Aldar Education

FIRE EVACUATION PLAN

Al Muna Academy Aldar academies LLC

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1. Introduction

Health and safety is the number one priority for Aldar Education, in order to facilitate the safe evacuation of all persons, the following fire plan has been developed for Almuna Academy. The plan has been developed based upon the UAE fire and life safety code, NFPA and ADEHSMS requirements. The plan must be reviewed on an annual basis or following an emergency event.

Refer to the fire policy for further guidance when developing your site specific fire plan. Additional guidance can also be found within the UAE fire and life safety code and NFPA standard 101.

2. Premises information

The following points should be included within the plan:

Building size - 8319.92 ms

Number of floors - 2

Maximum occupancy - 830

Current occupancy – 808

Number and description of swimming pools – 1

Number and location of fire assembly points – 1 at football field

Access information for emergency services –1 at the main gate A

3. Summary of the fire and life safety systems

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

A. The building has one fire panel board at reception near to the principal's office and a sub panel at the security office.

B. The alarm type Is Siren but the flashing Is not applicable with any of the alarm except two speakers.

C. the battery system Is Individual.

D. we don't have sprinklers in the building, but we do have 9 hose reels in different areas.

E.we do have one FM 200 In the main server room which Is located near the admin corridor.

F. the types of the Fire extinguishers are CO2 and DCP, we do have 84 extinguishers in total.

G. we do not have any fire lifts In the building.

H. we do have 124 emergency lights and 58 exit lights.

I. we have one fire electrical pump and one diesel pump which Is located In pump room located In nursery play area.

4. Roles and responsibilities

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 defence.
- Ensuring that the plan is communicated to all relevant stakeholders.
- Liaising with external emergency services during an emergency event.
- Ensuring that a suitable report is developed following an emergency event and communicated to the Risk Department.
- Ensuring adequate numbers of fire marshals are appointed and that they receive suitable training.
- Ensuring all employees and support staff are provided with suitable fire training.
- The Vice principal will fulfil the role of the principal in his/her absence.

Operations and School Support Manager (OSM)

The OSM has specific responsibility for:

- Ensuring all fire and life safety systems are tested and maintained in accordance with Aldar Education/local requirements.
- Ensuring that any corrective fire and life safety system works are conducted in a timely manner.
- Conducting weekly fire inspection checks and monthly health and safety inspection checks. These must then be submitted to the Risk Department.
- When designated, fulfilling the role of the incident commander.
- Ensuring that all fire related training within the school is current and that valid certificates are available.
- FSO will fulfil the role of the OSM in his/her absence.

Security personnel

Security personnel have specific responsibility for:

- Facilitating with the safe evacuation of all persons from the building.
- If safe to do so, ensuring all areas have been checked (toilets, back of house areas etc).
- Managing traffic flow and supporting access for emergency service vehicles.
- Preventing persons re-entering the building until it has been given the all clear from civil defence or the principal.
- Brief contractors coming onto site about the emergency procedures to follow.

Incident commander

The incident commander has specific responsibility for:

- Facilitating the safe evacuation of all persons from the school.
- Identify themselves and liaise with the civil defence and emergency services throughout the emergency.
- Provide information to the emergency services, such as, number of persons, details of persons with disabilities and their locations within the building, details of missing persons and their last known location etc.

- Identify any missing persons and communicate this to the emergency services.
- Ensure building drawings and supporting documentations are provided to the emergency services when arriving at the scene.
- Provide regular updates the principal throughout the emergency.
- Support on compiling information to be included in the report after the event.

Teachers

Teachers have a specific responsibility for:

- The safe evacuation of all children in a timely and silent manner.
- Collecting the emergency pack for the classroom, this should contain, green/red emergency card, current register and hi vis jacket.
- Conducting a roll call once at the fire assembly point, if any persons are identified as missing the correct signal (red card) must be communicated as quickly as possible to the incident commander. If all persons are present the green card must be displayed.
- Provide information to the incident commander relating to any children with disabilities that have been placed at a pre-determined refuge area.
- Ensuring children remain at the fire assembly point until the civil defence or the principal give the all clear.
- Once the emergency is over, ensuring that is safe to do so, all children returned to their relevant class.
- Ensuring that escape routes from their classroom/areas remain free from obstruction at all times.
- Reporting any fire and life safety defects within their class/area to the MSO in a timely manner.
- Teacher who run the ECA will manage the students to evacuate to their respective class area.
- Parents will be responsible to manage the ECA students once they are collected from teachers.

Fire marshals

Fire marshals have specific responsibility for:

- 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 incident commander, this includes, reporting any potential missing persons to the incident commander.
- If designated, supporting on the safe evacuation of any persons with disabilities.

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. The school has selected Khadeejah And her deputy is ABEER.

Contractors and support staff

Contractors and support staff have specific responsibility for:

- Upon hearing the alarm evacuating the building to the designated fire assembly point using the nearest available fire escape route.
- Ensuring they do not return to the building until instructed to do so.
- Reporting any missing colleagues to the incident commander.
- Taking part in regular school fire exercises (cleaners).
- For temporary contractors, they must ensure that they sign into and out of the school accordingly.

First aiders/school Doctor & Nurses

First aiders have specific responsibility for:

- Providing basic medical care to any injured persons.
- Ensuring that their first aid qualifications remain valid.
- To have ready access to important personal information (telephone numbers, their next of kin, and medical information) about the staff and students

Group Head – Operational Risk

The GHORS has specific responsibility for:

- Ensuring a detailed report is submitted following the event.
- Supporting on the development or the delivery of specific internal fire training programs.
- Providing adequate policies and procedures to support effective health and safety within the schools.

5. List of fire marshals

The school has identified the following persons as fire marshals, there must be a selected deputy for each of the persons identified. The OSM is responsible for ensuring the list remains up to date.

NAME	CONTACT NUMBER	LOCATION/RESPONSIBILITY
[redacted]	[redacted]	[redacted]

6. Emergency contacts

External Emergency Name	Contact Number
Police	999
Ambulance	998
Civil Defence	997
Electricity failure	911
Water failure	922
Nearby Hospitals	LLH Hospital -800 55
Nearby Police Stations	
Other important information	

7. 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 stakeholders, this will include, 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, class rooms (within the emergency pack) and within administration areas.

8. Training requirements

- 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 (s) of fire assembly points.
- A suitable number of designated employees (50%) must receive certified fire training by the civil defence of their selected representative. The OSM will hold a copy of this list.
- The termly fire drill exercise will be classed as on-going training for staff and students.
- Contractors are to be briefed on the fire evacuation procedures by the security team, this can be kept very brief and should include, location of assembly points, alarm sound etc.

- Additional fire marshal training can be obtained via the civil defence at a cost.

9. Testing of the plan

The fire evacuation procedure must be tested each and every term as a minimum. In addition, it is Aldar requirements to have at least one exercise completed annually in partnership with the civil defence.

10. Inspection requirements

The following inspections are to be conducted by the OSM or appointed deputy at each and every school:

- Monthly health and safety inspection – Via AVA system
- Monthly fire inspection checklist – Via AVA system
- 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. The Risk Department will monitor compliance.

11. 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.

In the event of an emergency contractors will Evacuate to the assembly point and report to Abdulla Usama- Head of Soft Service.

12. Students of Determination

A personal emergency evacuation plan or 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 permanent

disabilities or those with temporary injuries which may restrict the timely evacuation. The following persons have been identified as requiring a temporary PEEP:

NAME	AGE	IDENTIFIED SUPPORT STAFF MEMBER AND DEPUTY	CONTACT NUMBER
N/A			
N/A			

13. Procedure

In the event of finding a fire the following procedure must be followed:

a. Immediately raise the alarm by activating the nearest manual call point (MCP).
b. If safe to do so rescue any persons who are in immediate danger.
c. 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 waste paper bin should be left to trained emergency personnel.
d. 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:

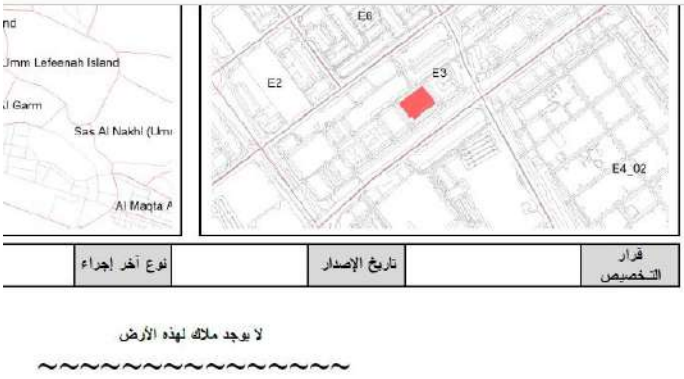
a. Stand down for their immediate duties.
b. Teachers within classrooms are to collect the emergency pack from their room and put on their high visibility jacket.
c. Commence the evacuation of their class or areas in an orderly fashion, making their way to the nearest safest fire exit and onto the fire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

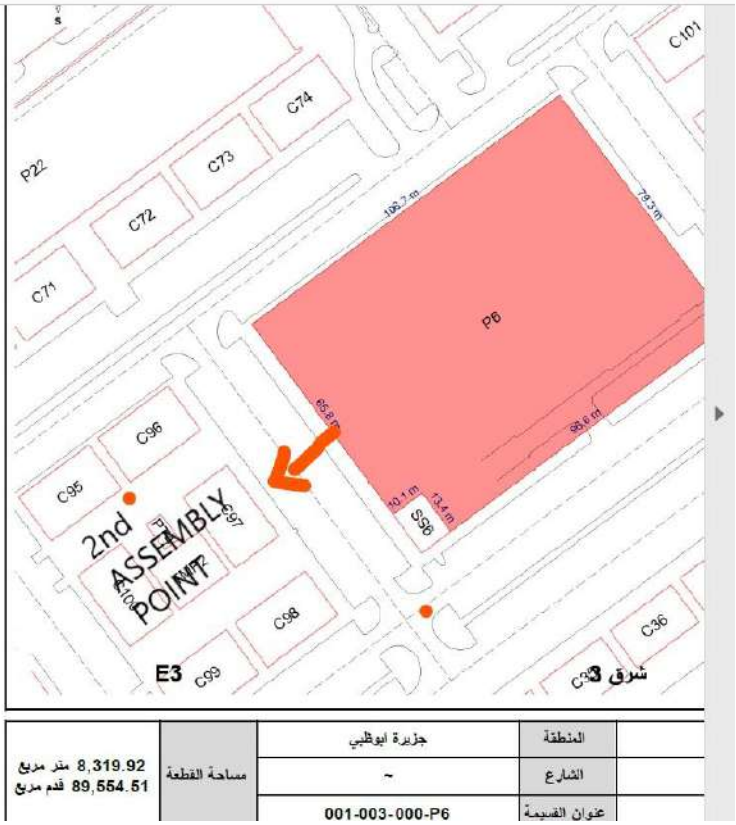
14. Secondary fire assembly points.

The secondary fire assembly point Is at the left side of the school, behind the Besto hypermarket. There Is courtyard surrounded by the buildings. The area can be accessed through the gate B.the area can be accessed from two streets.

Once the students are out of the gate B, a road needs to be crossed while a member of staff needs to be blocked the vehicles.

15. Appendix





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