Emergency Evacuation Plan

2026 - 2027

PACE
MODERN BRITISH SCHOOL
DUBAI, UAE

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Approved By:
Ms Anuradha Nebhnani - Vice Principal

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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 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, year 1 and auditorium
give and receive information from the teachers. (Green jacket).
- SLT3: Head of Primary- Final Check Year 5 and 6
give and receive information from the teachers. (Green Jackets)
- SLT 4- Head of Secondary- Final Check secondary boys and girls and Mosque
give and receive information from the teachers. (Green Jackets)
- Head of MoE- Final check Secondary science lab, YEAR 11, secondary staffroom and options rooms.
- Head of Pathfinders: Final check Year 3
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 , (including washrooms)	Deputy Head of Primary
First floor Year 3 (including washrooms)	Head of Inclusion
Ground floor (Year 4), Art, Robotics, Year 2, (including washrooms)	VP / Asst Primary
First Floor (Year 5 and 6) , Science lab, (including washrooms)	Head of Primary
Secondary Boys Block , (including washrooms)	Deputy Head Secondary
Secondary girls block , (including washrooms)	Asst head Secondary
Administration Block (including washrooms)	Admin Manager
Duty Area (Mosque)	Head of secondary
Secondary science lab, Counselling room, Year 11A, Library, IT room and staffroom	Head of MOE

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	• FS including teachers and TAs and nannies. • Year 1 includes teachers and TAs. • Secondary girls and teachers.	SLT2 - Head of FS SLT 4- Head of Secondary
B – Clinic car park	• Teaching staff year 2 to 6 and teaching assistants • Specialist teachers – 2 to 6 • Admin Staff • Clinic staff	SLT3- Head of Primary

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

Not to be printed.

Evacuation Plan- To be shared with the teachers

- FS: Exit through the FS main gate, proceed to the staff car park, and assemble along the perimeter wall.
- Year 1: Exit through the FS main gate and assemble in the green area outside the Secondary Girls' section.
- Year 2:
- Classes 2A, 2B, 2C: Exit through Glassdoor 2 (opposite Room G1) in the Year 2 hallway and assemble in the parking area.
- Classes 2D, 2E, 2F,: Exit through Glassdoor 3 (opposite Room G5) in the Year 2 hallway and assemble in the parking area.
- Year 3: Use the Year 3 staircase, exit through Glassdoor 4 (opposite Room G8), and assemble in the parking area.
- Year 4: Exit through Glassdoor 4 (opposite Room G8) and assemble in the parking area.
- Years 5 & 6: Use the staircase next to the Head of MOE office (Room F08) and exit through Glassdoor 1 to assemble in the parking area.Secondary Girls: Use the exit door in the Secondary Girls' hallway and assemble in the green area outside.
- Secondary Boys: Exit through the door in the Secondary Boys' hallway, walk across the field, exit through Glassdoor 1, and assemble in the parking area.
- Secondary girls block : Exit through the gate and assemble in the green area outside the Secondary Girls' section.
- Art / ICT / Robotics: Use the Year 5 corridor, exit through Glassdoor 4 (opposite Room G8), and assemble in the parking area.
- Options Room & Pathfinders' Room: Exit through the metal door and assemble in the staff car park.
- Library: Exit through Glassdoor 1 and assemble in the parking area.
- All Support Staff: Exit through the nearest available exit and assemble in the parking lot.
- Administration Block: Exit from the reception door (Glassdoor 1) and assemble in the parking area.
- Clinic: Exit and assemble in the parking area.

To be displayed in every room

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