



# **DUBAI GEM PRIVATE SCHOOL**

**STRIVE FOR EXCELLENCE**



## **Emergency Contacts:**

**Fire: 997**

**Ambulance: 998**

**Police: 999**

**Emergency Evacuation Action Plan**

**First Point of Contact: Mr. Ummed Ali**  
**Response Coordinator: Mrs. Sheela Mistry**  
**Emergency Contacts (Admin): Bharti (Primary School), Coral**  
**(Secondary School) & Dr. Gehan (School Doctor)**  
**Fire Marshalls: Responsible for each block-SLT members, Key**  
**Stage leaders and the Admin Team**  
**Assistant Marshalls: For each floor**  
**Fire Wardens: All teachers**

## **ADVANCE PREPARATION: ADMINISTRATION**

- It is the responsibility of the Admin Department to make sure that all staff members are issued with a copy of the action plan and briefed on their responsibilities.
- All staff members must be trained on use of the fire extinguishers and emergency alarms.
- Fire extinguishers and alarms must be appropriately placed throughout the school and must be checked once a term to make sure they are up to date and up to code. Faulty or expired items must be replaced ASAP.
- All maps and signs must be in their proper places in classrooms and corridors. Teachers are responsible for checking that this is done.
- Administration must designate a First point of contact (Ali) and a Response coordinator (Sheela Mistry) for the Action Plan who will contact Emergency Services and arrange for appropriate external response (ambulance, fire department, bus drivers, parents etc).
- Fire Marshal / Assistant Marshal will check that all students and Wardens have reached the Assembly Point (assembly point) safely and co-ordinate with the Response Co-coordinator to communicate if any external assistance is needed. They will make sure that all checked signs are in place and will leave after all the students and teachers have evacuated the premises.
- Marshals / Assistants Marshals must also be able to reach the Resource coordinator by phone if they are unable to meet at the assembly point or if the Contact is not sighted at the Assembly Point.

- The Response coordinator will inform Wardens and students when and if it is safe to return to classrooms.
- If evacuation from school premises is necessary, Marshals will co-ordinate with the Response Co-coordinator and communicate the necessary instructions to the wardens, students, and bus drivers and / or parents.
- Assembly points must be clearly marked with large, visible signs and made known to all staff and students. **(Marked on the School Evacuation plan)**

## **ADVANCE PREPARATIONS: INSTRUCTIONS FOR TEACHERS**

- All teachers are to receive a copy of the Emergency Action Plan at the start of term. They are to familiarize themselves with the Plan and are encouraged to re-read it regularly so that they are prepared to act appropriately in the event of a drill or an emergency. Please speak to Sheela if you are unsure of anything.
- All teachers are expected to be familiar with the use of fire extinguishers.
- All teachers will be expected to act according to instructions in the event of a drill or an emergency and should have copies of the Plan to assist them.
- All teachers are to make sure they have the following items in their classrooms:
  1. FS2-Yr 3: Plastic folder with an up-to-date class list, and the green/red checked sign to use during an evacuation.
  2. Yr. 4-6: The class list along with the green/red sign will be handed over to the teachers at the assembly point. (Gate no 2).- Bharti
  3. Yr. 7-13: The class list along with the green/red sign will be handed over to the teachers at assembly point. (Gate no.5) Coral / Shabeetha.
  4. At least one (1) laminated floor plan copy with the location of the classroom, location of the nearest fire extinguisher, and designated evacuation route from the classroom to the assembly point clearly marked on it.
  5. A red 'check' sign and a hook on each side of the door to hang it from. The sign must be replaced on the inside of the door after a drill / evacuation all-clear.
- If a fire is sighted while evacuating, teachers must evaluate its severity and proceed accordingly. A small 'spot' fire or a larger fire that is blocking the evacuation route may be put out if an extinguisher is at hand. In all other circumstances evacuation of students **MUST** take priority.

- If there is heavy smoke impairing visibility, instruct students to hold hands and keep in sight of the person in front of them. The group must stay within sight of the teacher.
- If the class teacher is not with her class at the time of evacuation, she should proceed directly to the Assembly Point and make contact with her class there. They should not attempt to go to their classroom. Report to Coral (Gate No 5) in Secondary school or Renu in the Primary School (Gate No 2).
- Assistant teacher, nanny or shadow teachers must stay with the class they are in and accompany them to the Assembly Point.
- If more than one teacher is with the class at the time of evacuation, one teacher will lead the line of students along the evacuation route while the other teacher follows at the end of the line. This will help make sure the group stays together.

**Evacuation Procedures:** The students have been informed about the procedure to follow during the fire drill; however, some may panic and need to be guided. Remain calm and assure students that they will be safe.

1. Teachers need to make sure they have the plastic folder with students' details along with both cards (red and green). (FS2-Yr.3). All other classes will receive it at the gate.
2. Teachers should make sure the windows are closed and electrical switches (lights, fans, A/c and any electronic appliances or devices used such as A/V equipment are switched off.
3. The teachers need to do a head-count to make sure all students have lined up and left their belongings behind.
4. If a student has not returned from the bathroom / nurse's office, the teachers should mark a (\*) next to their names. They may locate them at the assembly point.
5. Teachers need to lead the class along the evacuation route. They should not stop or detour!
6. Teachers need to check the washrooms adjacent to the class. Any student inside must accompany the teachers and NOT go back to their own classes. They will rejoin their classes at the assembly Point.
7. When the teachers reach the Assembly Point they need to find the designated spot and make sure their students are lined up. At this point, any students who were missing from class (ie: in the washroom/ nurse's office / SEND room) will rejoin the class. If any student is missing, the teacher needs to hold up the **red card**. If all students are present, the teacher needs to hold up the **green card**.

**IMPORTANT: FS/Key stage 1 – Year 3: Nannies at the clinic to collect students from the Clinic/SEND dept to the assembly point.**

**Key stage 2, 3 and Post 16: Students in clinic/washrooms/SEND office join the rest of the class at assembly point.**

8. The Emergency Contacts will assist the teachers if a student is missing and inform them what needs to be done next (ie, when and if it is safe to return to the classroom or if students are to be evacuated from the school premises.)
9. If evacuation from the school premises is required, the teachers will be directed to the appropriate location.
10. P.E. classes remain in the Iranian Club grounds. Staff monitoring the Iranian Club gate should ensure students do not come into the school grounds from P.E. classes until the all clear is declared. Any P.E. staff not in the Iranian club should report to Bharti at gate 2. (Sheela/Rasha will be in touch with Shariq to ensure that the P.E staff is accounted for). Bina will inform Naina/Coral which classes are there in the Iranian club based on the Timetable.

**ADVANCE PREPARATIONS: INSTRUCTIONS FOR STUDENTS**

Class teachers must give clear instructions to students in their class on what to do when an emergency alarm goes off OR an alternate emergency evacuation warning (verbal, PA system, etc) is received. These instructions are to be delivered on the first (1<sup>st</sup>) day of each term and again on the first (1<sup>st</sup>) day after the midterm break.

- Electricity and Windows: When the classroom needs to be evacuated, the classroom monitor is responsible for making sure the windows are closed and all electrical switches (for lights, fans, A/C, and any electrical appliances or devices being used such as A/V equipment) are switched off.
- Locations and Routes: Students should be made aware of the location of the nearest fire extinguisher to their classroom. They should be reminded that teachers are responsible for using the fire extinguishers if necessary. Students should also be made aware of the evacuation route from their classroom to the assembly point.
- Special-needs students: Each class teacher must make sure that special-needs students receive the help they need to evacuate safely and calmly. Shadow teachers must remain with their students during the entire evacuation. Other students may be asked to help and should be thoroughly briefed on their responsibilities.
- Evacuation Procedures: When evacuating, students should know to follow the necessary procedures. It is the teacher's responsibility to make sure that they do, however, they should be made aware of the procedure beforehand and make every attempt to follow it on their own accord.
  1. All belongings should be left behind. NOTHING should be taken along.
  2. If any student is assigned a duty, they should carry out their duty as quickly as possible and join their classmates. They may skip their duties if told to do so by their

teacher.

3. The teacher will take a folder with him/her and, once everyone is outside, will place a red checked sign on the outside of the classroom door and then close the door.
4. Students need to hear instructions so they need to stay as quiet and calm as possible.
5. Students should not push or run when the evacuation is taking place. They should walk in a brisk and orderly fashion.
6. If the student is in the bathroom and hears the alert, they should NOT return to their classroom. They should join the class nearest to the bathroom; the teacher will add the student to his/her list and take them along. The student will rejoin his/her class at the Assembly Point.
7. If a student is in the nurse's office when they hear an alert, they should NOT return to their classroom! The nurse will take them to Assembly Point or give them instructions on what to do.

#### **OTHER STAFF:**

- All maintenance men, drivers and cleaners should report to Tuan near Gate 2.
- All main office admin staff, Clinic staff, IT dept, Arabic Staff, Music staff will report to Renu at Gate No. 2.
- All senior section admin staff to report to Coral outside main Senior Gate- 5.
- PE staff- Shariq- Iranian Club
- **Kiran to check FS. Samina/ Rishana/Althea** to check all Primary classes are finally accounted for and Naela/Jawed/Annie to check all Secondary classes are finally accounted for. **They should report any missing students to the Principal who will be standing near gate 2.**
- Everyone should wait for the all clear instruction before moving back to class. (There will be three short blasts of a whistle; this will be repeated a few times)
- Lower classes to lead back to school.

**Reviewed: September 2023**