



**ASPIRE    ACHIEVE    ADVANCE**

## **EVACUATION POLICY**

### **1. Introduction:**

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school
- Check all pupils/visitors are out of the building.

All staff should be aware of their nearest exit, not only in their classrooms but also in other areas of the school. Fire Evacuation notices and plans are in place in all areas of the school. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm, the following staff procedures/duties will take place:

### **2. Classroom Staff/Support Staff:**

- On hearing, the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit.
- Children **MUST** evacuate the building in silence.
- **NO ONE** should stop to collect any belongings.
- Children must be evacuated to the car park assembly point.
- Staff will check children against the class register and immediately inform administration staff of any missing children.
- Any staff who have children in a different location to their normal assembly point must notify the child's class teacher.

### **3. Administrative Staff:**

- Teachers must send down class registers as soon as possible after the morning registration.
- Receptionists to update school registers with who has left during the day.
- Unless otherwise informed that a fire drill is to take place, the administrator/office coordinator will on hearing the alarm immediately contact the Fire Brigade on the emergency number.
- The school registers will immediately be distributed at the line-up in the car park.

- The visitors, staff and any other signing in books must also be taken out and checked. Any persons missing must be reported to the Fire Deputies at the respective assembly point.

#### **4. School Counselor (SC), Registrar (R), Accountant (ACC)**

- The SC/R/ACC will monitor the evacuation of the premises from the assembly point (car park) by blocking access to the carpark from the street.
- To enable the HOD to monitor the assembly point, teaching staff will raise the fire registers once register has been done. Any missing pupils/staff must be reported immediately by raising the fire card:
  - Green: all students accounted for
  - Red: missing students
- When the headcount has been completed the HOD will inform the Principal that everyone is present.
- Any 'free' staff to report to Fire Deputies.

#### **5. Fire Deputies (Principal/Head of Secondary/Head of Primary/Head of Early Years)**

The Fire Deputies will check the following areas:-

- Head of Secondary to check floor 2 + Head of Islamic to check the Arabic/Islamic corridor and toilets adjacent.
- Head of Primary to check floor 1 + Head of Arabic to check the Year 5/6 corridor and toilets adjacent as well as staffroom.
- Principal will ensure that all have evacuated by checking both exits
- Head of Early Years to check ground floor
- Security guards to check basement
- Fire deputies to visually check their allocated area including any Classrooms, Halls, Changing Rooms, Toilets, Staff toilets.
- A report will be made to the Principal stating that all areas are clear.
- The Principal will then monitor the school main entrance to wait for the fire brigade and to ensure nobody re-enters the premises.



- In the event that the Principal is not on site, the caretaker must initially check the basement AFTER WHICH responsibility passes to the Head of Secondary to check the basement AFTER checking floor 2.

#### **6. Security guards:**

- The security guards will check the basement

#### **7. Cleaners and Admin Staff:**

- Head of Maids to train cleaners in evacuation procedures in conjunction with IBS management.

#### **8. The nurse**

- The nurse will be in charge of evacuating the students in the nurse's room.

#### **9. When the alarm is activated, staff will:**

- Turn off and unplug any equipment if appropriate (e.g., gas shut off valve).
- Evacuate by designated route.
- Close doors and windows as you leave.
- Assembly at their assembly point on front car park.
- **NO ONE** should stop to collect personal belongings.
- Do not re-enter building until told to do so by the Principal or Fire Service.

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#### **PLEASE NOTE:**

If the alarm sounds during the morning assembly/ break times/ after-school pick-up time, then all staff to assemble and evacuate students in good order.

If the alarm sounds during an after-school club, the teacher responsible is to take the students outside and assemble in the designated area.

***No one may re-enter the buildings until they have been given the all clear by the Principal, in the case of a fire drill or Fire Deputies, in the case of a fire.***

- Further Evacuation from the rear can be via the Arabic Girl's School.



- Fire Warning System: Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a rota basis.
- The main fire alarm panel is situated on the wall opposite the Secondary Student entrance doors. **This is serviced annually.**

### **Evacuation Procedures:**

- All areas have a site plan indicating nearest escape route.
- Regular fire drills are arranged

#### **10. Key Escape Routes:**

- All areas have direct escape routes to assembly points in the car park. If necessary pupils and staff can further be evacuated from the site via the Arabic Girl's School. (Bomb threats/gas leaks)
- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are tested regularly.

#### **11. Fire Fighting Equipment:**

- There are a variety of fire extinguishers throughout the building. These are checked regularly and serviced annually.

#### **12. Assembly Points:**

- Main car park

#### **13. Fire Risk Assessments:**

Risk assessments are carried out annually.

**It cannot be over emphasised that the main aim is to ensure everyone reaches a place outside which is as safe as possible. Putting a fire out is secondary to this.**

Reviewed October 2025

Safety Learning community