



Policy No.: TIADPolicy_H&S_2021/01

Policy created in April 2019

Policy Reviewed in April 2020, September 2020

Policy Reviewed again in April 2021

Important Note: The school has adopted Distance Learning Programme (DLP) and Blended Learning Programme (BLP) for the Academic Year 2021-22. This policy is designed for a regular school set-up and will also be integrated during the DLP/BLP.

POLICY ON FIRE AND SAFETY PLAN

Policy

Preparation drills (e.g. fire drills) will be practiced regularly throughout the school year in conjunction with the UAE Civil Defense authority. 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 class rooms.
3. If the children must be evacuated they will walk to the relocation address.

Fire Drill Procedure:

1. To remain calm, no talking or running, and 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 kept closed.
 - c) The teacher takes the attendance sheet emergency numbers.
4. The children and staff who are not in their respective classrooms when an alarm goes off must exit through the nearest exit door and move quickly to the designated assembly area for an attendance check.
5. Attendance is taken once the assembly area is reached.
6. The designated staff member (admin officer) on the school premises is the last person to come out of the building to check all rooms, to ensure all windows are shut, doors are closed, and everyone is out of bathrooms.
7. If the children have to be evacuated they will walk to the relocation address.
8. If someone is missing after the attendance check, the teacher will inform the designated staff immediately and in case of a fire, the staff member will inform the fire department personnel on

site. In a drill, if the person is not found on the grounds, UAE Hotline number 997 will be contacted to report where the child or adult was last seen.

9. Parents will be contacted as to the exact location of their children by phone.

10. The teacher will remain with the rest of his/her class until further instructions are given.

Forms Attached

- Fire drill training records
- Incident report form
- Evacuation chart

Signed: (Sgd.)

Ms. Sayeda Fatima
School Administration Manager
Date: 02.04.2021



Ms. Susan Rubin Varghese
Principal
Date: 02.04.2021