

EMERGENCY EVACUATION PROCEDURE

The goal of the Emergency Evacuation Procedure is to move more than 1,000 members of the school community to the Assembly Area/School car park in a rapid and safe, yet orderly fashion.

Once assembled, a headcount of pupils and staff is taken and cross referenced with Attendance Registers. When the School's Safety Officer/ Principal has given all clear, students and staff return to the school premises and resume their normal routine.

In the event of an evacuation, our priority is the safety of students and staff at the school.

Should a fire start in any building on the campus, a member of staff should raise the alarm.

- The alarm will then sound **throughout** the school.
- The alarm will sound for a **minimum of 2 seconds**.
- The alarm will continue to sound until the fire or fault is found.
- **All** students and staff should **immediately** evacuate the school.
- An automatic signal will go to the Civil Defence authorities and the authorities will contact the Facilities Manager or, after normal school hours, the Head Caretaker and Security.

Key Players

- Person in Charge (PIC) PRINCIPAL: (orange jacket).

Staff with specific responsibilities:

- SLT1: Vice Principal: (green jacket)- Final Check – Ground floor
give and receive information from SLT1, SLT 2, Admin Manager and Principal
- SLT2: Head of FS- Final Check FS
give and receive information from the teachers. (Green jacket).
- SLT3: Head of Primary- Final Check Year 4 and 3 CDE
give and receive information from the teachers. (Green Jackets)
- SLT 4- Head of Secondary- Final Check secondary boys and girls
give and receive information from the teachers. (Green Jackets)
- Head of Arabic- Final check year 6 and pathfinder's room
- Head of Pathfinders: Final check Year 2 and 3AB
give and receive information from the teachers. (Green Jackets)
- Admin Manager- Final Check Admin block
representative from office to take register. And give and receive information from support staff (Green jacket).

Lesson time procedure

- Staff should instruct students to leave the building by the nearest emergency exit.

- Staff should shut all doors when leaving their classrooms.
- Staff should accompany students from their class to the assembly point on the school car park using the quickest and safest route.
- Students should leave all bags and books behind in classrooms and exit.
- Staff should always keep the emergency folder that contains Red and Green laminated sheet to be used to show register at assembly points.

Out of lesson time procedure (breaks and lunchtime)

- Students and staff should make their way down to the school car park (assembly area) independently.
- However, the following staff **must** make a thorough check of the buildings to ensure a full evacuation of students:

FS – Block Auditorium	Lisa
Year 2 and 3 (including washrooms)	Tola
Ground floor (Year 1 and 5), Art, Robotics	Anu
First Floor (Year 3 and 4) , Science lab, Washroom	Brice
Secondary block, Boys' and girls' washrooms	Craig
Year 6 and pathfinders' hallway	Wesam
Administration Block (including washrooms)	Admin Manager- Saif
Duty Area (Mosque)	Duty staff

The above staff should shut all doors when conducting their checks.

Office Staff procedures

All office staff should evacuate immediately, ensuring that the alarm continues **to sound**.
Under no circumstances should the alarm be turned off.

- Signing out book (staff); Signing out book (students); Visitor book
- First Aid Kit

Assembly Point Procedure

- All students should line in form groups as per designated area with signage.
- Teaching Assistants **must** stand with their respective year groups and be prepared to step in and take registers (or substitute as form tutor) if needed.

If there are missing students or staff, teachers should inform SLT 2, 3 and 4 who will communicate to SLT 1.

- All other staff in the school (part time staff/supply staff/support staff on site/visitors) **must** remain quiet when the school is being addressed by PIC- Principal
- They should assemble on the car park by the security room by the following muster points:

MUSTER AREA	RELEVANT STAFF	REGISTER TAKER
A – FS car park	<ul style="list-style-type: none"> • FS and Secondary teachers including specialist • FS teaching assistants • FS and Secondary Girl's Nanny 	SLT2 - Lisa SLT 4- Craig
B – Clinic car park	<ul style="list-style-type: none"> • Teaching staff year 1,2,3,4,5 and teaching assistants • Specialist teachers – Lower school • Admin Staff • Clinic staff 	SLT3- Brice

Register taker to report to SLT 2, 3 and 4, they report to SLT1 and SLT1 reports to PIC – Principal.

If there are missing students or staff, HOP/HOS should inform VP who will communicate to PIC - Principal.

- All students should remain at the assembly point until all clear is given by PIC- Principal and communicated to SLT 2 ,3 and 4 by SLT1.
- All students should return to classes with teachers.
- If there is a fire and the weather is inclement, then PIC - Principal will decide about where students and staff will go to after communication with the SLT 2- VP.

Other responsibilities

- Update of student lists: Exe Secretary (after each fire drill/students entering/leaving school)
- Update of staffing lists: Admin Manager/ HR

Up to date lists must always be in the Secretary's office.

All part time staff /Shadow teachers to sign in/out when entering /leaving campus.

Security

- Shut gates: no one to come on site except emergency vehicles.

Drivers/Conductors

- Muster on car park

Evacuation Plan- To be shared with the teachers

- FS take the main gate to the Staff car park.
- Year 1 ABCD use exit door opposite room number G1 (Opposite Year 1 A) Glassdoor 2
- Year1 EFGH use the exit opposite G4. Glassdoor 3
- Year 2ABCDE take the staircase down and exit from Glassdoor 4
- 3AB use the staircase and exit from Glassdoor 4
- Year 3 CDE and 4 ABCD use the staircase and exit from reception door. Glassdoor no 1
- Year 5ABC take the exit that opens to the clinic. Glass door 4
- Secondary girls' years 7 to 9 use the exit in your hallway and assemble in the Staff car park. Green patch
- Secondary boys (Years 7 to 9) and year 6 take the metal gate exit and assemble in Staff car park.
- Art/ ICT/Robotics - use year 5 corridor and exit from the door opposite room number G8. Glassdoor 4
- All support staff use the nearest exit.
- Administration block and Library – exit from the reception exit door. Glass door 1
- Clinic- exit and assemble in parking lot.



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