



مدرسة الاتحاد الخاصة
AL ITTIHAD PRIVATE SCHOOL

Fire Safety and Response Plan



Fire Safety

Fire safety is the set of practices intended to reduce the destruction caused by a fire. Fire safety measures include those that are intended to prevent ignition of an uncontrolled fire, and those that are used to limit the development and effects of a fire after it starts.

Threats to fire safety are commonly referred to as *fire hazards*. A fire hazard may include a situation that increases the likelihood of a fire or may hinder escape in the event a fire occurs.

Fire Safety in Schools

Schools have a single building or multiple buildings with a large number of children of different age groups. The classrooms have combustible materials like furniture and the labs have chemicals that can easily catch fire. The kitchens in schools have flammable liquids and gases and there are many electrical points that are possible causes for electrical short circuits. It is the responsibility of the school leadership and staff to assure the school be equipped to prevent and respond to such situations.

It is critical to the safety and wellbeing of the students, staff and visitors that a fire response and prevention plan is in place and implemented throughout the school. Faculty and staff should be trained regularly on the plan to assure consistency and awareness of its processes. Drills are conducted regularly to assure that students are accustomed with and familiar with the response procedures.

Fire Drill

Fire drills are a major part of being safe in school: they familiarize the staff and students with the procedures for evacuation in the case of a fire.

Know Your Way Out

Each section is assigned a detailed exit plan to follow in case an evacuation alarm is sounded. The idea is to get outside and away from harm's way as **quickly and safely** as possible.

Fire Drill Procedures

- When the fire alarm or bell rings, everyone should immediately stop everything, teachers instruct and guide students to line up.
- Teachers must stay **CALM** and not **PANIC** to not alarm students and create chaos.
- Teachers **MUST carry the 'emergency pack'** in the KG to Middle school sections, hanging in the class room.
- The emergency pack will have an exit route, class list, play card of your class and pen, (e.g. Grade 4-C) and "Clear" sign
- Teachers are responsible to emphasize the seriousness of the matter to students.
- Once the classroom or facility is evacuated, the room door should be closed to prevent the possible spread of a fire.
- The teacher hangs the "Clear" sign on the outside of the door handle.
- The teacher will designate students to act as a door holder, and to shut off the lights.
- The teacher or supervising adult **MUST** be the last to leave the room, close the door and declare the room clears before walking away.
- A student monitor should be assigned as the door holder etc. to assist with the rapid evacuation of the class.
- All students must walk rapidly, but must not run, and must remain quiet and stay on the designated side of the exit route.
- Once outside the building, hold your play card high so that any misplaced students can join their groups.
- Take attendance once you are safely outside the building, use the class list available in the Emergency kit. Report any missing student/s to an administrator or security person

immediately.

- Section heads should be the last to evacuate their building and assist in the rapid evacuation of the building.
- Teachers should guide students to follow arrows leading to their sections designated assembly area.
- Students will remain in line at their assembly point under the supervision of the teacher until an announcement is made to re-enter the building.

Teachers are responsible to study the exit route/ plan carefully. They must discuss the evacuation procedures with their students at the beginning of the school year and whenever a new student joins the class.

Drills may be random and unannounced or scheduled and announced to staff beforehand. The purpose of the announced drills is to allow teachers to review the evacuation plan with students to assure their awareness of the procedures immediately before putting theory to practice. Random unannounced drills are for a more realistic practice. Teachers and administrators use random drills to assess how effective the evacuation plans are. Evacuation time and incidents should be logged and reported for further development and training.

STUDENTS WITH PHYSICAL DISABILITIES OR LIMITATIONS

Teachers are responsible for assuring these students safely evacuate the building. Additional support and resources from staff must be allocated to assisting the teachers with the evacuation of these students by the section principal or person in charge.

Fire Drill Roles and Responsibilities

Faculty

- A continuous ringing of the bell means the building needs to be evacuated.
- Gets your emergency bag hanging in the class on the left side of the door.
- Move students to their exit area according to the map.
- In your room keeping on the designated side of the exit route.
- Take roll once your group has exited the building.
- Close your door and windows as you leave the room and hang “clear” Sign.
- If your normal exit is blocked, know where your alternative exit.
- Inform principal or secretary of missing or additional persons.

Students

- Follow directions.
- Be calm and quiet.
- Safely walk not run out of the building.
- Line up in front of teacher for roll call.
- Stay in line with the teacher until further direction is given.

Cleaners/ Nannies

- Help the students evacuate quickly and safely.
- Assist with the evacuation of students with disabilities or special needs.
- Be strict and firm.
- Stay calm. DO not Panic.
- Nannies to check bathroom, (boys’ section, the cleaners must check the bathrooms).

Secretary/ Receptionist

- Make sure of the evacuation of the nursery
- Guide all the teachers and the students to evacuation area.

Section Principal

- Take cell phone for communication.
- Supervise orderly implementation of the plan.
- Appoint to designee to do Section Principal's roll if the Principal is absent.
- Check for missing persons, both staff and students.
- Record the drill and amount of time it took to leave the building.
- Communicate with the health and safety coordinator.
- Evaluate the evacuation.

Doctor/ Nurse

- Locate first aid equipment.
- Collect and evacuate with medications.
- Check the students for any injuries.
- Helping the nursery to evacuate.

Canteen Staff

- Make sure of the evacuation of the canteen.
- Close the door and windows & hang 'clear' Sign.

Security

- Close all the gates.
- Read the fire panel.
- Inform the health and safety assistant coordinator.
- Call the civil defense in case of real fire.
- Inform about the actual number of guests in the school premises & premises & where they are visiting.

Health and safety committee

- Coaches of each section will make sure that the building is evacuated.
- Inform the other members of the committee about the situation of their section.
- Incase of any injuries call the first aiders of their respective section.
 - Arwa Arwani – KG section
 - Iman Ghamrawy – Elementary Section
 - Jihad Dahkoul & Khalid Lashin – Boys Section

- Lama Al Najjar & Lobna Ahmad – Girls Section
- Haifaa Owies & Noor Al Alami – General
- Mr. Naeem will go to the incident place and check the reason of the fire alarm bell. In case of his absence security will inform the office boy/girl of the related section where the incident happened.
- The H&S coordinator will check with HOS about the number of attendees (staff, students & guests if any). Then will coordinate with the civil defense members in case of actual fire.
- Once the situation is clear the H&S coordinator will raise a green sign as a mark of everything is clear and go back safely to classes.

Fire Drill during morning & dismissal time

In case of any fire alarm happened at morning or dismissal time following measurements will be taken.

- As per general practice everyone will evacuate from their sections heading to the assembly points.
- HOS will inform the H&S coordinator or Mr. Naeem about the number of attendees in each section.
- All other practices will remain the same as mentioned above.