been automatically dispatched (to authorise cancellation in false activation).
- d. Wait for confirmation from the LS & MS/SS Principals that all persons are accounted for. Communicate this information to Principal.
- e. To inform Civil Defence of any persons unaccounted for reported by Heads of Section.
- f. To give the order to re-enter the building agreed with LS & MS/SS Principals.
- g. To ensure that all Security Team members are aware and trained in the necessary procedures.
- h. To ensure regular checking of the fire alarm is carried out.
- i. To ensure all Contractors on site have signed in and aware of evacuation procedures.
- j. To always wear a high visibility vest with clear text reading 'INCIDENT COMMANDER'.
- k. To be in the possession of an active radio.

#### **14.2. LS & MS/SS Principals**

- a. To coordinate evacuation procedures with the incident commander.
- b. Confirm to the incident commander that all persons are accounted for once they receive feedback from Directors
- c. Immediately inform the incident commander if any person is unaccounted for
- d. To confirm with Incident Commander when it is safe to re-enter building.
- e. To always wear a high visibility vest.
- f. To be in the possession of an active radio.

#### **14.3. Director of Phase**

- a. To gain confirmation through teachers & tutors that all persons are accounted for; this should include any students who are on school trips.
- b. To check with medical team for any unaccounted persons.
- c. Report the roll count to the relevant Principal.



- d. To await instruction from Incident Commander when safe to re-enter building.
- e. To always wear a high visibility vest.

#### **14.4. Class Teacher (FS & Y1-13)**

- a. To check the room on evacuation and to close windows and door indicating the room has been checked and confirmed empty.
- b. To always wear a high visibility vest (found in the fire folder)
- c. Collect fire folder ensuring both red and green cards are attached.
- d. To ensure each child quickly collects their sun hat if possible.
- e. To insist on the following points of behaviour from students:
  - o Remain calm and always obey staff instruction.
  - o Do not stop to collect belongings other than those immediately available.
  - o Move quietly in corridors.
  - o Do not try to pass other groups in corridors.
  - o Stand quietly at their evacuation location.
  - o Await further instructions.

#### **14.5. Principal's PA**

- a. Ensure all admin, support staff, MOE staff and visitors are accounted for and report to the Incident Commander. Collect visitors logbook from security hut on exiting the school premises.
- b. To always wear a high visibility vest.

#### **14.6. Facilities Team Leader (Khidmah)**

- a. To ensure the FM team evacuate the premises immediately.
- b. To ensure safety measures are adhered to.
- c. To inspect the source of the fire alarm and report to the Facilities and Services Officer if the issue has been addressed and it is safe to return to the building
- d. Follow up meetings to be held to establish causes and measures to mitigate repeats of false alarms.

#### **14.7. Security Team – Head Guard (Securiguard)**

- a. To check the activation of the fire alarm system and investigate the source.
- b. To check the area and identify a false activation or real emergency and report findings to Incident Commander.
- c. To ensure Hassantuk/Civil Defence are informed and en-route (or have been cancelled in the event of a false alarm) and inform Incident Commander.
- d. To assist with the weekly checking of the fire warning system.
- e. To ensure all Contractors on site have signed in and aware of evacuation procedures.
- f. To ensure the radio system is operational and always charged.
- g. To implement procedures and manage security team deployment.
- h. To always wear a high visibility vest.
- i. To be in the possession of an active radio.

#### **14.8. Transport Staff (Emirates Transport)**

- a. To always wear a high visibility vest.
- b. Bus drivers to ensure all buses have been parked safely and not blocking any exits from the building, turned off, secured and keys removed.
- c. Bus nannies to line up on the large Astro turf and ET coordinator to take roll count.

#### 14.9. **Fire Wardens**

- a. To quickly but safely 'sweep' designated areas and immediately report to the Facilities and Services Officer who will in turn report to the Incident Commander.
- b. To always wear a high visibility vest.
- c. To conduct checking of rooms through vision panels. Where a door is closed and locked, a visual check through vision panels/windows should be conducted only.
- d. Fire wardens can instruct any person within the school to leave the building immediately without question or hesitation.
- e. To immediately leave the building via the nearest exit.
- f. To join staff at the designated evacuation point.
- g. To report findings to the LS & MS/SS Principals.

## Appendix A Incident Management Structure

The School implements a clear incident management structure to respond to emergency situations in-line with the Aldar Education critical incident response protocols. At School level the following structure will be in place at all times of emergency. All persons will wear coloured vests (as per below) to clearly identify their role within the process. The Principal will be kept informed by the Incident Commander throughout.

On arrival of the Civil Defence they will take command of the Emergency supported by the School Incident Commander.

On Arrival of Aldar CIRP management, the Critical Incident Response Protocols will be immediately implemented as per CIRP guidance.

At the evacuation assembly point:

Staff	Responsibility
Incident Commander (Operations and Support Services Manager - Facilities and Services Officer in absence)	All staff, visitors, contractors and students are accounted for
Lower School Principal - Primary AP Pastoral in absence	Staff and students in Nursery through to Year 4 are accounted for, roll call completion for all
Middle and Senior School Principal - Secondary AP Pastoral in absence	Staff and students in Year 5 through to Year 13 are accounted for, roll call completion for all
Heads of Key Stage – Head of Year in absence	All teaching staff, TAs/LSAs and students are accounted for, roll call completion for all and all clear from Fire Marshals.
PA to the Principal – PRE in absence	All admin staff & Service providers and visitors are accounted for, roll call completion for all
Nurse	Roll call of any students in the Safe Zone – inform Head of Primary/Secondary

## Appendix B Fire Wardens

- The following staff will act as designated Fire Wardens.

Fire Wardens			
NAME	CONTACT NUMBER	LOCATION	AREA RESPONSIBILITY
Binita Dhimal	0565340964	Ground Floor	FS Reception Area
Abhishekh Timilsina	0545830783	Ground Floor	FS Area
Namanya Godwin	0545864679	Ground Floor	Y1 Areas, Canteen and Auditorium
Arouna Nah Napra	0501709586	1st Floor	Y2, Y3 and Y4 Areas
Othmane Bekhouch	0569902544	Ground Floor	Main Reception
Charity Nahabwe	0582078256	Ground Floor	Secondary Reception
Fred Amon Ainebyoona	0547915538	Ground Floor	Secondary Corridor, sports hall and swimming pool
Som Chheki	0543073107	1 <sup>st</sup> Floor	Secondary Corridor

Each person to check above areas and report back to the Facilities and Services Officer

- Wardens will wear a high visibility vest at all times of an emergency.
- Wardens will conduct checking of rooms through vision panels, where a door is closed and locked, a visual check through vision panels/windows should be conducted only.
- Fire Wardens can instruct any person within the School to leave the building immediately without question or hesitation.

## **Appendix C Fire panel locations**

There are 3 fire panels within the School site, which is linked direct to Civil Defence (See Appendix D below) that will immediately dispatch a crew.

- Main Reception by Security Desk
- Main Reception in Security Room
- Sports Hall (at the end of the entrance hall)

## **Appendix D Civil Defence contact details**

Phone Number: 997 or emergency 999

Site Address: Al Mamoura Academy, near Al Nahyan Military camp, Abu Dhabi, UAE

## **Appendix E Evacuation of disabled/immobilised person's Risk Assessment**

During an active fire alarm all lifts within the School are disabled. In order to evacuate the building in this instance safely, the school is equipped with Evac-Chairs located at the top of the stairs at the first floor.

It is important that any potential users of this chair know its location and have a member of staff assigned to the evacuation process.

Training will take place with all staff responsible for evacuating disabled or immobile persons.

## **Appendix F Training Programme**

The ELT team and Operations and Support Services Manager will ensure that the contents of this emergency plan are communicated to staff, pupils, parent helpers, work experience personnel, agency staff etc. on their first day of work or as soon as possible.

At induction employees and agency/temporary staff training will include:

- Verbal and written instructions on fire procedures.
- A presentation to show the location of escape routes, fire alarm call points, fire fighting equipment, any high risk fire areas, assembly points etc.
- An explanation and demonstration of the activation of the fire alarm and what it sounds like.
- Action to be taken on hearing the fire alarm and on discovering a fire.
- How to open fire exit doors in a fire situation.

- Briefing regarding Fire Wardens duties.
- The importance of keeping internal fire doors shut to prevent the spread of fire and smoke.
- In the case of disabled staff, details of how they will be evacuated using an Individual Evacuation Plan.
- Details of any processes they are meant to shut down – cookers, laboratories etc. in the event of a fire or on hearing the alarm or significant hazards that may affect them.
- It should be made clear to them that emergency escape routes and doors must be kept clear and must never be blocked or inhibited in any way.
- They should be clearly informed of, and where required practised in any other specific responsibilities they may have in relation to the fire arrangements.

A record will be checked by the LS & MS/SS Principals and given to the Operations Manager for all those who attended the training session.

### **Training (General)**

Fire awareness training is carried out for all staff. In addition, continual training based on this plan will be carried out following each of the practice evacuations that will be held each term. The Principal and OSM will closely monitor each evacuation highlighting and recording any problems or observations. Each practice evacuation will be planned so as to include as many members of staff as possible but will be aimed at including each individual in at least one per term. Debriefing sessions involving the Fire Wardens and Principal will be held immediately following each practice evacuation.

### **Training (Specific)**

Fire Wardens (See appendix B) will be trained in fire awareness, procedures, and precautions and their role in the process.

Key staff members (including managers/caretakers/cleaners, lab technicians and catering staff) will be trained in fire awareness, fire precautions and the use of fire extinguishers.

## **Appendix G Investigation Period**

Following any emergency in the school, the Operations department carries out a full investigation to identify the root cause of the alarm. The report details:

- Reason for activation
- Number of individuals in the facility during the evacuation
- Evacuation Timeframe
- Main findings and actions required for the next drill/emergency