



# Dubai Heights Academy

## Policies, Procedures and Guidance

### Emergency Evacuation Policy

Agreed: March 2020

Review Date: March 2021

Signed (Principal):

Date:

# Emergency Evacuation Policy

## RATIONALE

Dubai Heights Academy (DHA) is implementing this policy to ensure that in the event that students and staff are faced with hazards in the school grounds, students and staff may then be evacuated from the school buildings for their own safety.

This policy will apply to employees, volunteers, parents/carers/students, and visitors to the school site and covers the procedures and personnel responsibilities if and when the school is required to do an evacuation.

## AIMS

DHA aims to provide a safe and secure environment through establishing protocols and procedures that effectively monitors and manages a potentially dangerous situation enabling the building to be evacuated quickly and orderly, taking into account different times of day and different possible scenarios.

## IMPLEMENTATION

The evacuation policy applies when students and staff need to evacuate the school buildings for their own safety. This will usually occur if there is a fire on school premises but may also occur in the event of a 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.

## EVACUATION PROCEDURES

- 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 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.**
- 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 Officer 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 and class teacher.
- The Vice Principal or in their absence Head of IT will accompany the Facilities Manager to locate the source of the alarm. The Vice Principal will inform the Principal 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, Head of IT, Facilities Manager and Fire Admin Officer will all wear yellow 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 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 8:15am**

- Vice Principal and Facilities Manager to check for source of fire with security guard.
- Principal to assemble at the external perimeter wall opposite 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.

#### **ROLES AND RESPONSIBILITIES**

Fire Safety Manager - **Trevor Goveas**

- 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 to

**Principal - Alison Lamb**

- 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

**Vice Principal - Rob Hitchings**

- 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

**Fire Admin Officer - Mairin Crozier**

- 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