



FIRE EVACUATION PLAN 2024-2025



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I. Introduction:

Health and safety are the number one priority for Summit International School. To facilitate the safe evacuation of all persons, the following fire plan has been developed for Summit International School. The plan has been developed based upon the UAE fire and life safety code, NFPA (National Fire Protection Association) and ADEHSMS (Abu Dhabi Environment, Health and Safety Management) requirements. The plan must be reviewed on an annual basis or following an emergency event.

Additional guidance can also be found within the **UAE fire and life safety code**.

1. Purpose of Fire Drill

The main purpose of the fire drill is to familiarize the staff, students and visitors with the evacuation procedures and monitoring the responses.

When you hear the word **DRILL** this should come in your mind.

- **D**rop everything and leave (swiftly, silently and safely)
- **R**emember the emergency packets.
- **I**n line out of the building. (Assembly Point)
- **L**ine up.
- **L**isten for instructions.

2. Premises Information:

- Number of Buildings = 5 (Girls' Block, Admin Block, Boys' Block, Sports & GYM Block).
- Number of Floor in each building = Ground floor, first floor and second floor.
- Swimming pool = 1 Indoor (L 25m, W 12m & D 80,120 & 160Cms).
- Gymnasium = 1
- Auditorium = 1

I. Access information for emergency services

- Gate 1 and 3 (Admin and Boys' Block)
- Gate 4 and 5 (Teachers' Parking)
- Gate 7 and 9 (Girls' Block)

II. Number of Assembly Points & Location

- Courtyard Girls' Block
- Courtyard Boys' Block

3. Summary of the Fire and Life Safety Systems

The following section provides a summary of the fire and life safety systems that are available within the school:

- Being a new building (having opened in 2020) the fire safety system is extensive and well-integrated into every part of the building to include multiple control panels, a vast network of detectors and sprinklers, 1 FM 200 system, integrated control of magnetic lock doors and the alarm in the elevators.
- Upon sounding, the initial sound of the fire alarm is a loud multi-timbre chime, followed by an English instruction, then an Arabic instruction indicating that a fire has been detected in the building and to evacuate via the nearest exit. This alternating English/Arabic instruction continues until the alarm is cancelled or silenced.

❖ We have two control panels located as follows:

1. Panel 1-GF Behind primary Reception.
2. Panel 2-Repeater Panel in Main Security Room Gate #1

- Emergency lighting is located throughout the building and each light is individually lit/powered. Sprinklers are in every room and every corridor in the school.
- The school has a 1 FM 200 system located in the Admin Block Server Room.
- Hose reel cupboards incorporating fire extinguishers are located throughout the building and are clearly marked
- There is also an extensive network of telephone points for fire phones as well as a few handsets for this available in the school.

4. Roles and Responsibilities

I. Principal:

- The school principal has the specific responsibility for:
- Ensuring that the plan is kept up to date and reviewed annually or following an emergency event.
- Ensuring the fire drill exercises are conducted on a termly basis and that 1 exercise per year is conducted in partnership with the civil defense.
- Ensure that emergency scenarios have been identified where evacuation is required.
- Ensuring adequate numbers of fire marshals are appointed and that they receive suitable training.

I. HSE Officer:

- To implement the evacuation plan as per the annual drill planner.
- To train staff internally for the Evacuation plan implementation.
- To develop the Evacuation exercise report and maintain the records, circulating to the management team.
- Will appoint, in consultation with the Principal and Head of Business Operations, the emergency response team.
- Will be the responsible person, for checking the fire panel to assess the emergency or drill situation, he will report the findings to the Fire Marshal.
- Ensuring that any corrective fire and life safety system works are conducted in a timely manner.
- Ensuring a detailed report is submitted following the event.
- Providing adequate policies and procedures to support effective health and safety within the schools.

II. Fire Marshals:

- Carrying out a sweep of their designated area. Please note that this must only be done if safe to do so - you should never put yourself at risk.
- Reporting the status of their designated area to the HSE officer. This includes reporting any potential missing persons.
- Communicate with teachers once at the assembly point to determine if
 - ✓ There are any suspected missing persons & what their last known location was.
 - ✓ There are any disabled persons who have been left in the building at a designated refuge area.

- Provide regular updates to the principal throughout the emergency.

III. Administration Staff:

Administration staff have specific responsibility for:

- Evacuating the building using the nearest safe available escape route and making their way to the fire assembly point.
- Evacuate any parents, visitors etc. who are within the administration areas of the school to the fire assembly point.
- One administration member will be responsible for taking a roll call for the administration staff.

IV. Teachers:

Teachers have a specific responsibility for:

- The safe evacuation of all children in a timely and silent manner.
- To collect the emergency pack for the classroom, this should contain green/red emergency card, updated student register and high visibility jacket.
- Teachers will hang the "ALL CLEAR" sign on the doorknob after they have confirmed their classroom is cleared.
- Conducting a roll call once at the assembly point. If all children/staff are present, then the Green card should be raised.
- If any children/staff is missing, then the Red Card should be raised. The name of the child/staff should be provided to the Fire Marshal.
- Students with limited mobility should be transferred to evacuation chairs.
- Ensuring children remain at the fire assembly point until the civil defense or the principal announces all clear.
- Once the emergency is over, ensuring that is safe to do so, return all children to their correct class.
- Ensuring that escape routes from their classroom/areas always remain free from obstruction.
- Reporting any fire and life safety defects within their class/area to the HSE officer in a timely manner.

V. Security Personnel:

Security personnel have specific responsibility for:

- Facilitating the safe evacuation of all people from the building.
- If safe to do so, ensuring all areas have been checked.

- Preventing people re-entering the building until it has been given all clear from civil defense or the principal.
- Brief contractors coming onto site about the emergency procedures to follow.
- Will keep the fire marshal updated on the progress of the building sweeps and advise once all sweeps are concluded.

VI. School Nurses & First Aiders:

- When the alarm is triggered, the Nurse should proceed through the exit by the Clinic to the assembly point.
- Must take with them a first aid kit and wheelchair.
- Providing basic medical care to any injured persons.
- Staff members who have current and up to date First Aid training should support the Nurse where appropriate.

5. List of fire marshals:

The school has identified the following persons as fire marshals:

NAME	CONTACT NUMBER	LOCATION
GIRLS BLOCK		
Ms. Maureen	0564958218	KG2 & Primary
Ms. Kimberly	0569951697	KG1
Ms. Rawdha	0561220081	G2, G3, G4, G5
BOYS BLOCK		
Mr. Hossni	05049662343	Ground floor
Mr. Dube	0523164748	First and second floor
ADMIN BLOCK		
Ms. Maryum	0505222606	Ground floor
Ms. Katrina	0508346887	First floor
Mr. Ian	0527427676	Second floor
GYM BUILDING		
Mr. Adrian	0502551354	Ground floor
Mr. Nikola	0503024077	Second floor

6. Communication of the plan:

The principal will ensure that a copy of the plan is developed and made specific to the school. Once this has been conducted that plan will be shared with all staff members, support staff, children and visitors. All new joiners will be provided with a copy of the plan

upon joining the school. If the plan is updated, a new copy of the plan must be communicated. The plan is to be displayed within the staff room, classrooms (within the emergency pack) and within administration areas.

7. Training requirements:

- As per UAE requirements, 30% of the employees must receive certified fire training by the civil defense of their selected representative. The HSE Officer will hold a copy of this list.
- All staff must be provided with the evacuation procedures for the school.
- This will include a physical walkthrough of the school to identify emergency escape routes and the locations of fire assembly points.
- Additional fire marshal training can be obtained via the civil defense at a cost.
- The termly fire drill exercise will be classed as on-going training for staff and students.

8. Inspection requirements

The following inspections are to be conducted by the HSE Officer

- Monthly health and safety inspection.
- Weekly fire inspection checklist.
- Within the fire alarm checklist there is a requirement to test the fire alarm on a weekly basis.
- The findings from the report must be communicated to the principal for review. Any actions must be identified and rectified within a timely manner.

9. Contractor/visitors

- All contractors and visitors must sign into the security access point. Only pre-approved contractors are permitted to enter and conduct work. Certain work undertaken by contractors will require a permit to work. The permit to work must be provided to security upon entering the school.

10. People with Special Need

- A personal emergency evacuation plan (PEEP) must be developed for all persons that may not be able to evacuate the premises in a timely manner.

- This may be required for those with pregnancy, permanent disabilities or those with temporary injuries which may restrict the timely evacuation.

11. Procedure

In the event of Finding a Fire the following procedure must be followed:

- Immediately raise the alarm by activating the nearest manual call point (MCP).
- If safe to do so rescue any persons who are in immediate danger.
- If safe to do so, attempt to tackle the fire, please note that you must never put yourself or others at risk. Fires larger than a wastepaper bin should be left to trained emergency personnel.
- Evacuate the building safely and smoothly supporting any persons on the way. Make your way to the designated fire assembly point and await roll call.

In the event of Hearing a Fire Alarm, the following procedure must be followed:

- Stand down for their immediate duties.
- Teachers within classrooms are to collect the emergency pack from their room and put on their high visibility jacket.
- Commence the evacuation of their class or areas in an orderly fashion, making their way to the nearest safest fire exit and onto the fire assembly point.
- Administration staff must commence the evacuation of the administration areas.
- Selected fire marshals must ensure that a sweep of their designated areas is carried out.
- Once at the fire assembly point, teachers must conduct a roll call and report the findings to the Fire Marshal.

12. Assembly Point

A sign like this shall be visible upon exiting the building.



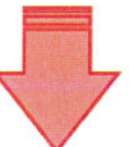
- It shall be in such a place that it does not expose people to further danger and does not obstruct the arrival of Emergency Responders.
- Fire wardens must familiarize themselves with the location of the assembly points.

13. Evacuation Action

If you discover a fire, remember **R.A.C.E**

R.A.C.E TO SAFETY

IF CASE OF AN EMERGENCY, REMEMBER **R.A.C.E** TO SAVE LIVES

R	A	C	E
Retreat Rescue	Alert Alarm	Confine Contain	Extinguish Evacuate
 Immediately stop what you are doing and prepare to RETREAT yourself from the premise RESCUE anyone in immediate danger from the fire to a safe area without putting yourself in danger	 Activate the nearest fire ALARM Pull Stations Call to ALERT the assigned Floor Marshal and the Fire Services immediately and report the location and current extent of the fire	 CONFINE the fire by closing all doors and windows that you can safely reach CONTAIN the fire as long as possible from a safe distance	 EXTINGUISH the fire with a fire extinguisher if it is safe for you to do so EVACUATE the area if the fire is too large for a fire extinguisher

14. Classes of Fire and types of Fire Extinguisher

Types of fire extinguisher and their uses

WATER	FOAM	POWDER	CO ₂	WET CHEMICAL
Used on paper, wood, coal, cardboard and other solid fuel fires.	Used on solid fuel fires as well as flammable liquids.	Used on any kind of fire except for Class F cooking oils.	Used on flammable liquids and electrical fires.	Used on cooking oil fires as well as combustible solid materials.
				
Solid Red	Cream	Blue	Black	Yellow
Can be used on: Class A	Can be used on: Class A Class B	Can be used on: Class A Class B Class C Class D Electrical	Can be used on: Class B Electrical	Can be used on: Class A Class F



Class A
Combustible materials. These include paper, textiles, wood and similar materials.



Class B
Flammable liquids. These include petrol, oil and paint.



Class C
Flammable gases. These include butane and methane.



Class D
Flammable metals. These include potassium and uranium.



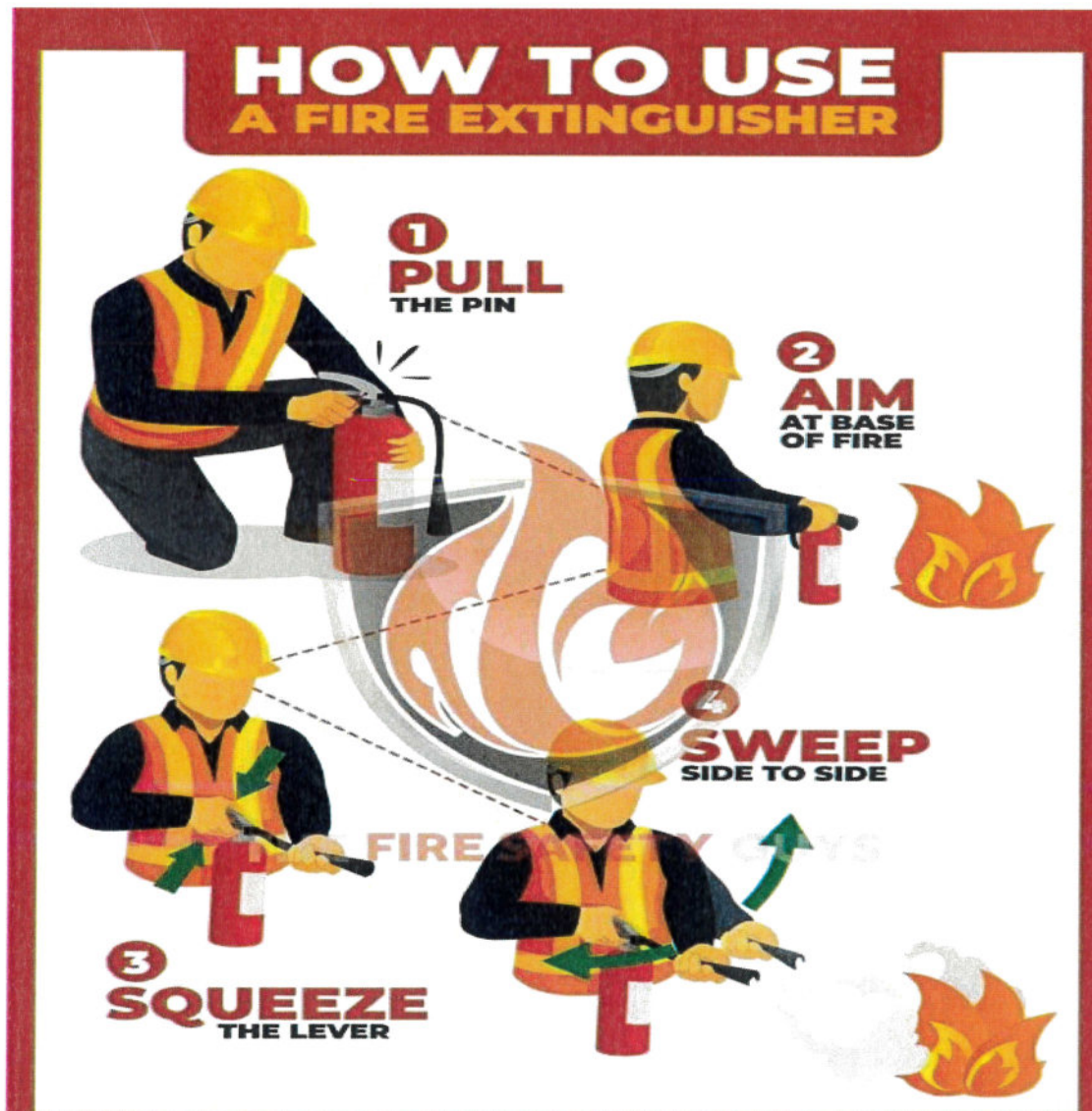
Electrical
Electrical goods. These include appliances in kitchens as well as computers, phones etc.



Class F
Cooking oils. These include chip pan fires and deep fat fryers.

15. How to use Fire Extinguisher

Always remember the **P.A.S.S**



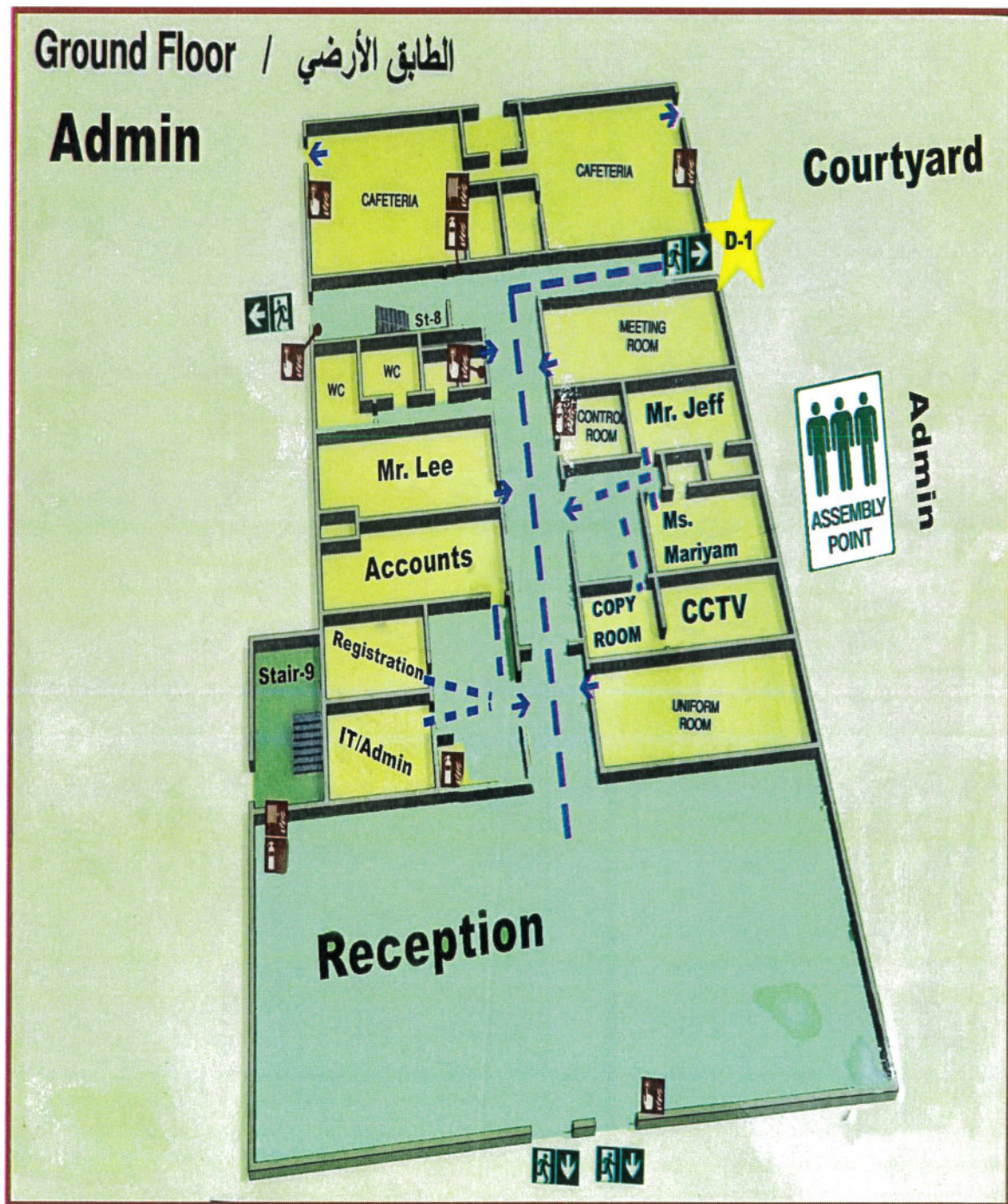
❖ Note

If you discover a fire of limited size and you have received fire extinguisher training, you may attack the fire if it is safe to do. If the fire is not extinguished with one fire extinguisher continue to evacuate to the assembly point.

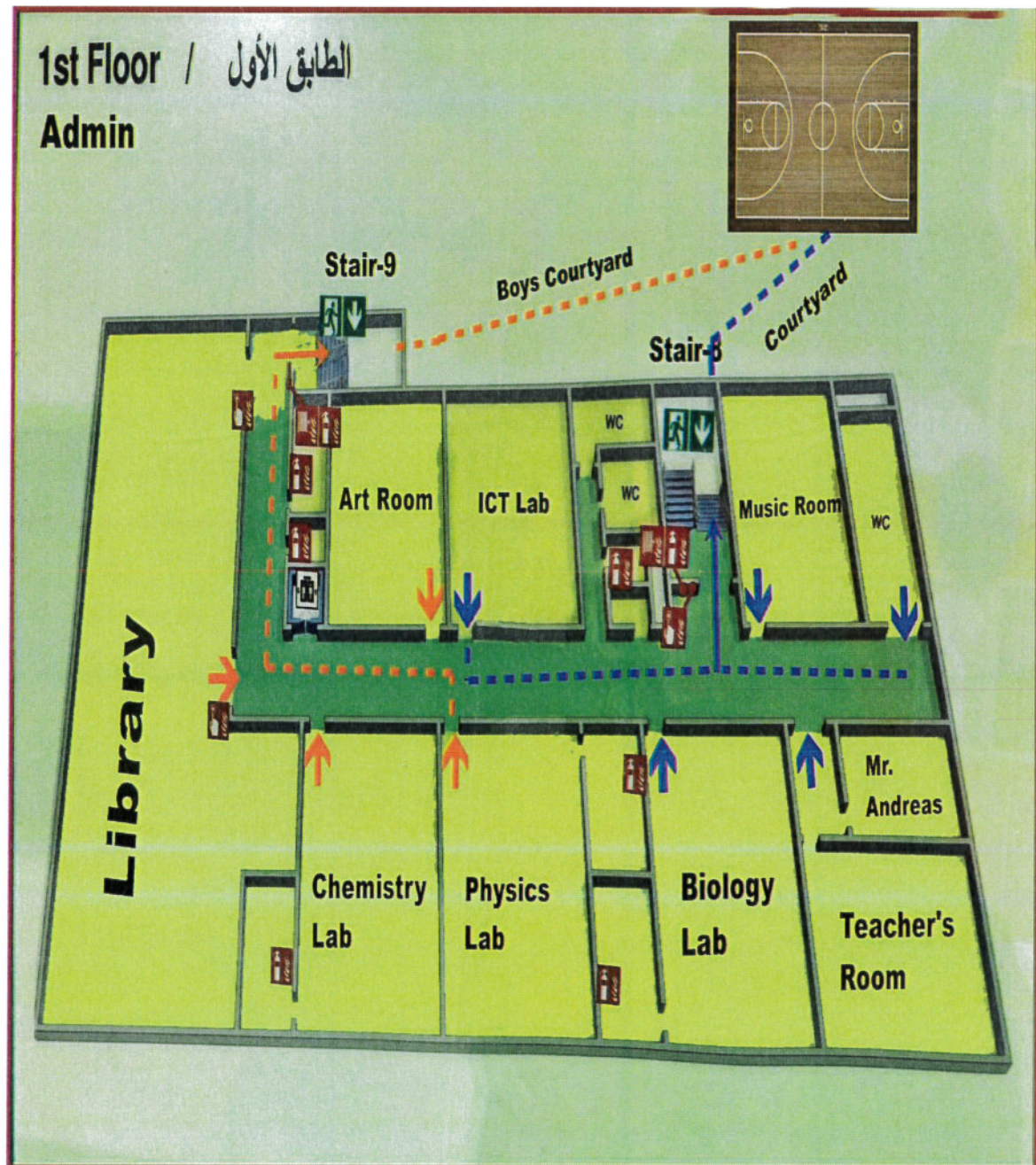
16. Evacuation Maps

I. Administration block

✓ Ground Floor

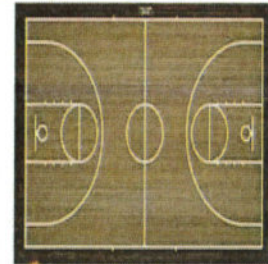


✓ First floor



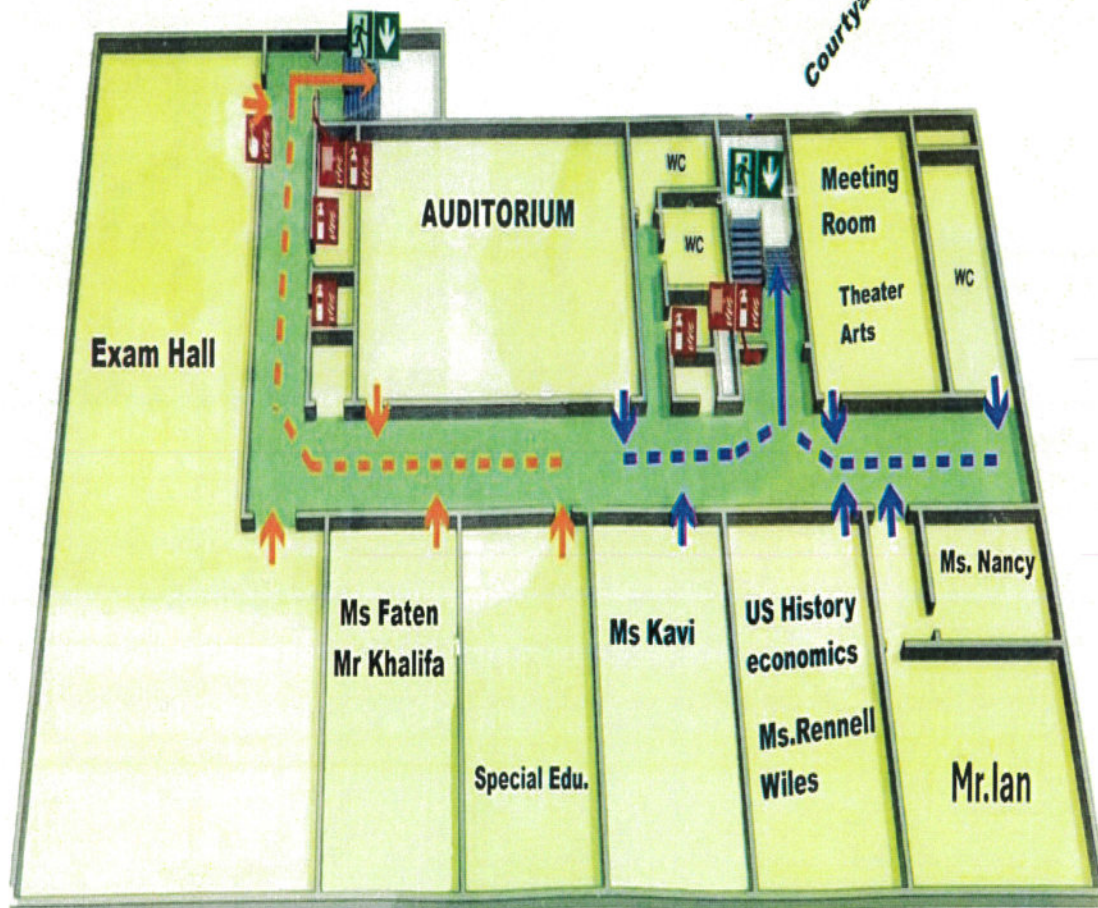
✓ Second floor

2nd Floor / الطابق الثاني Admin

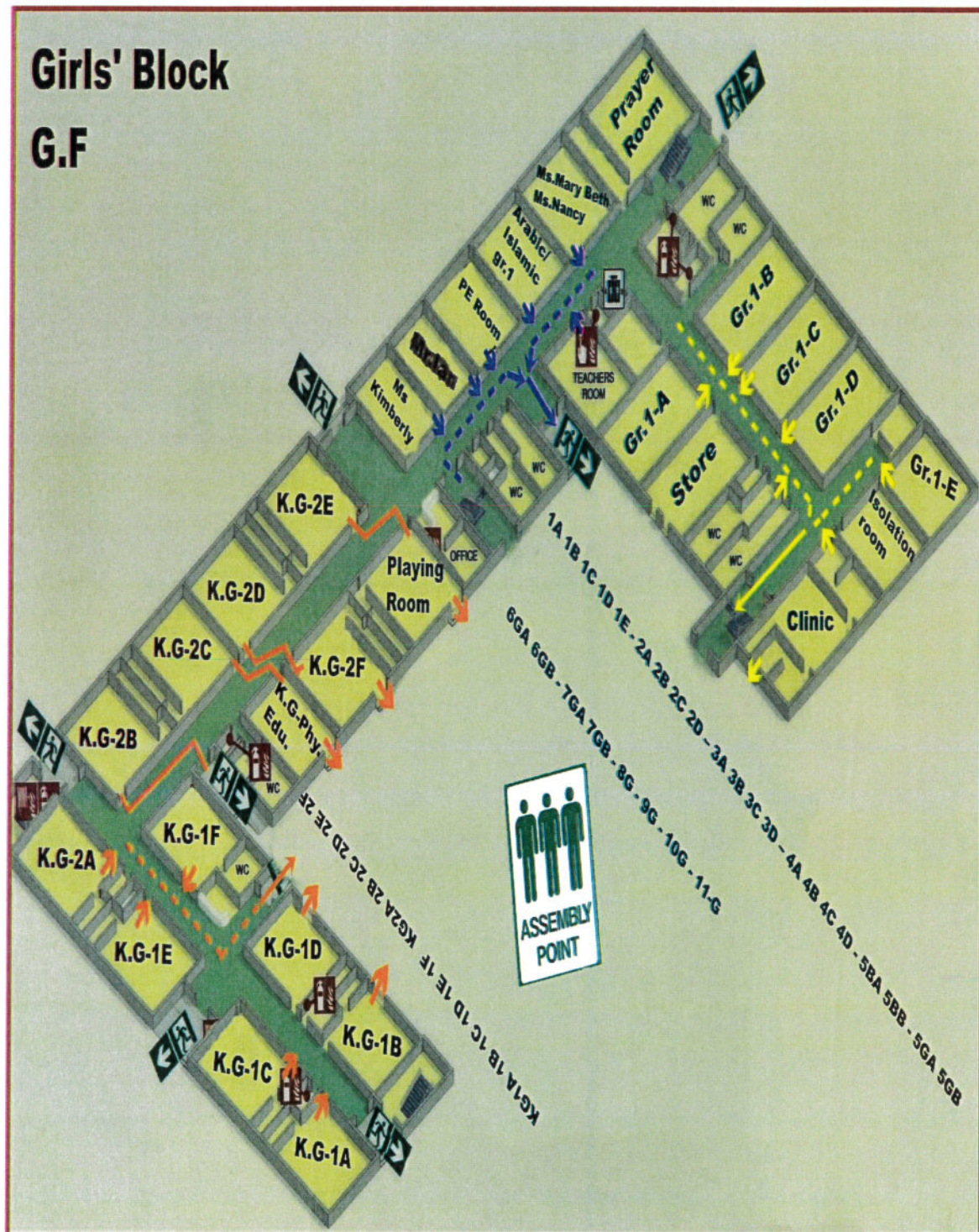


Boys Courtyard

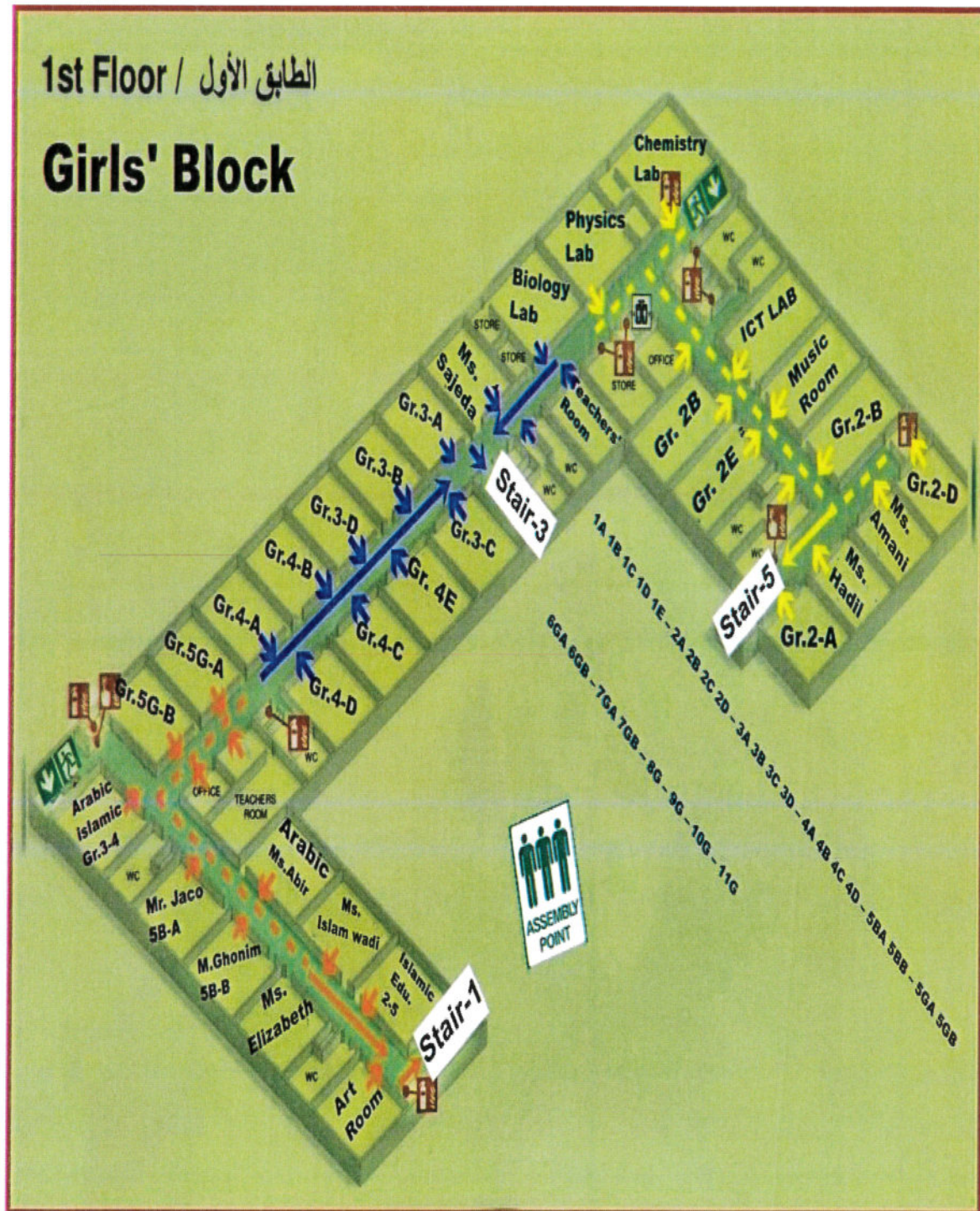
Courtyard



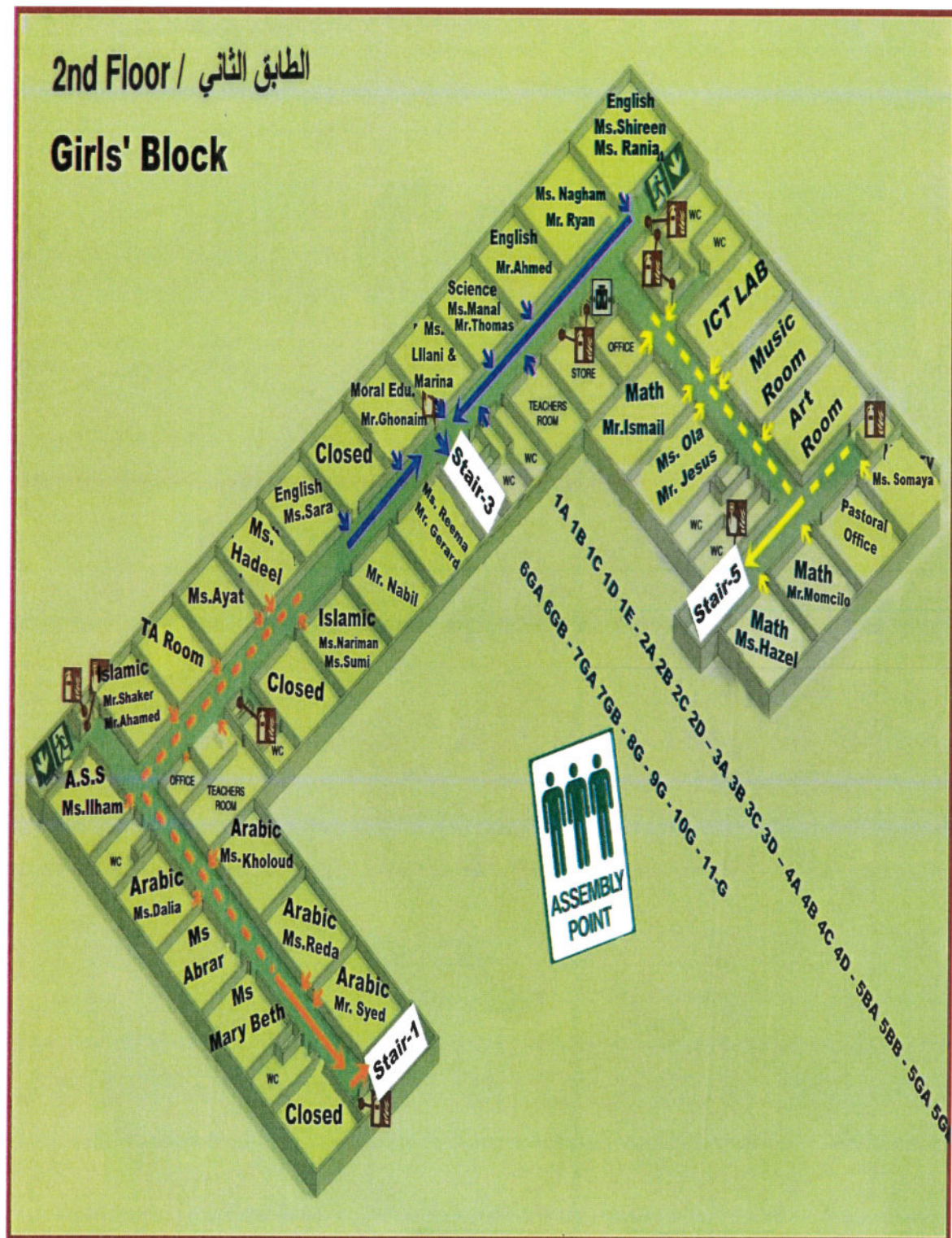
Ground floor



First floor



Second floor

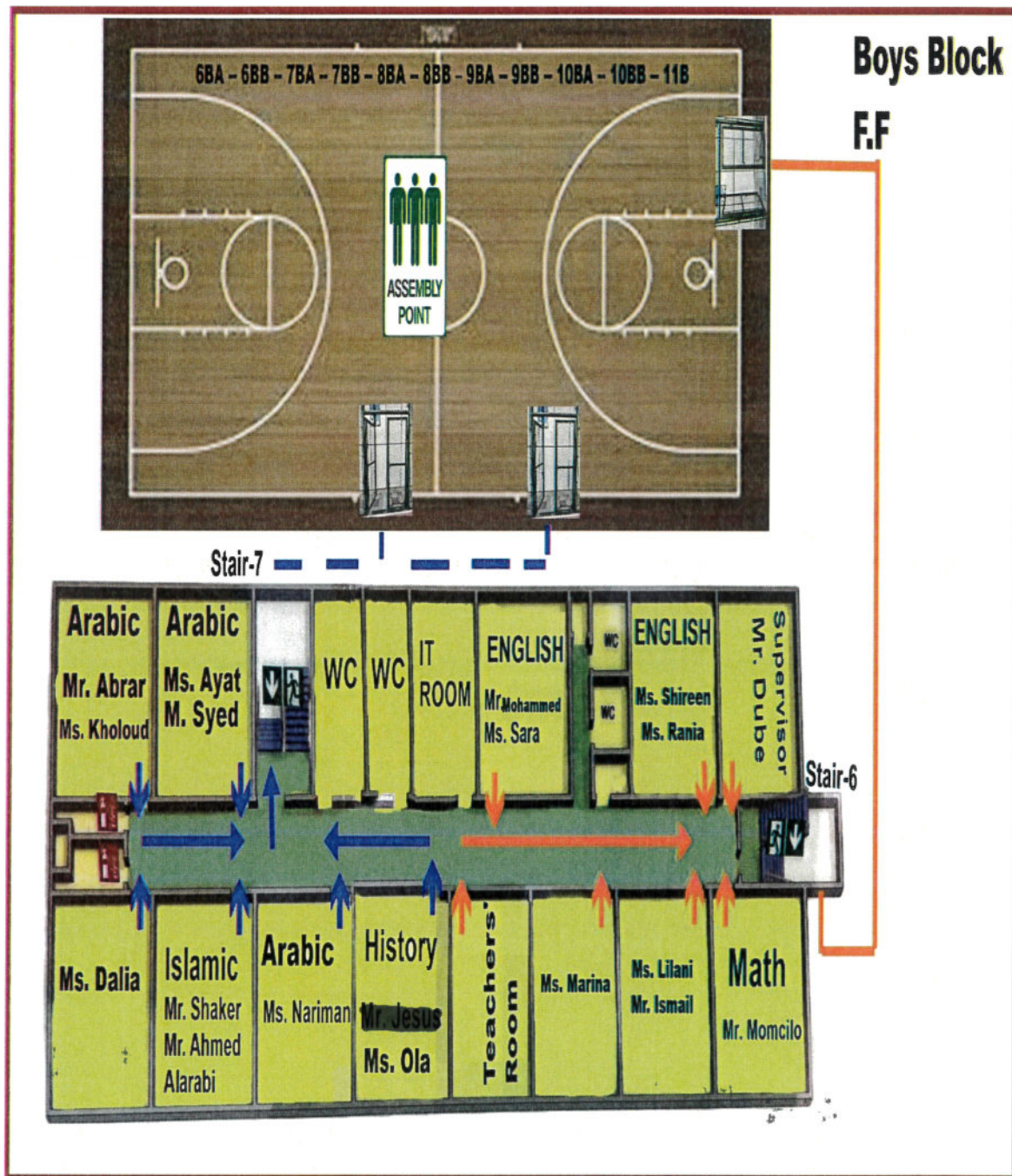


III. Boys building

✓ Ground floor



✓ First floor

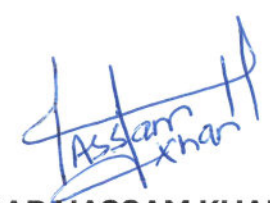


✓ Second floor




MR. LEE DABAGIA (PRINCIPAL)




SARDAR HASSAM KHAN (HSO)