



# الأكاديمية الهندية، دبي

## The Indian Academy, Dubai

**Policy No:** TIA 3.2

### **Policy on FIRE SAFETY**

**Introduced** : April 2014  
**Revised** : March 2015

**Implemented by** : Principal

#### **Background:**

A safe learning environment is essential to a successful Foundation Stage program. Emergency/Evacuation procedures are created to ensure safety and security for Staff and Children.

#### **Policy:**

Preparation drills (e.g. Fire Drills) will be practiced regularly through the school year in conjunction with the Civil Defense. The school will evaluate the situation and if it is an emergency or an evacuation, will be responsible for calling Civil Defense. The school must keep a record of all actions taken and prepare an incident report.

#### **Guidelines:**

##### **Fire alarm evacuations:**

1. The Teacher will issue clear instructions to children in the classroom.
2. Follow fire drill procedures that are posted in all rooms (refer to Appendix).
3. If the children have to be evacuated they will walk to the relocation address (refer to Appendix).

##### **Fire Drill Procedure:**

1. Remain calm -no talking or running, stay together.
2. Leave the room by the designated fire exit with all of the Children as quickly and quietly as possible.
3. The Teacher is responsible for ensuring that:
  - a) **The lights are left on**
  - b) **The doors and windows are closed**
  - c) **The teacher takes the attendance sheet and emergency numbers.**
4. If children and staff are caught away from class when an alarm goes off, they should exit through the nearest exit door and then move quickly to the designated assembly area for an attendance check.

5. Attendance is taken once the assembly area is reached.
6. The Admin Officer on the school premises is the last person out of the building checking all rooms to see that windows are shut, doors closed and everyone is out of bathrooms and gym.
7. If someone is missing after the attendance check, the Teacher will inform the Admin Officer and he or she will look for the missing child/staff. The Admin Officer will inform the fire department personnel on site. In a drill, if the person is not found on the grounds, 997 will be contacted to report where the Child or adult was last seen.
8. If the Children have to be evacuated they will walk to the relocation address.
  - a) **Parents will be contacted as to the exact location of their children by phone.**
  - b) **The teacher will remain with the rest of the class until further instructions are given.**