

Emergency Evacuation Policy

2023 – 2024



Policy Information	
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Last review date:	September 2023
Reviewed by:	Senior Leadership Team
Next review date:	September 2024
Approved By:	Principal – Daspo Yiappos



This PLAN is to establish a systematic, safe and orderly evacuation of buildings during an emergency. A mock drill offers an opportunity to familiarize everyone concerned with their role in an emergency situation to represent the best test of multiple agency coordination and procedures at a time. emergency drills give opportunities to identify the deficiencies in the facilities Fire safety systems and addresses the area for improvements in the evacuation Arrangements.

EVACUATION ROUTES

Evacuation route maps have been posted inside the building. The following information is marked on evacuation maps:

- Emergency exits.
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Fire alarm pull stations' location.
- Assembly points

EXTERNAL EMERGENCY CONTACT NUMBERS:

Police number	999
Ambulance number	998
Fire service number	997
Emergency only	991



1. Purpose

- 1.1 The Emergency & Evacuation policy is designed to define the Health and Safety preventive and protective actions the Oxford School Dubai can take to control, limit and minimize the impact to life and property caused by any/Fire emergencies.

2. Scope

- 2.1 This policy applies to all in the TOS including, all Interested parties, Stake holders, vendors, contractors associated support service within the school community.

3. Policy Statement

General Statement:

- 3.1 A disaster or emergency is defined as “a serious disruption of the functioning of Facilities, causing widespread human, material, or environmental losses which exceed the ability of the affected Facilities to cope using its own resources.” A disaster is the product of a hazard such as an earthquake, flood or windstorm, Fire in a facility, Vehicle collisions, Equipment failures, Criminal activities, Trespassing, Terrorism, Bomb threats, Weapons of mass destruction, Suspicious packages, Hostage or hijacking s, Injuries or fatalities associated with the following: Hazardous material spill, Hazardous materials on the right-of-way, Biological materials, Unknown hazardous substance, Severe weather, Power Outage, Labor disputes coinciding with a vulnerable situation in a community.
- 3.2 All shall follow UAE Life and Fire Safety Code 2018, KHDA, DM and DHA Guidelines. School Shall communicate Health and safety expectations, so the team can get the necessary arrangements in place.
- 3.3 All required to follow this protocol. School reserves the right to enforce a check and implement additional control procedures; to ensure risks are mitigated, thus preserving the integrity and safety of the organization.

4. Procedure

- 4.1 This document is intended for The Oxford Schools Leadership team to establish a Command and control to manage all emergencies. This document was developed based on current data and experience,
- 4.2 This document has to be updated as more information becomes available for improvements after drills

Fire Evacuation

- 4.3 Fire evacuation procedures should take place for a fire, or similar emergency where students are to be evacuated outdoors or to remain outdoors. Staff are required to ensure that they and their students are familiar with these procedures.
- 4.4 Familiarize Assembly point (Annexure, Evacuation Plan)
- 4.5 Walt Disney building – FS Play area
- 4.6 Nelson Mandela building, Julius Caesar building, Mother Theresa building (GF, FF & S F)– Bus Bay area via their emergency route, to their designated area.

Signal to Evacuate

- 4.7 **A Continuous Alarm** will be sounded over the Public Address System. This is the **signal to evacuate** the whole school.

Evacuation

- 4.8 The person who discovers the emergency should contact Front office immediately so emergency services, Dubai Civil Défense a may be contacted, and emergency procedures are put into action. If, however, the fire can be easily extinguished use fire extinguisher if you can do it safely or trained.(Flow Chart)
- 4.9 Class Rolls must be taken to the assembly area considering safety first by class teachers/Subject teachers
- 4.10 Staff should be concerned solely with the safe evacuation of students. (Not in saving personal or school property)
- 4.11 students will be kept under control in class groups and will proceed according to the Emergency Evacuation Map. (There must be no running, but evacuation should be executed quickly). Line up in class order.
- 4.12 Maintenance and cleaning Staff should check the office, sick bay, staff room, mosque and all toilets.



Communication -

- 4.14 Front Office verify incident details with caller, Alert Principal and safety and Security Manager & team
- 4.15 Security/ Care taker shall Notify Emergency Service 997 after verifying the fire Control Panel (s).
- 4.16 Principal (Commander) shall announce, location over Public Address (twice).
- 4.17 Use Walkie Talkie and Contact Emergency Response Team, check that team has responded.
- 4.18 Maintain communication links through walkie talkie. Await further instructions from Emergency Co-Coordinator

Assembly Point

- 4.19 On arrival at the assembly area, FS to Year 3 near FS playground and year 4 to year 13 assemble at Bus Bay and turf area, the roll call is to be checked immediately. Once all persons have been accounted for, the teacher must raise green placard and send the details through coordinator to HOD, Principal to indicate everyone is accounted for or the names of those who not. Eg. YO1 all present or FS Mary missing.
- 4.20 Any child or groups of children absent from their regular class/area will be escorted by the supervisor for that area (eg. Library, Music, PE or Admin) to the assembly area.
- 4.21 Their escort will ensure they re-join their class when they arrive at the assembly point. Learning Support students must be escorted to their allocated class. If a teacher is on release time, they must join their class.
- 4.22 Should an evacuation be necessary during a lunch period or outdoor activity, teachers on duty are to escort children directly to the assembly area.
- 4.23 All staff must know the whereabouts of fire extinguishers and how to use them.
- 4.24 Return to work area / class may only occur after the **ALL-CLEAR** signal has been given by the incident commander.
- 4.25 All visitors, contractors, volunteers must follow directions from Emergency Response team or staff

Documentations for DCD, KHDA, DSIB, DHA Inspection

- 4.26 Drill report shall be maintained as documented records
- 4.27 Fire Fighting contracts and Fire drawings
- 4.28 Evacuations Plans and procedures

5. Roles & Responsibilities

Incident command.

- 5.1 Principal and SLT /HSM- Establish Emergency Co-ordination Centre, Liaise with emergency services, Identification, and allocation of resources.

Control

- 5.2 Assessment of emergency. Order evacuation as required. Allocate resources. Authorize additional resources and personnel Give 'All Clear' on termination.

School Operations

- 5.3 OC shall be overall responsible to ensure life safety system and sweep the facilities.

Traffic management

- 5.4 Security and G1 shall manage the traffic movement and crowd control .

Risk Manager

- 5.5 Health and Safety Manager shall ensure compliance. Effective emergency management, monitoring of the competencies/training of the staff to implement the plan

Medical

- 5.6 Clinical staff shall support medical and injury care

Fire responders

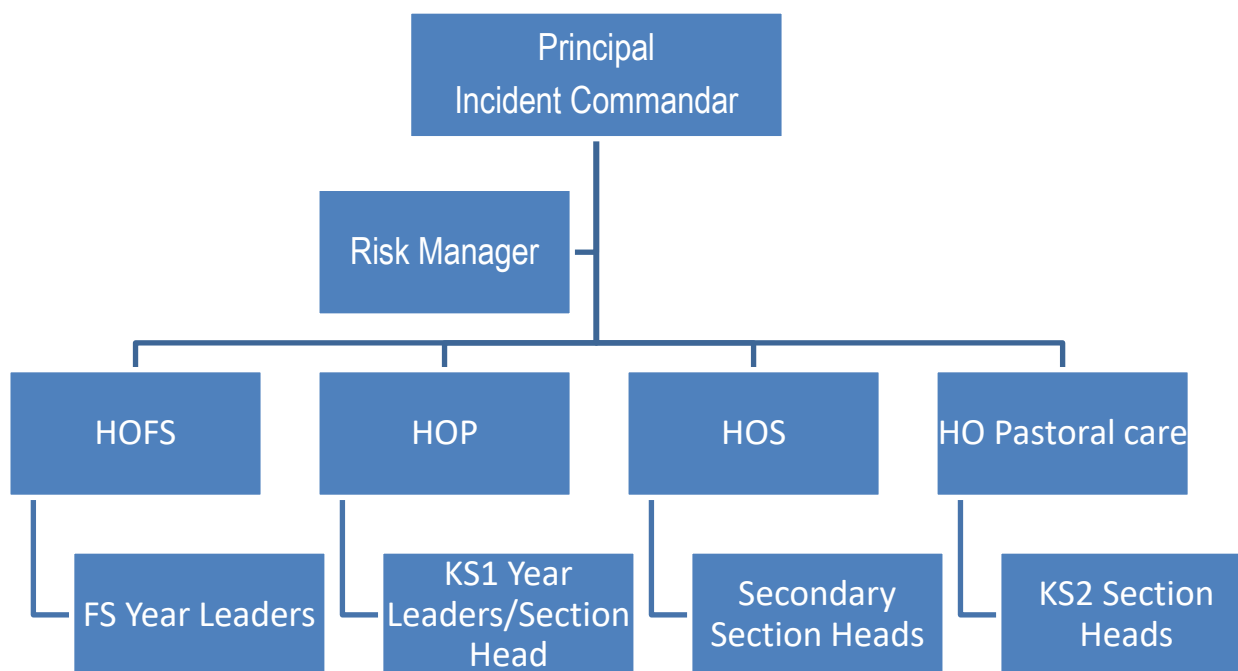
- 5.7 Trained fire wardens will be the initial emergency controllers in most cases for internal emergencies.
- 5.8 Class Teachers shall coordinate with students' and parents (if present) and evacuate
- 5.9 Operations Coordinator shall coordinate with visitors and external service providers and evacuate.
- 5.10 Maintenance supervisor shall coordinate with sub-contractors to safety and reach assembly point
- 5.11 IT shall provide support for attendance and other IT related requirement during emergency
- 5.12 All Interested parties are responsible for following preventive action plan and recommendations communicated by the school to help promote and maintain a protective and healthy workplace environment.



6. References

- 6.1 <https://www.khda.gov.ae/en/safetyattraininginstitutes>
 6.2 <https://www.dha.gov.ae/Covid19/Pages/home.aspx>
 6.3 <https://www.dcd.gov.ae/portal/en>

Line of Command



Guide Reference

List of ERT (Emergency Rescue Team) for all floors and location assignment

Zone A (Walt Disney Building)

Name	Designation	Floor	Role
Natasha Noronha	FS2 Year Leader	Ground Floor	Floor Warden
Junalyn Manglapus	Year 1 Year Leader	Ground Floor	Floor Warden
Samreen Shamsi	Year 2 Year Leader	1 st Floor	Floor Warden
Carla Baltazar	Section Head KS1	1 st Floor	Floor Warden
Asma Azhar	Head of FS	Assembly Point 1	Marshal
Surji Aboubakker	Head of Primary	Assembly Point 1	Marshal
Melus Muusha	P.E Coordinator	Assembly Point 1	Warden
Arun Kumar	P.E Teacher		



Zone B (Nelson Mandela Building)

Name	Designation	Floor	Role
Liezl Cook	Receptionist	Ground	Fire Sweeper
Anna Parker	Receptionist	Ground	Fire Sweeper

Zone C (Julius Caesar Building)

Name	Designation	Floor	Role
Omer Naveed	Section Head Year 3&4	Ground	Floor Warden
Burair Mustafa	Section Head Year 5&6	1 st Floor	Floor Warden
Mazhar Butt	Primary Teacher	1 st Floor	Floor Warden
Morched Naffeti Carmilla Porquerino	PE Teacher PE Teacher	Assembly Point 2	Warden

Zone D (Mother Theresa Building)

Name	Designation	Floor	Role
Faizal Nujumudeen	Head of Year 7&8	Ground	Floor Warden
Salmanul Fariz	Secondary Librarian	Ground	Floor Warden
Ms.Swapna Menon	Exam Officer	Ground	Floor Warden
Rosita Francis Dr. Priti Gupta Arsalan Jamil	Head of Year 9&10 Head of Science Head of Humanities	1 st Floor	Floor Warden
Sreela Ramachandran Shweta Rastogi Fawzi Elabbasy	Head of Year 11,12&13 Head of Commerce Head of Arabic	2 nd Floor	Floor Warden
Prabha Sinha	Head of Secondary	Assembly Point 2	Marshal
Moustafa Mohamed	Head of Inclusion Head of Pastoral Care and PE	Assembly Point 2	Marshal



List of First Aiders & Location of First Aid Box

First Aider	
Assembly Point (Basketball & Turf Area)	Dr. Faiqha Azeem and Nurse Alina Mathew
Location of First Aid Box	
FS Assembly Point	Jennifer Madhasingh and Jaya Sudhan (Nurses)

Drill Action Plan Example

10:00. AM – Pre- drill briefing

10:10. AM – ERT Members responsibilities assignment

10:20.AM – Positioning ERT Members

10:25.AM – Fire Alarm activation (by Nooruddin)

10:26.AM – Evacuation

10:28.AM – Checks on Access doors

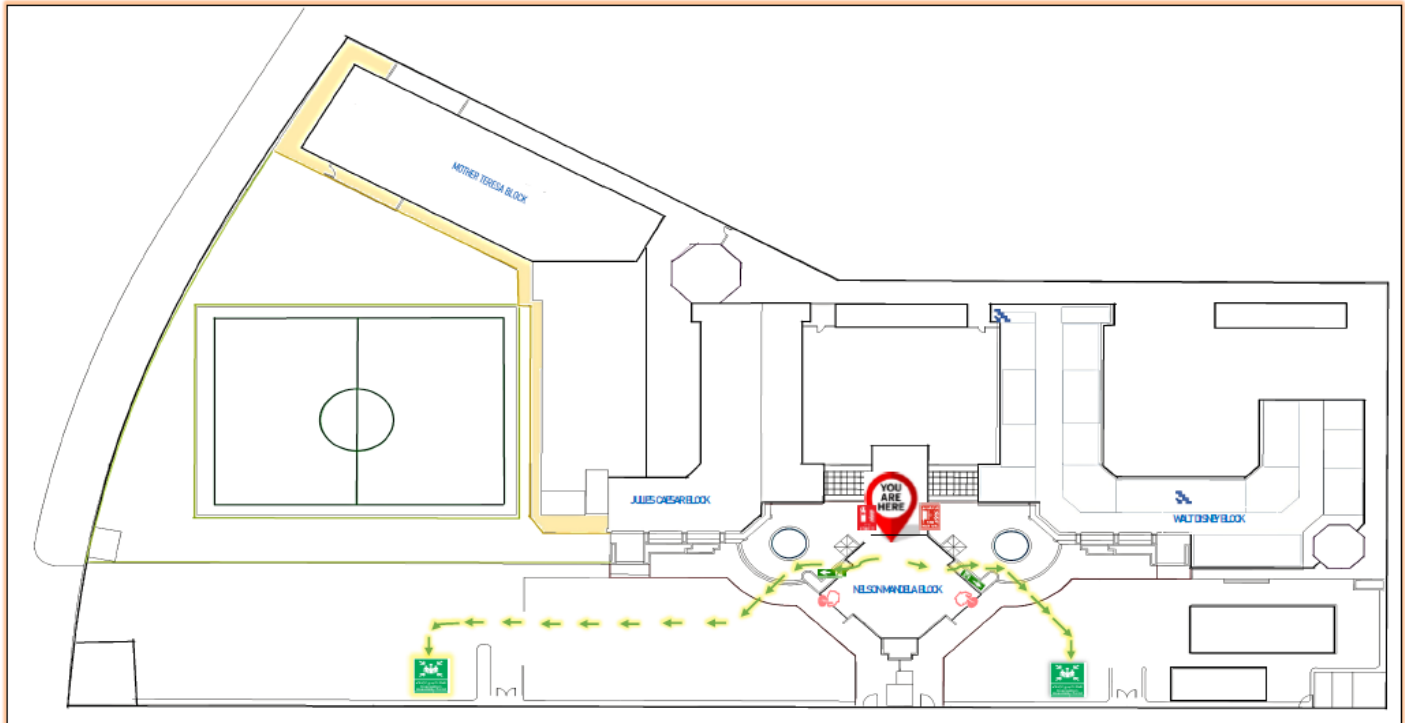
10:30.AM – Checks on emergency lights

10:35.AM – Head counting at assembly point

10:38.AM – Emergency drill message by incident commander (Principal)

XX.AM – All Clear Signal by incident commander (Principal)

EVACUATION PLAN



Ground Floor – Nelson Mandela Block

<p>FOR EMERGENCY DIAL</p> <p>FIRE 997 الحريق</p> <p>P POLICE 999 الشرطة</p> <p>+ AMBULANCE 998 إسعاف</p>	<p>إجراءات الإخلاء</p> <p>EVACUATION PROCEDURES</p> <p>اكتشاف حريق وتفعيل مستمع</p> <p>اكتشاف حريق مستمر</p> <p>ابق هادئ</p> <p>REMAIN CALM</p> <p>أخرج من المصاحبة من أقرب مخرج</p> <p>EXIT THE BUILDING FROM THE NEAREST EXIT</p> <p>تفضل جرس الإنذار</p> <p>RAISE THE ALARM</p> <p>الاهرب إلى أقرب نقطة تجمع</p> <p>MOVE TO THE NEAREST ASSEMBLY POINT</p>	<p>مخرج الطوارئ</p> <p>EGRESS PATH</p> <p>شعارات الإخلاء</p> <p>DIRECTIONAL EXIT SIGN</p> <p>مخرج الطوارئ</p> <p>EXIT STAIRWAY</p> <p>مخرج الطوارئ</p> <p>EXIT SIGN</p> <p>نقطة التجمع في الطابق الأرضي</p> <p>ASSEMBLY POINT AT GROUND FLOOR</p> <p>هاتف مكافحة الحريق</p> <p>FIRE FIGHTERS PHONE</p> <p>بكرة نوسن الحريق</p> <p>FIRE HOSE REEL Bag Co2 FE</p> <p>كسر الزجاج</p> <p>BREAK GLASS</p>	
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In case of fire

All Associates

- Stop the work, assess the situation (Major/ Minor)
- Raise the alarm.
- Notify centralized control room / Civil defense 998.
- Attempt to extinguish the fire if you can do safely.
- Shut down Equipment and electrical power if possible.
- Walk quickly to the nearest assembly point.
- Stay at the assembly point, until all clear instruction from team leader.

Team Leaders

- Conduct head count at the assembly point.
- Report missing person to management / Civil defense.



في حالة حدوث حريق

على جميع الزملاء:

- إيقاف العمل فوراً، وتقييم الحالة هل هي خطيرة أو بسيطة.
- سحب أو الضغط على أقرب جهاز إنذار حريق لتنبيه الآخرين بوجود حريق.
- الاتصال على غرفة التحكم المركزية / الدفاع المدني 998 .
- مكافحة الحريق إذا أمكن باستخدام أقرب مطفاة مناسبة لنوع الحريق.
- قطع التيار الكهربائي عن الموقع من قبل المسئول فقط .
- التوجه إلى نقطة التجمع من خلال مسالك الهروب ومخارج الطوارئ .
- لا تجازف ولا تخاطر بحياتك ولا ترجع إلى المبنى مهما كانت الأسباب إلا بعد أن يؤذن لك بذلك من قبل المسئولين عن إدارة الأزمة .

أعضاء فريق الإخلاء:

- الإشراف على عمليات الإخلاء.
- التوجه إلى نقطة التجمع للتأكد من وجود العاملين بالقسم أو الإدارة وعدم تخلف أي منهم داخل المبنى .



Fire Evacuation Checklist

Sl. No.	Description	Yes	No	NA
	Were the floor wardens assigned and trained?			
	Do the floor wardens have high visibility vest?			
	Do the floor wardens have checklist			
	Have the disabled people identified, and support assigned?			
	Has the assembly area assigned, and employees trained?			
	Are the emergency procedures posted / circulated?			
	Did the occupants evacuate immediately after evacuation initiated?			
	Did floor wardens perform their duties?			
	Was the evacuation in order and quick?			
	Did civil defense respond?			
	Did everyone evacuate the building?			
	Did anyone re-enter the building?			
	Were instructions given to proceed to the assembly point?			
	Did the assembly point coordinator have the list of employees?			
	Did the first aider have first aid kits assigned			
	Did the fire warden remain in their designated place at exit			
	Were all exit used			
	Were all classroom, rest room, conference room checked			
	Did fire door operate correctly			
	Was everybody continuously informed about the situation			
	Was the evacuation alarm sound for the duration of emergency			
	Were all employees and guest accounted?			
	Did civil defense assist the traffic control			
	Did all alarm worked properly			
	Did all the emergency lights worked properly			
	Was there any significant disruption of services			
	Was outdoor lighting available			
	Did everyone wait outside for further instruction			
	Are the staff members familiar with their assigned duties			
	Did the fire alarm reset properly			



Schedule and Plan

Descriptions	2023-2024											
	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Planned												
Actual												