



Emergency Evacuation Policy

2026 – 2027

Policy Information	
Policy lead	SLT
Last review date:	September 2026
Reviewed by:	Senior Leadership Team
Next review date:	September 2027
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 facilitiesFire safety systems and addresses the area for improvements in the evacuation Arrangements.

EVACUATION ROUTES

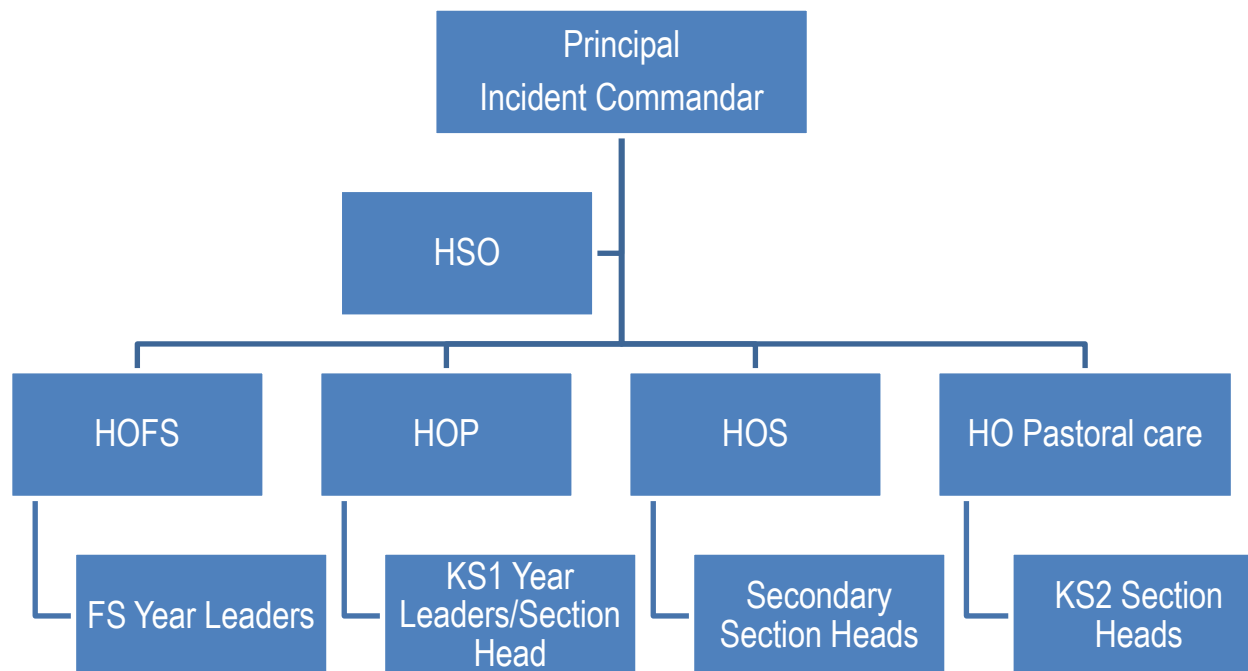
Evacuation route maps have been posted inside the building. The following information is marked on evacuation maps:

- 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

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
Alina Gheewala	FS2 Year Leader	Ground Floor	Floor Warden
Veda Iyer	Year 1 Year Leader	Ground Floor	Floor Warden
Junalyn Manglapus	Year 2 Year Leader	1 st Floor	Floor Warden
Carla Baltazar	Section Head KS1	1 st Floor	Floor Warden
Bushra Suleman	Head of FS & Lower Primary	Assembly Point 1	Marshal
Fathima Azmie	Head of Upper Primary	Assembly Point 1	Marshal
Arun Kumar	P.E Coordinator	Assembly Point 1	Warden

Manel Kumuduni Ashwathy Anju Anotharshini Ghanaskaran Shorif Hossan Mohammad Nabeel Sajjad	Support Staff – Pink Girls Support Staff – Blue Boys	Assembly Point 1	Sweep Marshal
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Zone B (Nelson Mandela Building)

Name	Designation	Floor	Role
Liezl Cook	Receptionist	Ground	Sweep Marshal
Hessa Juma AlFalasi	Year 1 Arabic Teacher	Ground	Sweep Marshal
Noorudeen Palliyathodi Zulfiqar Ali	Maintenance Supervisor Support Staff – Blue Boys	Ground	Sweep Marshal

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
Aishwarya Muralidharan	Primary Teacher	1 st Floor	Floor Warden
Evelin John Moses Ghulam	PE Teacher PE Teacher	Assembly Point 2	Warden
Md Mumtaz Om Prakash Mohsin Mussa Lydia Arhinful Venkata Lakshmi	Support Staff – Blue Boys Support Staff – Pink Girls	Assembly Point 2	Sweep Marshal

Zone D (Mother Theresa Building)

Name	Designation	Floor	Role
Ansa Achenkunju	Head of Year 7 to 9	Ground	Floor Warden
Swapna Menon	Exam Officer	Ground	Floor Warden
Shaju Chandran Dr. Priti Gupta Arsalan Jamil	Career Counsellor Head of Science Head of Humanities	1 st Floor	Floor Warden
Sreela Ramachandran Shweta Rastogi	Head of Year 10 to 13 Head of Commerce	2 nd Floor	Floor Warden
Dr. Marwa Ali Mahaia Sumbal Imran Dr. Shanthi Iyer	Head of Arabic Head of Secondary Head of Curriculum and Assessment	Assembly Point 2	Marshal
Rishi Karthick Ashwini Dinakar	Counsellor Counsellor	Assembly Point 2	Marshal
Saija Unni Jenelyn Tanedo	Support Staff – Blue Boy Support Staff – Pink Girl	Ground	Sweep Marshal
Golam Mostafa Khursheed Ahmad Sandhiyarani Palani Lanke Vani	Support Staff – Blue Boys Supervisor – Pink Girls Support Staff – Pink Girls	1 st Floor	Sweep Marshal
Sharafudheen F Anoop Pappachan Poorna Jyothi Betty Gaco De Jesus	Support Staff – Blue Boys Support Staff – Pink Girls	2 nd Floor	Sweep Marshal

Assembly Points:

Assembly point 1: Primary own transport area (FS1, FS2 , YEAR 1 TO YEAR 3)

Assembly Point 2: Bus Parking Area (YEAR 4 TO YEAR 13)

Plan B:

The following are the alternative assembly points.

Assembly Point 1: Car parking area outside Gate number 6

Assembly Point 2: Playground outside Gate number 1

List of First Aiders & Location of First Aid Box

First Aider	
Assembly Point (Basketball & Turf Area)	Dr. Draupadie Kaushalya and Alina Mathew
Location of First Aid Box	
FS Assembly Point	Jenifer Madhasingh and Jaya Sudhan

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)

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.

Health and Safety Officer

- 5.5 The Health and Safety Officer 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 Manager School Operations 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 requirements during emergencies.

All Interested parties are responsible for following preventive action plans and recommendations communicated by the school to help promote and maintain a protective and healthy workplace environment.

OCCUPANTS / STAFF RESPONSIBILITIES

- Be familiar with your nearest emergency exits.
- Be alerted to recognize any fire alarm.
- Be calm, quiet and react fast.
- Follow the instructions of the Emergency response team members.
- Make sure High Visible vests are available in the emergency folder of all the classrooms.
- Red and Green card should be available in emergency folder of all the classrooms.
- While exiting, the teacher should mount the evacuated sign on the door.

- Evacuate through the emergency exit routes.
- Gather at Assembly point and remain calm.
- Take a head count at assembly point.
- If any student is missing raise the red card and inform HSO immediately.
- Use the green card once all the students are evacuated.
- Wait for the Emergency Commander's clearance.

Reports

A report will be provided for evaluating mock drill effectiveness and for necessary corrective action for improvement in case of any findings.

Training

Training is given to the building occupants, firstaiders on their responsibilities and a schedule training will be given to fire responders, to implement the plan and to assist in the safe and orderly emergency evacuation of building occupants.

Fire Evacuation Plan

