

FIRE SAFETY POLICY

Reviewed - March 2025

Date of Next Review- March 2026

1. Rationale.

It is the overall aim of The Indian Academy Dubai School to minimize the risks to staff and pupils, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimizing the effects of an outbreak of fire and evacuating the premises are in place.

2. Fire Safety Management

Main duties are:

- To minimize risk from fire through risk assessments
- To ensure adequate staff/ fire manager training has taken place.
- To produce an emergency plan and put-up fire notices
- To conduct fire drills
- To check adequacy of firefighting apparatus and its maintenance
- To implement recommendations from the Fire Risk Assessment
- To consult with the Fire Risk Assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings.
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors are unobstructed and operate correctly.
- To check fire detection and protection systems are maintained and tested and records kept.
- To ensure the Fire Safety Logbook is kept up to date and accessible.

3. Fire Procedures

Notices displaying the fire procedures are displayed in each classroom and at each fire alarm call point.

Persons Responsible for Fire Safety

Responsible Person	MSO
Competent person	Fire Risk Assessment Officer: MSO
Fire safety training, induction, and revision	MSO
Fire risk assessments	Health and Safety team.
Fire drills	MSO
Updating of log book / recording	Fire Risk assessment Officer: MSO
Checks on call points	Fire Risk assessment Officer: MSO
Checks on emergency lighting	Fire Risk assessment Officer: MSO
Fire escapes unobstructed	All members of staff
Check all fire detection & protection systems are maintained	Fire Risk assessment Officer: MSO

For full details see Appendix I

4. Fire Safety Training

Appropriate specific training for the MSO and Fire Risk Assessment Officer will be undertaken at least every three years.

All staff will have internal training every three years. This will include:

- Understanding the Emergency Plan/fire procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment
- Guidance on the use of relevant firefighting equipment e.g. fire extinguishers, fire blankets – to protect the escape route.
- Reporting to the assembly area
- Exit routes including alternatives.
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

In addition:

- Practical Fire extinguisher training is to be provided every 3 years for all staff.
- All agency or voluntary staff to be given fire procedure information.
- New staff to be taken through the Fire Policy and training schedule as part of Induction.

All records of training and induction are recorded in the Fire Safety Logbook, which is located in the School MSO office.

5. Fire Risk Assessment Appraisal

Fire Risk Assessment is carried out annually by the organisation's Health & Safety Officer. This is informed by a Fire Risk Assessment and audit visit carried out by the Fire Risk Assessment.

All issues that present a fire risk must be transferred to an Action Plan, to be actioned as per the priority rating. Where this is not possible a mitigating statement should be written in the assessment as per Health & Safety procedures.

6. Evacuation Drills

The procedure for emergency evacuation (see Appendix 1) is displayed in each classroom and by each fire alarm call point. The main alarm panel is situated in the entrance of A Block exit door 2. Fire drills are executed by the MSO, via this panel or from call points around the school.

Fire evacuation drills should be carried out at least on a term basis. Where required they may be undertaken more frequently, particularly if there are new staff or pupils often to capture all persons that regularly use the building to ensure they are familiar with the procedures. Different times and days of the week are used, some drills are unplanned (false alarms) whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

7. Staff Roles & Responsibilities in the Event of an Evacuation Alarm

The priority of all staff is to ensure that all pupils and staff leave the building safely.

Action	Person responsible	In case of absence
Evacuation of all staff and pupils	Head of Section	PE Teacher or most senior person in Primary/Secondary
Collection of registers and staff/ visitor signing in book/ sheets	Secretary	MSO
Calling the Fire Service	Principal	Secretary
Meeting the Fire Service	MSO	PE Teacher

In general, all staff and pupils will assemble at the assembly point, unless the source of the fire makes this impossible. Teachers will immediately do a head count and call the register. Absentees will immediately be reported to the Principal/MSO.

8. Fire Doors & Exits

The final fire exit doors open outwards and have been fitted with immediate release locks so that in the event of a fire alarm the final exit doors will automatically open and require no key or even the door handle to be operated to exit the building. All doors should be closed after the last person has exit. This will prevent fire spreading and so minimize damage. All fire exit routes are signed clearly with directional arrows. Internal Fire doors must not be routinely held open. Where doors are held open, they have been fitted with door closes that automatically close the door in the event of a fire alarm. On NO OCCASION must a Fire Door ever be locked while the School is occupied. Locking Fire Doors or otherwise blocking exit routes is a serious disciplinary matter.

9. Follow-up to Evacuation Drills

Drills must be recorded in the Fire Safety Logbook located in the MSO office. The timing of each evacuation must be recorded accurately. Everyone will receive immediate feedback on the success of the evacuation at their assembly point.

As part of Health & Safety monitoring, the Principal and Fire Safety Officer will periodically check the Fire Safety Logbook and the evacuation schedule.

10. Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment & Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants. Staff will also carry out routine tests on the systems and precautions as detailed below (Frequency of testing).

11. Frequency of Testing

System	Frequency	Method of test
Fire alarm	Weekly	Visual check of panel for fault indications
Fire alarm	Weekly	Test key operation of different call points each week in rotation
Fire alarm	At least 6-monthly	Servicing/ Battery test
All external and internal doors	Daily	Confirmation that doors open or close as required and that they aren't obstructed
Emergency lighting – Function test	Monthly	Momentary operation of test switch or circuit breaker.
Emergency lighting – discharge test	Annual	Switched on and left for at least the duration of the battery e.g. an hour or 3 hours.
Fire extinguishers, fire blankets	Weekly	Check that seals are intact, equipment has not been removed or tampered
Fire extinguishers	Annually (5-yearly)	Service (extended service)

Records for these tests are kept in the Fire Safety Logbook located in the office.

Regards,

Principal

APPENDIX I – FIRE SAFETY NOTICE

Fire Alarm Evacuation:

1. The teacher will issue clear instructions to children in the classroom.
2. Follow fire drill procedures that are posted in all classrooms.
3. If the children must be evacuated, they will walk to the relocation address.

Fire Drill Procedure:

1. To remain calm, no talking all running, and stay together.
2. Leave the room by the designated fire exit with all the children as quickly and quietly as possible.
3. The teacher is responsible for ensuring that:
 - The lights are left on.
 - The doors and windows are kept closed.
 - 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 is quick 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, 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 ground, the 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.