



ATHENA EDUCATION

For Social Grace



المدرسة الأكاديمية الدولية
INTERNATIONAL ACADEMIC SCHOOL

THE FIRE AND EVACUATION DRILL POLICY 2023-24

Principal: Ms. Suhair Salah Hussein

Overview & Rationale:

The Fire Drill and Evacuation Drill Policy and Procedure facilitate the safe evacuation of all persons in the premises of International Academic School.

Scope:

The policy applies to all present in the school premises.

IAS Fire and Evacuation Drill Team:

1. Principal
2. Vice Principals (Academic & Administrative)
3. Operations Manager
4. Health & Safety officer
5. Fire Marshals/Supervisors
6. SEND Department

Role and Responsibilities of IAS Fire and Evacuation Drill Team:

The school principal will be responsible for:

- Ensuring that the plan is kept up to date and is reviewed annually or following an emergency event.
- Ensuring the fire drill exercises are conducted on a termly basis and that 1 exercise per year is conducted in partnership with the civil defense.
- Ensuring that the plan is communicated to all relevant stakeholders.
- Liaising with external emergency services during an emergency event.
- Ensuring that a suitable report is developed following an emergency event
- Ensuring adequate numbers of fire marshals are appointed and that they receive suitable training.
- Ensuring all employees and support staff are provided with suitable fire training.

The Vice Principals will be responsible for:

- Scheduling a fire drill exercise on a termly basis and ensuring that 1 exercise per year is conducted in partnership with the civil defense.
- Ensuring that the plan is communicated to all relevant stakeholders.
- Maintaining a report of completed drills.

The Operations Manager will be responsible for:

- Ensuring updated attendance for the day is available.
- Ensuring all fire and life safety systems are tested and maintained in accordance with local requirements.
- Ensuring that any corrective fire and life safety system works are conducted in a timely manner.
- When designated, fulfilling the role of the incident commander.
- Ensuring that all fire-related training within the school is current and that valid certificates are available.
- Coordinating with the incident commander and liaising with the civil defense and emergency services throughout the emergency.

The Health and Safety Officer will be responsible for:

- Providing training to all school staff including new recruits on the procedures to be followed (outlined in procedures section below)
- Conducting routine fire inspection checks and monthly health and safety inspection checks. These must then be submitted to the Principal.
- Training on the dos and don'ts for staff and students during fire drills and evacuation

The Fire Marshals/Supervisors will be responsible for:

- Carrying out a sweep of their designated area. (Please note that this must only be done if safe to do so, you should never put yourself at risk)
- Reporting the status of their designated area to the incident commander, this includes, reporting any potential missing persons to the incident commander.
- If designated, support the safe evacuation of any persons with disabilities.

The SEND Department will be responsible for:

- Developing an individual plan for means of escape from fire/emergency for adults/children with special needs.
- Inform staff about evacuation plans involving students with a disability with class teachers.
- Establishing specific arrangements for students with physical or mental disabilities to ensure that they are assisted during evacuation.

Procedures:

IAS STAFF PARTICIPATES DURING THE FIRE DRILL

ASSEMBLY AREAS

Evacuation Time	The allotted evacuation time is 3 mins. at the assembly point
Assembly Area-1	Near Gate 1 for G 1 - 12
Assembly Area-2	Near Gate 5 for KG 1 - 2

- In the event of finding a fire the following procedures are required to be followed:
 - i. Immediately raise the alarm by activating the nearest Manual Call Point (MCP).
 - ii. Everyone is to stop work and be alert.
 - iii. Students are to leave their books and belongings behind, except their valuables (wallet/mobile phone), and exit the classroom in twos as quickly as possible maintaining social distancing.
 - iv. Switch off all lights and fans. Ensure all gas outlets, electrical appliances and machines are to be switched off in the science laboratories, and kitchens. Draw all curtains to the sides. Ensure all classroom doors are open.
 - v. Students are to remain calm and obey instructions given by the teachers
 - vi. If safe to do so rescue any persons who are in immediate danger.
 - vii. If safe to do so, attempt to tackle the fire, please note that you must never put yourself or others at risk. Fires larger than a wastepaper bin should be left to trained emergency personnel.

- viii. Upon instructions, students are to proceed to the Assembly Point in an orderly manner using the assigned Evacuation Route. (The assigned Evacuation Route can be found on the Evacuation Chart in the classrooms).
- ix. Evacuate the building safely and smoothly supporting any persons on the way. Make your way to the designated fire assembly point and await roll call.
- In the event of hearing a fire alarm, the following procedure must be followed:
 - a. Stand down for their immediate duties.
 - b. Teachers within classrooms are to collect the emergency pack from their room and put on their high visibility jacket.
 - c. Commence the evacuation of their class or areas in an orderly fashion, making their way to the nearest safest fire exit and onto the fire assembly point.
 - d. Administration staff must commence the evacuation of the administration areas.
 - e. Selected fire marshals must ensure that a sweep of their designated areas is carried out.
 - f. Once at the fire assembly point, teachers must conduct a roll call and report the findings to the incident commander.

Important Points to Note:

- It is illegal to smoke on our school site. No one will be permitted to smoke or bring any flammable materials on school premises.
- It cannot be over emphasized that the main aim is to ensure everyone reaches a place of safety. Putting a fire out is secondary to this.

IAS Fire Drill and Evacuation Drill Team

Sl No	Details	Person/Department in-charge
1.	Operation Manager	Mr. Shanu Alex
2.	HSC Officer	Ms. Catherine Ariola
3.	Class-wise students list & Fire Evacuation Maps	Section Supervisors
4.	Admin Staff/ Cleaners/ Visitors in the Building	HR
	Section-wise list of Fire-drill Marshals	Ms. Catherine Ariola
	Fire Drill evacuation plan - from the alarm goes/with timings/exit doors directions/assembly points	Mr. Shanu Alex Ms. Catherine Ariola
	Doctor's first aid box/School first aid boxes	Ms. Asia Gul
		Ms. Nicy Augustine
	Inclusion Department - List of Physically challenged students and their evacuation plan	Ms. Madiha Arshad
	Assembly Points caption and list	Mr. Shanu Alex
	Green Cards	Section Supervisors
	Red Cards	Section Supervisors
	Dispersal procedures	Mr. Shanu Alex
		Ms. Catherine Ariola

Schedule for Fire Drill

	Month	Date Completed	Signature
1			
2			
3			
4			
5			