



# DUBAI GEM PRIVATE SCHOOL

STRIVE FOR EXCELLENCE

## EMERGENCY EVACUATION POLICY – 2025-2026



<b>Written by:</b>	<b>Ms. Parie Stoneman</b>	<b>Last Review:</b>	<b>October 2025</b>
<b>Position:</b>	<b>Principal</b>	<b>Next Review Date:</b>	<b>October 2026</b>

## **Vision and Commitment**

At Dubai Gem Private School, the safety and well-being of our students, staff, and visitors is paramount. In line with KHDA regulations, Dubai Civil Defence guidelines, and the practices of outstanding British curriculum schools, we are committed to maintaining a rigorous, regularly tested Emergency Evacuation Policy. Our vision is to foster a culture of preparedness, calmness, and responsibility, ensuring that in the event of an emergency, every member of our community acts with clarity, efficiency, and care.

**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**

## **Emergency Contacts**

**Dubai Fire Department: 997**

**Dubai Ambulance Services: 998**

**Dubai Police: 999**

## **Roles and Responsibilities**

### **Senior Leadership and Fire Marshals**

Members of the SLT, Year Coordinators, and the Admin Team serve as Fire Marshals, each responsible for a designated block. Marshals must ensure evacuation procedures are followed, all areas are cleared and communicate directly with the Response Coordinator.

### **Assistant Marshals**

Assigned to each floor to support Marshals in ensuring the safe evacuation of students and staff.

### **Fire Wardens**

All teachers act as Fire Wardens, ensuring the safety of their class, maintaining accurate registers, and reporting to the Assembly Point.

### **Administrative Team**

Ensure that evacuation maps, signage, fire alarms, extinguishers, and emergency kits are in place, functional, and reviewed once per term. Provide all staff with updated evacuation training and ensure that new staff are inducted within their first week.

### **Support Staff**

Security personnel, maintenance staff, drivers, and cleaners have pre-assigned evacuation duties and must report to their designated points.

### **Advance Preparations**

- Staff Training: All staff receive annual training in the use of fire extinguishers, alarms, and evacuation procedures.
- Evacuation Maps: Laminated, up-to-date floor plans are displayed in every classroom and corridor.
- Assembly Points: Clearly marked and known to all staff, students, and visitors.
- Special Needs Provisions: Individual Evacuation Plans (IEPs) must be in place for students of determination, supported by shadow teachers and trained buddies.

### **Instructions for Teachers**

- Keep an updated class list and evacuation folder (red/green cards, laminated floor plan, emergency contact details, safety jackets, Checked signs & Pencil).
- Lead and follow procedures calmly, closing windows, switching off all electricals, and checking nearby washrooms.
- Maintain accountability by conducting a headcount at the Assembly Point.
- Display a green card if all students are present, or a red card if students are missing.

## **Instructions for Students**

- Receive a briefing at the start of each term and after each mid-term break.
- Leave all belongings behind and evacuate calmly, without running or pushing.
- Join the nearest class if caught in corridors, washrooms, or the clinic until reuniting at the Assembly Point.
- Students of determination receive additional guidance and assigned support.

## **Evacuation Procedures**

- On hearing the alarm (bell, PA system, or verbal warning), immediate evacuation begins.
- Teachers and support staff guide students along the designated evacuation route.
- At Assembly Points, staff confirm attendance and report missing students immediately.
- Response Coordinator confirms with Dubai Civil Defence, medical teams, and external partners as needed.
- Classes remain at Assembly Points until three whistle blasts signal the all-clear.
- PE, Extracurricular, and Specialist Classes
- Students off-site (e.g., at Iranian Club grounds) remain in their location under PE staff supervision until all-clear.
- Music, Arabic, and specialist teachers evacuate to their designated zones and report to assigned Marshals.

## **Post-Evacuation**

- The Principal will liaise with Civil Defence and emergency responders to decide whether re-entry or full site evacuation is required.
- SLT conducts a debrief session after each drill or incident.
- Feedback is collected from staff and students, and records are logged in the school's Health & Safety file.

## **Frequency of Drills**

A minimum of three evacuation drills per academic year: one each term, with at least one unannounced. Records of drills are submitted to KHDA and Dubai Civil Defence upon request.

## **Continuous Improvement**

Annual review of policy to ensure compliance with updated KHDA requirements and Civil Defence regulations.

Regular consultation with staff, parents, and students to strengthen safety culture.

Commitment to international best practices, making safety not just a compliance measure, but a shared responsibility and value.

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

- All teachers are to receive a copy of the Emergency Action Plan at the start of the term. They are to familiarise themselves with the Plan. They 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.
- Some teachers are expected to be familiar with the use of fire extinguishers.
- All teachers will be expected to follow instructions in the event of a drill or 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:
  - Plastic folder with an up-to-date class list, red/green cards, laminated floor plan, emergency contact details, safety jackets, Checked signs & Pencil.
  - Alternatively, a backup folder with the required items as mentioned above will be available for Years 4-6 at Gate no 2 with Ms. Bharti and for Years 7-13 at Gate no 5 with Coral / Shabeetha.
- At least one laminated floor plan copy, displaying the classroom location, the nearest fire extinguisher, and the designated evacuation route from the classroom to the assembly point, must be clearly marked. A red 'check' sign and a hook on each side of the door for hanging it. The sign must be replaced inside the door after a drill or 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 contact her class there. They should not attempt to go to their classroom. Report to Coral (Gate No. 5) in the Secondary School or Renu in the Primary School (Gate No. 2).

- Assistant teachers, nannies, or shadow teachers must stay with the class they are assigned to 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 for Teachers:**

The students have been informed about the procedure to follow during the fire drill; however, some may panic and require guidance. 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). If the specific room was not occupied back up folders can be received at the respective gate.
2. Teachers should ensure that the windows are closed and that all 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 conduct a headcount to ensure 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. Teachers must guide the class along the evacuation route without stopping or detouring. Teachers need to check the washrooms next to the classroom. Any student inside must be accompanied by the teachers and must not return to their own classes. They will rejoin their classes at the assembly point.
5. When the teachers arrive at the Assembly Point, they need to locate the designated spot and ensure 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 the assembly point.**

6. The Emergency Contacts will assist the teachers if a student is missing and inform them what needs to be done next (i.e., when and if it is safe to return to the classroom or if students are to be evacuated from the school premises.)
7. In the event of an evacuation from the school premises, teachers will be directed to the designated location.

8. P.E. classes remain in the Iranian Club grounds. Staff monitoring the Iranian Club gate should ensure that students do not enter the school grounds from P.E. classes until 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 Ajay to ensure that the P.E staff is accounted for.) Bharti will inform Shabeetha / Coral which classes are in the Iranian club based on the Timetable.

## **ADVANCE PREPARATIONS: INSTRUCTIONS FOR STUDENTS**

Class teachers must provide clear instructions to students in their class on what to do when an emergency alarm sounds, or an alternate emergency evacuation warning (such as verbal instructions or a PA system) 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 teacher is responsible for ensuring that the windows are closed and all electrical switches (for lights, fans, A/C, and any electrical appliances or devices in use, such as A/V equipment) are switched off.
- Locations and Routes: Students should be informed about the location of the nearest fire extinguisher in their classroom. They should be reminded that teachers are responsible for using the fire extinguishers if necessary. Students should also be informed about the evacuation route from their classroom to the designated assembly point.

Special-needs students: Each class teacher must ensure that students with special needs receive the necessary assistance to evacuate safely and calmly. Shadow teachers must stay with their students throughout the entire evacuation. Other pupils may be asked to assist and should be thoroughly briefed on their roles.

### **Evacuation Procedures for Students:**

When evacuating, students should know how 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 it out as quickly as possible and then join their classmates. They may skip their duties if told to do so by their teacher.
3. The teacher will take a folder with them and, once everyone is outside, will place a red "checked" sign on the outside of the classroom door and then close it.
4. Students need to listen to instructions, so they should remain as quiet and calm as possible.
5. Students should not push or run during the evacuation. 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 toilet; 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 the Assembly Point or give them instructions on what to do.

## **OTHER STAFF:**

- All maintenance staff, drivers and cleaners should report to Renu at Gate 2.
- All Admin staff, Clinic staff, IT dept, and Music staff will report to Renu at Gate No. 2.
- All Arabic staff will report to Khansa at Gate no 2.
- All PE staff to report to Ajay at the Iranian Club
- **Supreet to check FS. Samina, Rishana, and Althea to verify that all Primary classes are finally accounted for, and Jeffrey, Jawed, and Anie to confirm that 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 returning to class. (There will be three short blasts of a whistle; this will be repeated a few times.)
- Lower classes to be led back to school.