

DUBAI HEIGHTS ACADEMY



Policy	Fire Safety & Evacuation Policy
Approved on	August 2023
Approved by	Principal
Review date	August 2024

POLICY STATEMENT

The purpose of this policy is to ensure effective fire safety and evacuation procedures are in place in the event of a fire or similar hazard, within the premises of the school and that staff, students, external providers, volunteers, parents/carers and visitors are aware of the procedures to be followed if such an event occurs. The evacuation policy applies to any situation where students and staff need to evacuate the school buildings for their own safety. This may commonly be a fire, but also includes any hazardous situation such as a chemical spill or other critical incident which makes it dangerous for students, staff and visitors to remain inside the school buildings. Copies of this policy will be disseminated via the Parent and Staff handbooks, the school website and other appropriate areas around the school.

AIMS

- To provide a safe and secure environment through establishing protocols and procedures that effectively monitor and manage a potentially dangerous situation.
- To ensure evacuation is timely and efficient taking into account different times of the day and different possible scenarios
- To ensure fire safety guidelines from the Dubai Civil Defence (DCD) are followed and implemented
- To ensure clarity regarding emergency routes and exits.
- This policy must be read in conjunction with the DHA Health & Safety Policy.

1. Purpose

To establish and maintain a systematic evacuation plan in the event of an emergency that requires all Dubai Heights Academy employees, students, contractors, visitors, or other stakeholders to safely evacuate the building.

2. Scope

This emergency response plan has been developed to provide guidance and instruction applicable in the event of a fire or any other emergency situation that requires evacuation of the building. The same procedures shall be carried out during any drill process to best prepare for a genuine emergency. All staff working in the school must be aware of their primary and secondary evacuation routes and final fire assembly points.

3. Definitions

Emergency: A sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.

Emergency Plan: Systematic instructions and procedures that clearly detail what needs to be done, how, when and by whom before and after the time an anticipated emergency event occurs.

Competent Authority: An organisation that has been legally delegated or has the power to perform a designated function.

Danger: The risk of injury, harm, damage, or loss.

First Aid: Any immediate (one-time) care or treatment given to a person suffering from an illness or injury, until professional medical care can be provided. Such treatment may be considered first aid even if it is provided by a healthcare professional.

4. Roles and Responsibilities

4.1 Fire Safety Manager

- Ensures the fire systems are regularly maintained and tested
- Has knowledge and training of fire system and civil defence procedures
- Ensures the identified alternative Fire Safety Manager has knowledge and training of fire system and civil defence procedures
- Ensures DHA Emergency Evacuation Policy is reviewed regularly and communicated to DHA community
- Ensures practice emergency evacuations are regularly carried out and record/reports kept
- Ensures DHA staff knowledgeable/trained to follow DHA Emergency Evacuation Policy
- Ensures Civil Defence contact is kept updated
- In the case of an evacuation ensures Civil Defence is called and communicated

4.2 Principal

- Commands the evacuation area and times the evacuation
- Ensures DHA Emergency Evacuation Policy is reviewed regularly and communicated to DHA community
- Ensures DHA staff knowledgeable/trained to follow DHA Emergency Evacuation Policy
- Communicates emergency evacuation records/reports to DHA Governors

4.3 Vice Principal

- Commands the evacuation area and times the evacuation when Principal is absent
- Liaises with Fire Safety Manager to locate source of alarm
- Communicates status of situation and if building is safe to re-enter
- Ensures practice emergency evacuations are regularly carried out and record/reports kept

4.4 Fire Admin Officer

Ensures class register copies are distributed to class teachers at meeting point

- Ensure staff list and visitor register distributed to appropriate admin staff to check/complete
- Record any missing persons (students, staff, visitors) and notify Principal immediately

Summary

Following identified roles need allocating and subsequent training:

- Fire Safety Manager
- Alternative Fire Safety Manager if facilities manager is off site -
- Fire Marshals - sweep the building Ground Floor;
- First Floor; Foundation Stage building; Reception area
- Fire Admin Officer - distributes registers and is notified of any missing people
- Fire Safety Officer - a person who has received fire training

See list of staff in appendix

- A3 laminated posters needed for evacuation muster point for 'Zone A' and 'Zone B'
- Ensure sufficient red/green cards for every teaching class including SEND and Sensation Station
- Ensure class lists are updated regularly
- Procure high visibility vests
- Ensure Facilities Manager has knowledge and training of fire system and civil defence procedures
- Ensure Civil Defence contact is updated
- Staff and students to be informed and trained on fire evacuation policy

4.4 Emergency Response Team (ERT)

- When the alarm sounds all ERT members are responsible for carrying out their roles as detailed in appendix 2.
- When the alarm sounds ERT members should don a high visibility vest for ease of identification.
- Those nominated as sweepers are responsible for checking clear all allocated rooms and corridors before reporting to the fire warden and mustering at the assembly point.

4.5 Clinic Staff

- Ensure that personal emergency evacuation plans (PEEP) are in place for all individuals working at the school site with impaired mobility or with limited ability to be able to respond to an incident e.g., broken leg, wheelchair, visually impaired or damaged hearing.
- Provide first aid treatment to any student, staff, or visitor requiring medical attention.
- A first aid kit should be taken to the fire assembly point.

4.6 Security

- Shall ensure that no visitors are allowed to enter the school once an alarm has sounded.
- Shall open gates and check that a clear route is available for emergency service vehicles on their arrival.
- To direct emergency service vehicles when they arrive.
- Hand over sign in books/systems for use at the fire assembly point.

4.7 All Staff

- Read and understand the procedures detailed in this document.
- Know their responsibilities whether that is as a member of the ERT or a class teacher.
- To be aware of their primary and secondary fire evacuation routes.
- To know the location of the fire assembly point.
- Know how to raise the alarm in the event of an emergency.
- Are responsible for reporting to the clinic any person requiring a personal emergency evacuation plan (PEEP).

4.8 Sweepers

- The primary responsibility of evacuation sweepers is to prioritize the safety of students, staff and visitors.
- Need to communicate throughout the evacuation process. Need to report on the sweepers whatsapp group that your area is all clear and you are safe at the assembly point.
- Sweepers must guide and direct evacuees if found in an area to designated evacuation routes and assembly points.
- Sweepers to wear reflective vest to be visible at all times and have a whistle available for alerting or distress
- Sweepers need to notify the group when they are off site or out of the area and need to nominate a replacement or back up for their area of responsibility

5. Emergency Evacuation Plan

- The person who discovers the emergency should immediately break the glass on the nearest alarm to activate the evacuation siren.
- If it is a small containable fire and they have had training in using a fire extinguisher, they or one of the assigned fire safety officers, may wish to use this to put the fire out. However, their priority is to evacuate the building and keep themselves and others safe.
- Civil Defence will be notified immediately once the alarm has been sounded and will clarify the authenticity of the alarm.
- The teacher responsible for the class at the time will line up the children in the classroom, take a headcount of the number of students present and lead the class out **ensuring that the classroom lights are off, the door is closed and the 'Room Clear' sign is put on the outside of the door.**
- The teacher walks at the front of the line leading the class to the nearest safe exit and ensuring that the class are all following **in silence** with any support staff sweeping behind.
- At the emergency evacuation muster point, class register copies are distributed to teachers by the Fire Admin Officer.
- The teacher lines the class up and counts the children referring to the register if numbers don't tally.
- The teacher holds the green card up if all the students are present.
- The teacher immediately holds up the red card and attracts the attention of the Fire Admin Officers if there is a student missing.
- Students should be silent at all times in this area and only speak when spoken to by an adult. Class teachers are responsible for ensuring all students in their class are silent
- Assigned fire marshals will, if safe to do so, check the floor they are on for any students, staff or visitors in toilets, unlocked rooms without a 'Room Clear', etc. and help ensure all are evacuated quickly and safely.
- The school nurse will take any children outside with them and inform the Fire Admin Officer/s and class teacher.
- The Principal/Vice Principal & lead security will accompany the Facilities Manager to locate the source of the alarm. The Principal/VP will inform the staff when it is safe to re-enter the building.
- The alarm will not be switched off until all personnel are accounted for.
- The Principal will command the evacuation and will also time the evacuation and announce the 'All Clear'.
- Named non-teaching staff will be assigned specific duties (see separate sheet)
- The Principal, Vice Principal, Facilities Manager and Fire Admin Officers will all wear high-visibility jackets for easy recognition by the Fire Services.

5.1 Fire Systems

The Facilities Manager will ensure the fire systems are regularly maintained and tested.

5.2 Evacuation routes and Practices

- All staff are responsible for ensuring that the corridors are free from obstacles and that there are no tables or chairs that could impede an evacuation.
- All bags and personal belongings (staff and students) must be kept in a safe location at all times.
- Evacuation routes must be clearly displayed in each classroom, indicating where the nearest exit is.
- There is a half termly evacuation practice at different times and the Principal and/or Facilities Manager will decide when the evacuation practice will be.
- The Principal will command the evacuation area and time the evacuation.

5.3 Assembly Areas

DHA has identified two areas for evacuation, Zone A and Zone B during operational hours and one area for out of hours.

Zone A: Against the external perimeter wall opposite main rear entrance

Zone B: The football field

Zone C: Outside Foundation Building near the security guard house at main entrance

Initially Zone A will be used but if deemed appropriate then the evacuation will be directed to Zone B. Zone C will be used for out of hours evacuations

- EYFS - Against the external perimeter wall adjacent to the Foundation building
- Primary - Against the external perimeter wall opposite main rear entrance
- Rest of school* - Against the external perimeter wall opposite main rear entrance
*including contract staff and visitors

In the assembly area:

- The Principal will command this area
- Students should be silent at all times in this area and only speak when spoken to by an adult. Class teachers are responsible for ensuring all students in their class are silent
- Once at the assembly area teachers should ensure their class line up in the designated area, with the teacher at the front of the line.
- Class register copies are distributed by the Fire Admin Officer to class teachers.
- Once all the students in their class have been accounted for the teacher should hold up a green card.
- **If there is a child missing the teacher needs to hold up the red card immediately and inform the Fire Admin Officer.** The teacher needs to know who the child is and when they were last seen. The office staff then need to cross check the class register with the signing out book in case the child has been signed out and the register is not corrected.
- Assigned admin staff will check all students, staff and visitors are accounted for.
- The Fire Admin Officer will inform the Principal of any missing persons.
- The emergency services will be informed immediately on arrival of any missing persons and **at no point should any adult or student re-enter the building.**
- The Principal and/or Vice Principal will assess when it is safe to return inside.
- In the event of an actual fire, the Civil Defence will inform staff when it is safe to return inside, or what further action needs to be taken.

5.4 Alarm Between 7:45am AND 4:30pm

- Vice Principal and Facilities Manager to check for source of fire with security guard.
- Principal to assemble at the external perimeter wall opposite the main rear entrance controlling the muster point to ensure no access to the site.
- Security to ensure no access to the school site and that parents do not drop their children and drive off.

5.5 Alarm outside normal working hours (e.g. after 4:30pm or at a weekend)

- Security guard to check the source of the alarm, then take the register to the out of hours evacuation area.
- Security guard to then check that everyone has evacuated the building.
- On hearing an alarm outside of normal working hours, any persons in the building must immediately evacuate to the out of hours assembly area, Zone C, (Outside FS Building near security guard house).

Please be assured in the event of an evacuation that the overriding consideration for the school is the **safety and well-being of students and school personnel.**

5.6 Visitors

All visitors to school must first register at the security office, receive a “Visitors Pass” that is to be worn and clearly displayed. Any visitors without the school identification can be asked to leave the school premises and property immediately.

6. Drill Preparation

Fire drills are to be conducted not less than termly and 6 months should be allowed to pass between any 2 drills, the fire drill schedule is to be included on OSH Activities Calendar. An additional annual drill may also take place with Civil Defence support. The following steps are required for training drills to be effective:

6.1 Plan the Drill

- Effective drills should be carefully planned to maximise the benefit and to ensure that time is not wasted. Whilst drills should be planned it is not necessary to inform all staff that a drill will be taking place, this will ensure the training is realistic and it will provide the response you could expect to see in a real emergency scenario.
- Each drill should be designed to emphasize a single aspect of responding to an emergency, even though every drill should follow the steps that are detailed in the emergency plan, a single drill should not aim to teach all participants everything at once. Focusing on a single aspect during training can increase the chances that this point is remembered in a real emergency.
- A suitable location should be selected for the drill, the location of the fire should vary from time to time. As an example, scenarios could include blocked passageways, evacuation chair procedure or missing persons.

6.2 Conduct the Drill

- The drill should simulate an actual condition so participants can perform as though it was a real emergency.
- Alarms, equipment, and responses shall be as real as is safely practicable for the training to be of the greatest possible benefit.

6.3 Discussion and Report

- Drills should be concluded with a discussion session involving key players to identify the immediate lessons learnt.
- Records should be kept for all emergency drills; a template is provided at appendix 7 and should be used for reporting fire drills.

7. Emergency Service Liaison

Whenever emergency services attend the school site following an emergency situation it is important that they are given all the relevant information without delay, so they are best placed to assist. Security staff should ensure that the access gate is open and there is a clear route so they can reach the scene of the incident without any undue delay. The Facilities Manager shall liaise with emergency services on their arrival, owing to their detailed understanding of the building layout and status of hard services within the school. Having an Arabic speaker available will also help with communication.

8. Personal Emergency Evacuation Plan (PEEP)

It is important that individuals with injuries or ailments that restrict mobility or their ability to respond in an emergency have a personal emergency evacuation plan (PEEP). The PEEP ensures that arrangements are put in place prior to an emergency occurring so that any additional support required can be provided without delay to allow a quick evacuation from the building. Examples of an individual requiring a PEEP includes those with broken legs, wheelchair users, someone unable to hear the alarm or any person visually impaired and not able to see fire exits. For all individuals requiring a PEEP the form at appendix 8 should be completed and appropriately distributed. It is everyone's responsibility to identify individuals requiring a PEEP, clinic staff and the Facilities Manager will be responsible for putting the plans in place.

9. Resources

The following list is not exhaustive but details the equipment that is expected to be present at Dubai Heights Academy site to comply with fire safety regulations.

- Fire extinguishers, hose reels and fixed firefighting systems should be maintained under an annual maintenance contract (AMC) by a certified fire company. Quarterly checks should be carried out on all firefighting equipment and stickers shall be attached to the equipment to signify that the checks have taken place.
- Fire blankets shall be available in all canteens, kitchens, and food preparation areas.
- Fire evacuation chairs are required for individuals with impaired mobility, the requisite number of chairs is not explicitly mandated by competent authorities, despite this the placement of these chairs should consider the regularity of staircase usage and the location of any individual on a PEEP.
- In accordance with the UAE Fire Code, wall area coverage of artwork, craftwork and teaching materials shall not exceed 20% of a non-sprinklered building and 50% in a sprinklered building.
- First aid kits shall be evenly spread across the school site.
- Fire evacuation plans should be posted where they are unobstructed, clearly visible, readable, and be placed at eye level. They should as a minimum be located in main circulation areas, elevator lobbies and main corridors. The number of evacuation plans required on each floor is based on the complexity of the floor design however there

shall not be less than one evacuation plan located strategically in the middle of a floor circulation area or where two emergency exits are shown in opposite directions.

- Science laboratories shall be fitted with gas emergency stop push buttons and sand buckets.
- Emergency exit signs shall be available throughout the building, they should be located at exit doors, exit corridors and exit stairs that lead to exit discharge areas or to fire assembly points. At dead ends ‘no exit’ signs shall be provided at any door, passage or staircase that is neither an exit nor way of exit access and that is located or arranged in a way that it is likely to be mistaken for an exit.

10. Evaluation and Review

This policy will be reviewed as part of the school’s policy review cycle, and at times when our critical incident management procedures are under review.

This procedure will be reviewed annually or more frequently if changes are made by competent authorities that will affect the contents of this document.

11. References

- OSHAD-SF – Management System Element 6 – Emergency Management - Version 3.1 – March 2017.
- UAE Fire and Life Safety Code of Practice, 2018.

Appendix 1. School Premises Information and Contact Numbers

School Details	
School Name	Dubai Heights Academy
Address	Al Barsha South
Size of Site M²	School to insert
Site Description	2 Buildings, FS and Primary Primary 2 levels (Ground and First floor)
Occupancy Number	443

Emergency Vehicle Access	Gate 1 and 4	
Site Contact Details		
Role	Name	Contact Number
Principal	Alison Lamb	0504650647
Vice Principal	Rob Hitchings	0503756501
Facilities Manager	Gilbert Bronkhorst	0561160679
Site Security Supervisor	Adnan Amjad	0581285475
School Clinic	Marion Mendoza(nurse)	0544778483
H+S and Compliance Manager	Gilbert Bronkhorst	0561160679
	Emergency Contact Details	
Police		999
Ambulance		998/999
Fire		997/999

Appendix 2. Emergency Response Team (ERT)

Designation	Name	Responsibilities
Chief Fire Marshal	Principal Alison Lamb - 0504650647	Overall control Takes reports from Fire Wardens Gives the 'all clear' Decides whether an off site evacuation is required
Deputy Fire Marshals	Vice Principal / Head of School Rob Hitchings - 0503756501 Head of Primary Kenneth Lyon - 0509032312	Deputises in the absence of the Fire Marshal Collates reports that classes are present and takes this information to the Fire Marshal Back up Wardens and provide cover as required

Fire Warden	Facilities Manager Gilbert Bronkhorst - 0561160679	Checks the main fire panel Manages other fire wardens (sweepers), reports to Marshal Emergency services liaison
Fire Warden Ground Floor	Sweepers Toby Wandera - 0544960109 Mike Shields - 0529695370	Responsible for sweeping Primary Ground Floor
Fire Warden Primary First Floor	Sweepers Hameed Fayas - 0525689078 Claire Armstrong - 0564802296	Responsible for sweeping Primary First Floor
Fire Warden FS	Sweeper Rosebell Bidis - 0521402564	Responsible for sweeping Foundation Stage Building
Fire Warden Auditorium	Sweeper Deepu Pillai - 0567996538	Responsible for sweeping Auditorium & Purple lounge
Fire Warden Reception	Sweeper Arushi Bhatia - +9718527913598	Responsible for sweeping Receptions, Offices, Fun Junction Rooms
Document Keeper	Receptionist Neli Koeva - 0509513503	Takes the box of emergency folders to the assembly point
Medical	Nurse Marion Mendoza - 0544778483	Provides first aid medical treatment when required
Security	Head Guard Adnan Amjad - 0581285475	Opens gates and clear route for emergency vehicles Delivers security log to the fire assembly point
Fire Registers (Staff)	Folder 1 - Sunisa Lee Folder 2 - Cheryl Maglasang Folder 3 - Claire van Dam Folder 4 - Suzanne Kalloghlian Folder 5 - Terrie Spencer Folder 6 - Susan Varghese Folder 7 - Pratiksha Imdaad	Take folder and check attendance according to list
Fire Registers (Students)	FS1 & FS2 - Sunisa Lee Yr1 & Yr2 - Nicola Dolman Yr3 & Yr4 - Warren Jones Yr5 & Yr6 - Neli Koeva Yr7 - Yr10 - Christina Punnose	Hand Folders to teachers at assembly point

Emergency Evacuation Plan

- The person who discovers the emergency should immediately break the glass on the nearest alarm to activate the evacuation siren.
- If it is a small containable fire and they have had training in using a fire extinguisher, they or one of the assigned fire safety officers, may wish to use this to put the fire out. However, their priority is to evacuate the building and keep themselves and others safe.
- Civil Defence will be notified immediately once the alarm has been sounded and will clarify the authenticity of the alarm.
- The teacher responsible for the class at the time will line up the children in the classroom, take a headcount of the number of students present and lead the class out **ensuring that the classroom lights are off, the door is closed and the 'Room Clear' sign is put on the outside of the door.**
- The teacher walks at the front of the line leading the class to the nearest safe exit and ensuring that the class are all following **in silence** with any support staff sweeping behind.



- At the emergency evacuation muster point, class register copies are distributed to teachers by the Fire Admin Officer.
- The teacher lines the class up and counts the children referring to the register if numbers don't tally.
- The teacher holds the green card up if all the students are present.
- The teacher immediately holds up the red card and attracts the attention of the Fire Admin Officers if there is a student missing.
- Students should be silent at all times in this area and only speak when spoken to by an adult. Class teachers are responsible for ensuring all students in their class are silent
- Assigned fire marshals will, if safe to do so, check the floor they are on for any students, staff or visitors in toilets, unlocked rooms without a 'Room Clear', etc. and help ensure all are evacuated quickly and safely.
- The school nurse will take any children outside with them and inform the Fire Admin Officer/s and class teacher.
- The Principal/Vice Principal & lead security will accompany the Facilities Manager to locate the source of the alarm. The Principal/VP will inform the staff when it is safe to re-enter the building.
- The alarm will not be switched off until all personnel are accounted for.
- The Principal will command the evacuation and will also time the evacuation and announce the 'All Clear'.
- Named non-teaching staff will be assigned specific duties (see separate sheet)
- The Principal, Vice Principal, Facilities Manager and Fire Admin Officers will all wear high-visibility jackets for easy recognition by the Fire Services.

FIRE SYSTEMS

The Facilities Manager will ensure the fire systems are regularly maintained and tested.

EVACUATION ROUTES AND PRACTICES:

- All staff are responsible for ensuring that the corridors are free from obstacles and that there are no tables or chairs that could impede an evacuation.
- All bags and personal belongings (staff and students) must be kept in a safe location at all times.
- Evacuation routes must be clearly displayed in each classroom, indicating where the nearest exit is.
- There is a half termly evacuation practice at different times and the Principal and/or Facilities Manager will decide when the evacuation practice will be.
- The Principal will command the evacuation area and time the evacuation.

ASSEMBLY AREAS:

DHA has identified two areas for evacuation, Zone A and Zone B during operational hours and one area for out of hours.

Zone A: Against the external perimeter wall opposite main rear entrance

Zone B: The football field

Zone C: Outside Foundation Building near the security guard house at main entrance

Initially Zone A will be used but if deemed appropriate then the evacuation will be directed to Zone B. Zone C will be used for out of hours evacuations

- EYFS - Against the external perimeter wall adjacent to the Foundation building
 - Primary - Against the external perimeter wall opposite main rear entrance
 - Rest of school* - Against the external perimeter wall opposite main rear entrance
- *including contract staff and visitors

In the assembly area:

- The Principal will command this area
- Students should be silent at all times in this area and only speak when spoken to by an adult. Class teachers are responsible for ensuring all students in their class are silent
- Once at the assembly area teachers should ensure their class line up in the designated area, with the teacher at the front of the line.
- Class register copies are distributed by the Fire Admin Officer to class teachers.
- Once all the students in their class have been accounted for the teacher should hold up a green card.
- **If there is a child missing the teacher needs to hold up the red card immediately and inform the Fire Admin Officer.** The teacher needs to know who the child is and when they were last seen. The office staff then need to cross check the class register with the signing out book in case the child has been signed out and the register is not corrected.
- Assigned admin staff will check all students, staff and visitors are accounted for.
- The Fire Admin Officer will inform the Principal of any missing persons.



- The emergency services will be informed immediately on arrival of any missing persons and **at no point should any adult or student re-enter the building.**
- The Principal and/or Vice Principal will assess when it is safe to return inside.
- In the event of an actual fire, the Civil Defence will inform staff when it is safe to return inside, or what further action needs to be taken.

ALARM BETWEEN 7:45am AND 4:30pm

- Vice Principal and Facilities Manager to check for source of fire with security guard.
- Principal to assemble at the external perimeter wall opposite the main rear entrance controlling the muster point to ensure no access to the site.
- Security to ensure no access to the school site and that parents do not drop their children and drive off.

ALARM OUTSIDE NORMAL HOURS (e.g. after 4:30pm or at a weekend)

- Security guard to check the source of the alarm, then take the register to the out of hours evacuation area.
- Security guard to then check that everyone has evacuated the building.
- On hearing an alarm outside of normal working hours, any persons in the building must immediately evacuate to the out of hours assembly area, Zone C, (Outside FS Building near security guard house).

Please be assured in the event of an evacuation that the overriding consideration for the school is the **safety and well-being of students and school personnel.**

VISITORS

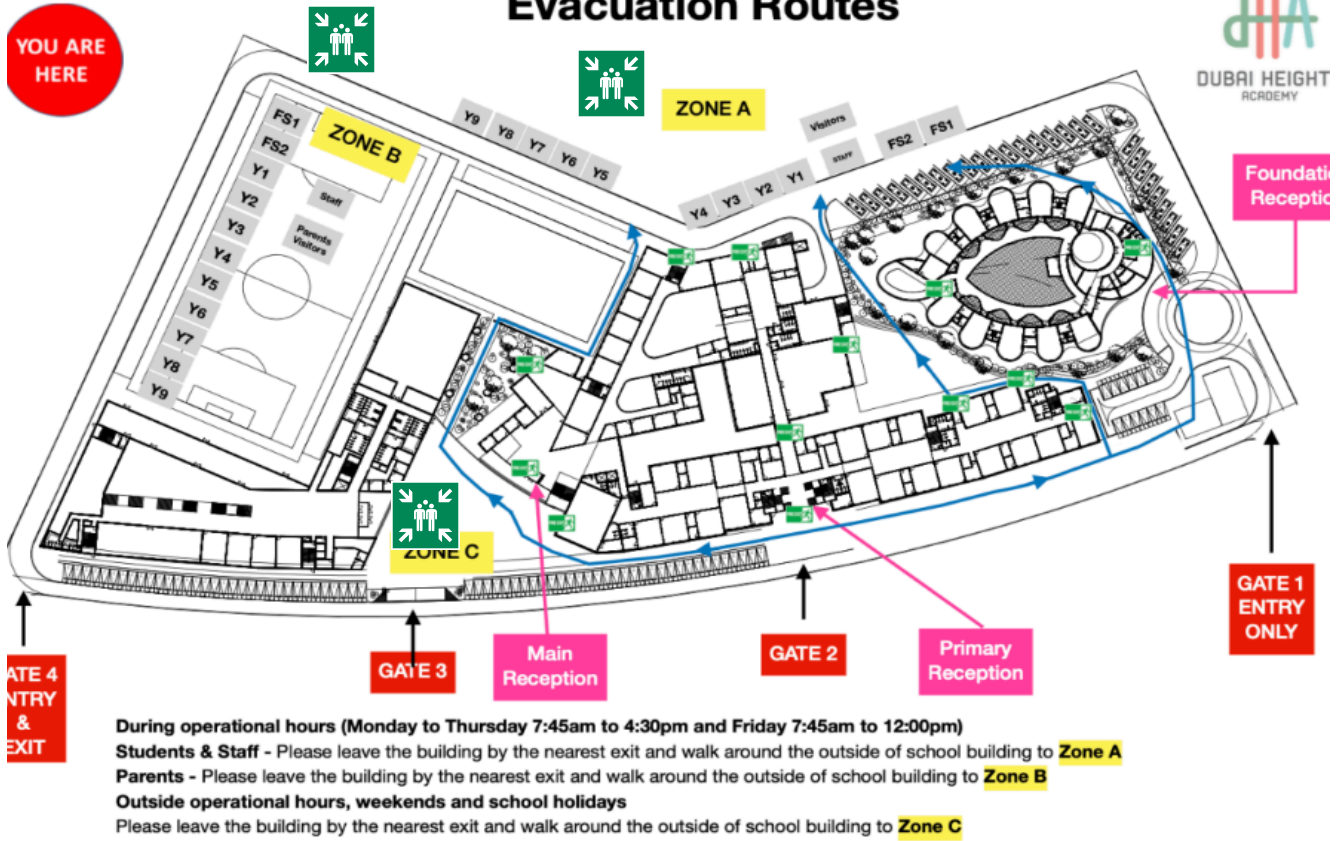
All visitors to school must first register at the security office, receive a “Visitors Pass” that is to be worn and clearly displayed. Any visitors without the school identification can be asked to leave the school premises and property immediately.

EVALUATION AND REVIEW

This policy will be reviewed as part of the school’s policy review cycle, and at times when our critical incident management procedures are under review.

Appendix 4. Fire Evacuation Maps

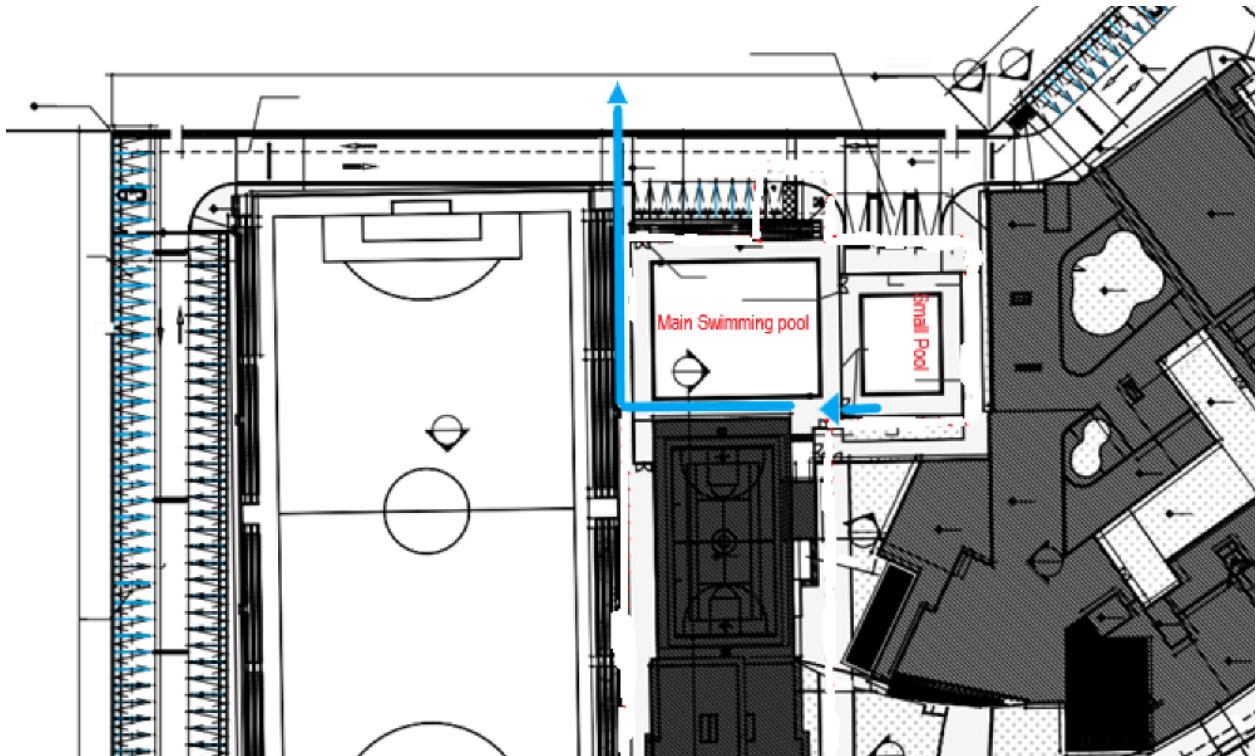
Evacuation Routes



Appendix 5. Swimming Pool Evacuation Plan

- A security guard will man the pool gate as soon as the alarm is sounded to ensure all inside exit and no one enters or re-enters that area.
- Students put on flip-flops and towels. No student is to return to the changing rooms.

- Students line up at the exit gate in a single line.
- Lock gate after students have left, ensuring no one is left.
- Take to assembly point homeroom teacher to take attendance.
- All Clear is to be given by the Principal. Once all clear sounded the pool area may be re-entered.



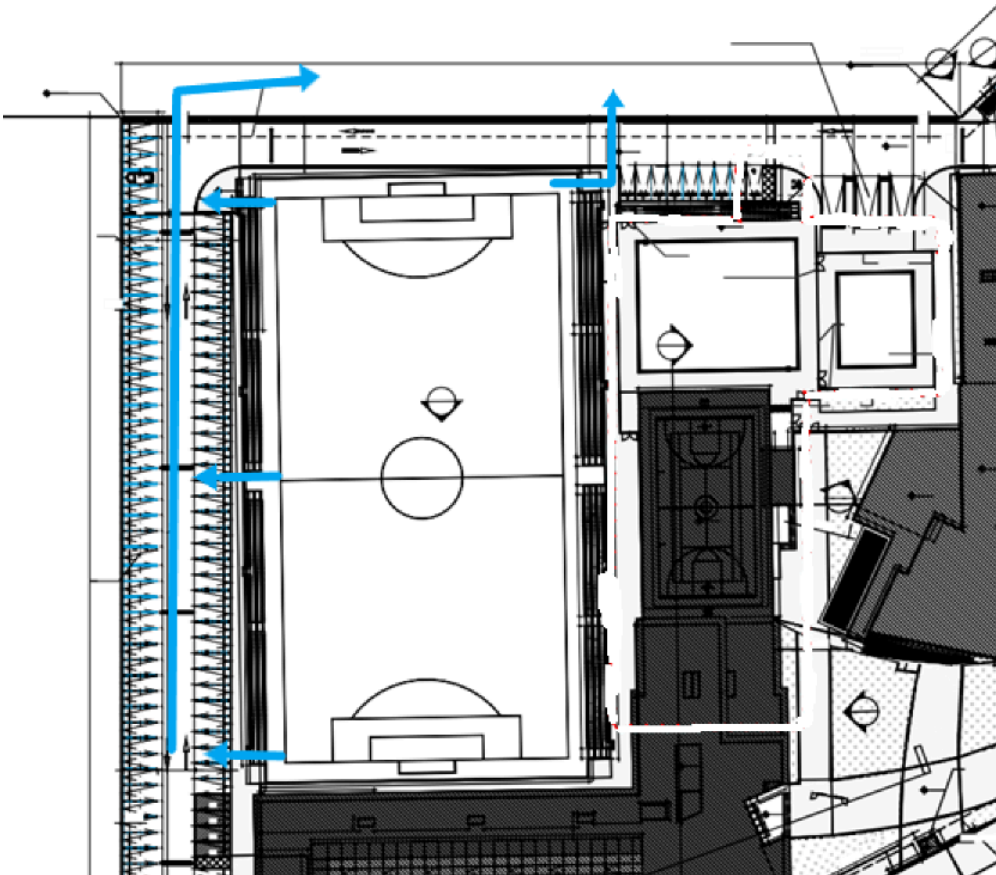
Appendix 6. After School Activities Evacuation Plan

ALARM OUTSIDE NORMAL HOURS (e.g. after 4:30pm or at a weekend)

- Security guard to check the source of the alarm, then take the register to the out of hours evacuation area.

- Security guard to then check that everyone has evacuated the building.
- On hearing an alarm outside of normal working hours, any persons in the building must immediately evacuate to the out of hours assembly area, Zone C, (Outside FS Building near security guard house).

Please be assured in the event of an evacuation that the overriding consideration for the school is the **safety and well-being of students and school personnel.**



Appendix 7. Drill Report Form

Drill Details			
Drill Date:		Drill Type:	



Drill Time:		Type of Drill:	
Scenario:			
Evaluation			
Was the alarm heard throughout the building?	yes/no comments		
Were all alarm devices operating correctly?	yes/no comments		
Did all employees take part in the drill?	yes/no comments		
Were employees informed in advance?	yes/no comments		
Were external authorities involved?	yes/no comments		
Did everyone go to the correct assembly point?	yes/no comments		
Communication during the drill	good/fair/poor		
Effectiveness of the procedure	good/fair/poor		
Speed of the evacuation	good/fair/poor/N/A		
Time taken to evacuate the building	minutes seconds / N/A		
Building checked clear and all accounted for	minutes seconds / N/A		
Description and Observations During the Drill			
Recommendations			

Appendix 8. Personal Emergency Evacuation Plan (PEEP)

The following PEEP had been developed for:

SECTION 1: GENERAL INFORMATION



Date of Filing	
Name of the person requiring the PEEP:	
Grade/Class:	
Name of the person completing the PEEP:	
Relation to the person requiring the PEEP:	
Contact Details:	

Designated person to support:

The following persons have been designated to support in the event of an emergency, please note., at least 2 persons must be identified within the plan for support.

Name:	
Position (teacher, receptionist, etc)	
Mobile Contact Number:	
Name:	
Position (teacher, receptionist, etc)	
Mobile Contact Number:	

PLAN DETAILS:

How will the person be assisted from the building	
If the person has restricted mobility, how will she/he be transferred from upper levels or taken to assembly points	
Location of assembly point	

Specific evacuation procedures:

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