

FIRE EVACUATION AND SAFETY PLAN

RATIONALE

The purpose of this policy is for all the school staff to identify what their duties are concerning fire safety in. It gives guidance on what actions should be carried out to prevent fires from occurring, to carry out the proper response when fire is identified and to limit damage if a fire occurs.

SCOPE

The policy applies to all staff, visitors to the school, students and whole school community.

AIMS

- To establish and maintain a safe and secure environment throughout the school and teach children safety as an integral part of their learning.
- To uphold safe working procedures among staff and children, and others who's coming onto the school site.
- To establish effective procedures and safety evacuation on the school premises in the event of fire or other emergencies that require evacuation.

POLICY STATEMENT

SBS is committed to maintaining the highest of standards in fire safety in order to protect its employees, students, visitors and any other relevant people who are lawfully in its buildings or who may be affected by its activities. The school will take precautions to reduce the risk of fire by eliminating and reducing those risks where reasonably practicable, and seek to further reduce fire risk by providing suitable and sufficient information, instructions and training to its staff and students. It is the school's policy that is reasonably practicable to;

- Provide a structural protection and adequate means of escape for any building occupants in the event of a fire
- Maintain suitable and sufficient monitoring alarm systems in the above places that ensure that building occupants receive adequate early warning of any fire related event
 - Provide suitable and sufficient information and communication systems that ensure timely and efficient response by emergency fire services
 - Provide information and instruction on fire safety to school staff, students and visitors
 - Ensure management arrangements for identifying and controlling fire risks are in place

GENERAL PROCEDURE

All SBS staff must observe evacuation procedure during below mentioned conditions:

1. Detection of fire in the school building
2. Threat for the building (gas leak, bomb threat, etc.)

EVACUATION PROCEDURE (Fire Drills take place termly)

Please note: Assembly point is on the Astroturf Pitch at the side of the school.

Upon hearing the long, constant ringing of fire alarm please follow the following steps:

1. The Fire Bell is a siren sound. The Principal or Vice Principal will contact the emergency services in the event of a fire.
2. On hearing the fire bell, seek immediate exit from the building via the nearest possible doorway or exit. It is vital that everyone walks quietly. Do not re-enter the building to follow another route. Do not take any belongings. Your route is as per your classroom area Diagram. (Example: Fire evacuation nearest door exit: "O")

There should be a quick head count followed by a register check. Teachers should inform the principal or Vice Principal if students are all present and correct by raising a green card which will be with the class register.

A red card should be held up if children are not accounted for.

3. In the event of any child/member of staff being missing, the Principal will initiate a safe search of the premises. If the Principal is off-site, this role will be taken over by the Vice Principal or Deputy Head Teacher.
4. The school should not be re-entered until an "all-clear" message is given by the Principal, Vice Principal or Deputy Head Teacher.
5. All fire drills are timed and a report is completed. Findings from the report help to improve the school evacuation procedure.

All Staff members should be aware that smoke detectors are positioned in every area. Cooking activities must therefore be carried out in well ventilated areas only.

Fire evacuation /Exit Maps are displayed in each areas of your room so people are aware of where their nearest exit are.

FIRE AND SAFETY EQUIPMENT

A. Break Glass

- This is manually operated switch to activate fire alarm. Upon spotting a fire big enough to create damage and no sign of fire alarm, you can push the middle part of brake glass, which will activate the fire alarm. This switch shouldn't be used without valid reason, and person who activated it should report to building evacuation coordinator explain the scenario.

B. Fire extinguisher and Fire Blanket

- These are placed in different areas of building. Please use fire extinguisher only if you know how to use it. It is better to leave it for a trained person.

<u>Classification of Fires</u>		
	Materials on Fire	Type of Extinguisher to be Used
A	Solid materials: Wood, Paper, Textiles, Fabric	Water, Foam, Powder
B	Liquid/Liquefiable solids: Petrol, Diesel Oils	Foam, Powder, CO2

C	Fire involving Gases: Butane, Methane, Propane	Powder
D	Fires Involving Metals: Lithium, Magnesium, Sodium or Aluminum	Powder
E	Electrical Risk: Computers, Switchgear, Fax	CO2, Powder

- Fire blanket can be used to cover minor fire or fire of size less than it.

C. Alarm Bell

- This also located in different area of school and when there is fire detected by fire panel, alarm is sent through Alarm Bell.

D. Smoke Detectors

- This is located in every room in the school. As the name suggest it detects the smoke and sends a signal to main fire alarm panel and alarm is set ON. It functions automatically.

E. Main Panel

- This is located in the reception area, this is where all the signals are received from the smoke detector, break glass etc., and it is displayed on its screen. This panel is connected to Dubai Civil Defense and they will receive a notification when Main Panel is active.