



EMERGENCY/EVACUATION PROCEDURES FROM BUILDINGS 2019-2020

Emergency/Evacuation Procedures are located in each room. Teachers should familiarise themselves with these directions and the instructions.

Termly fire/evacuation drills will be held, and it will be the responsibility of the Dean of Students, to arrange these. In essence, the emergency procedure is designed in such a way as to evacuate the buildings as quickly as possible in an orderly way, with no running and for collection points to be established and registers taken. All staff are expected, on evacuation, to **close windows and doors**, but **not to lock** them and not to fight the fire should there be any risk. Certainly, it is in order to deal with minor emergencies based on on-the-spot decisions. Further details will be posted in each classroom. Staff must take full responsibility during Fire Drills to ensure the rapid (**no running**) and silent evacuation of the buildings. Staff must assist in keeping students quiet whilst the registers are being taken.

Fire drill must be carried out in silence. Please be sure students are aware of this so if instructions need to be given, as they may in the case of a real fire, the instructions will be heard immediately by everyone.

Responsibilities during a Fire.

1. Upon the fire alarm sounding:

- i. Students and staff will **immediately** evacuate buildings
- ii. The Security Guard in the Administration Reception Area (where the alarm control panel is) will via radio, provide the location of the suspected fire. (all security must not use their radios during this time).
- iii. The Head of Maintenance and Head of Security (or their second in case of absence) will quickly make their way to the location of the alarm source. The team will immediately decide on next action.
 - a. The Head of Primary to call emergency services: Fire 997, police and Ambulance 999.
 - b. The danger is a false alarm or an issue that can be dealt with, without the need for emergency services.
- iv. **IN ALL CIRCUMSTANCES OF AN ALARM BEING SOUNDED STUDENTS AND STAFF MUST CONTINUE WITH EVACUATION PROCEDURES BELOW UNLESS INFORMED OTHERWISE BY A MEMBER OF SLT.**

2. Manal:

- i. Remains by Barbara's side and acts as her assistant.

3. Nita:

- i. Takes out register for EY-3 and give it to each Year Coordinator.
- ii. Receives staff sign out sheet from security.
- iii. Every specialist subject coordinator confirms with Nita presence of all members of their team.

4. Kholoud:

- i. Takes out register for Yr 4-6 and give it to each Year Coordinator.
- ii. Checks green cards are showing from every Year Coordinator Yr 1-6 once all Green let Dean of Students know.

5. Specialists Teachers-

- i. Quietly and calmly tell students to evacuate the classroom leaving books and personal items (e.g. bags) behind
- ii. Be the last person out of the room
- iii. Close but **do not** lock the door behind them and hang up the room checked sign
- iv. Supervise the students and encourage them to move quickly and quietly to the assembly area
- v. Check in with Kholoud
- vi. Then go to assigned class (see below)

6. Year Leaders –

- i. Check attendance of their own class and helper
- ii. Check all members of their team are showing a green card
- iii. Hold up their own green card if all present or red card if anyone is missing

7. Specialists Leaders-

- i. Once attendance of team is complete, check in with Manal and then go to assigned class (see below)

8. School Nurses –

- i. Accompanies anyone in the clinic to Central Command. Attends to anyone injured or ill.

9. STUDENTS – Sit in registration group lines in silence, facing the Junior School.

10. HEAD OF SECURITY –

- i. Liaises with security to complete final sweep of all buildings. Reports to Central Command, “all clear”. Security is also responsible for transportation of anyone from the Doctors Clinic to Central Command.
- ii. Meet emergency vehicles at most logical point of entry to the school and direct emergency vehicles to location of emergency
- iii. Assign security staff to sweep classroom and administration blocks in conjunction with Coordinators.

11. Ancillary Staff should:

- i. Ancillary staff report to Nita
- ii. Remain on the field until the fire drill is over

12. Classroom Teachers should

- i. Quietly and calmly tell students to evacuate the classroom leaving books and personal items (e.g. bags) behind
- ii. Be the last person out of the room
- iii. Close but **do not** lock the door behind them and hang up the room checked sign
- iv. Supervise the students and encourage them to move quickly and quietly to the assembly area
- v. Report to your Year leader once you have taken attendance of students and helper (where applicable). Teachers and Year leaders will hold up either a red or green card once attendance is taken. Green indicates all students are present, red that someone is missing.

13. Sweepers should:

- i. Check all rooms in their designated sweeping area for any staff or students and check door tags are on doors
- ii. **Cheryl** – sweeps all EY classrooms (New Facility)
- iii. **James** – sweeps 2nd floor Year 3 (New Facility)
- iv. **Scott** – sweeps 1st floor (New Facility)
- v. **Subarna** – sweeps ground floor offices (New Facility)
- vi. **Pressi** – sweeps first floor (Junior School)
- vii. **Sayed** – sweeps ground floor (Junior School)
- viii. **Nora** – sweeps 1st floor (Language Block)
- ix. **Merlin** – sweeps ground floor (Language Block)

14. The Head of Primary should:

- i. Initiate the fire drill (in-case of a drill rather than an actual event)
- ii. Take walky-talky and mobile phone to emergency location.
- iii. Call Fire brigade (997) and inform them of fire giving school location and Makani number 1946881155
- iv. Call Police (999) giving information as above and asking police to contact the ambulance.
- v. Report to emergency services at location of emergency and await information to pass on regarding all clear or missing students or staff
Report directly to fire chief on vehicle arrival at location of emergency.
- vi. Wear orange reflective jacket and take responsibility as commander of the event.
- vii. Arrange and train sweepers to sweep all rooms, identify the location of any problem areas with the use of door tags.
- viii. Determine student attendance numbers and have ready to supply to emergency team.
- ix. Provide floor plan of school showing location of fire and any identified problems including injuries.
- x. On receiving all clear from Emergency services DoS reports all clear to Head of Primary

15. The Deputy Head should:

- i. Make sure all specialists are moving to their designated classes (see attached list)
- ii. Cover if one of the secretaries is absent

16. The Dean of Students should:

- i. Upon arrival in the assembly area report to the Deputy Head to register his/her attendance at the assembly area with Deputy Head
- ii. Report missing staff to Security (via radio or Mobile phone)
- iii. Responsible for liaising with Security to report any missing Primary School students to Head of Primary who is working with emergency services.
- iv. Head of Primary School allows the release from the evacuation area.
- v. End the fire drill and instigate an orderly return to class

From time to time, there may be spates of false alarms. If the alarm sounds for only a few seconds, then it may be ignored. A prolonged sounding of the alarm should always mean evacuation. If you see fire or smoke or you smell smoke, you should evacuate immediately.

Anay – Security has his timetable, once alarm is heard a security will go to his class and bring his wheelchair down for him.

EY 1 - 3	Rooms		EY 2 - 6	Rooms	
Ayesha O’Dea - Vindhya	J	P 010	Susana Monteiro - Jumana	J	P 054
Rachael Ward - Ibitayo	U	P 011	Deborah Egunjobi - Stacey	U	P 055
Monika Jagdev - Mukami	M	P 012	Crystal Scheffer - Holly	M	P 056
Naomi Burke - Mashael	E	P 009	Ayat Bakir - Victoria	E	P 057
			Cheryl Craig - Nada	I	P 031
			Rachel Watkins - Sahar	R	P 030
					T.A
Year 1 - 8	Rooms		Year 2 - 9	Rooms	
Deborah Jessup - Radhiya	J	P 090	Sarah Jarvis - Amira	J	P 072
Holly King - Reeba	U	P 097	Danielle Dempsey - Hanaa	U	P 069
- Lubna	M	P 083	Victoria Mercer – Maha O	M	P 074
Shannan Mulrooney - Vidya	E	P 094	Kimberley Taylor 2 i/c - Samah	E	P073
Ambreen Saleem 2 i/c - Jennifer	I	P 098	Zahra Raza - Khitam	I	P 065
Anna Arnold - Hanan	R	P 093	Jamanna Nanwani - Abeer	R	P 080

Kellie Cromby - Abir	A	P 096	Denise Marren - Noha	A	P 082
Farina Keshtiar – Maha Al HAj	H	P 092	Erin Doody - Nermin	H	P 067
			Candice Kinnear - Mira	D	P 66
Year 3 - 7	Rooms		Year 4 - 6	Rooms	
Jim Downes - Rawda	J	P 141	Andrew McCracken – Harmeet	J	P 114
James Taverner - Ahmad	U	P 138	Michelle McGee - Yared	U	P 122
Catherine McGee - Abbas	M	P 079	Sorcha Masterson - Zeina	M	P 115
Hazel Mackey - Mariam	E	P 136	Rebecca Best - Corine	E	P 119
Lisa Buckley - Ibrahim	I	P 139	Kieran Ormond - Rohini	I	P 116
Shaun Maloney – El Sayed	R	P126	Niamh O’Donoghue -Tasnim	R	P 123
Stiofan O’Fearail - Abeer	A	P124			
Year 5 – 5	Rooms		Year 6 – 5	Rooms	
Chloe McGee – Paul	J	JS 4	Louisa Frost	J	JS 32
Jolie McNevin - Joe	U	JS 5	Stephen Faulkner	U	JS 31
Grace MacCarthy – Dan	M	JS 6	Lucy Batchford	M	JS 30
Tony Morrison - Simon	E	JS 10	Holly O’Dwyer	E	JS 18

Donnacha O’Huigin	I	JS 11		Lina Charif	I	JS19