



INDIAN SCHOOL

RAS AL KHAIMAH

Emergency Evacuation Policy

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	Abdullah Kutty
Role	Principal
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Signature	



Emergency Evacuation Policy,2024-25

INTRODUCTION

At ISRAK, we want to ensure the safety of all our students, members of staff and visitors in the event of an emergency. This policy sets out clear guidelines for staff to follow in preparation for the possibility of an emergency. Our priority will always be the safety of individuals.

OBJECTIVES:

ISRAK, aims to provide a safe and secure environment through establishing protocols and procedures that effectively monitors and manages a potentially dangerous situation enabling the building to be evacuated quickly and orderly, taking into account different times of day and different possible scenarios.

IMPLEMENTATION

The evacuation policy applies when students and staff need to evacuate the school buildings for their own safety. This will usually occur if there is a fire on school premises but may also occur in the event of a hazardous situation such as a chemical spill or other critical incident which makes it dangerous for students, staff and visitors to remain inside the school buildings. Copies of this policy will be

disseminated via the school website and other appropriate areas around the school.

Responsibility– staff members

The safety of the children, members of staff and possible visitors is the responsibility of all members of staff. All staff members are obliged to be aware of the school policies and procedures related to Safety

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All staff are expected to cooperate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students, and visitors.

Responsibility – Head of School (and Members of the School Leadership Team)

The Head of School supported by the members of the School Leadership team (Supervisors of Primary / Secondary School and Office Manager) will implement the school policies in the area of Safety, will ensure that all members of staff receive the correct information and training relevant for this area and will monitor the smooth implementation and operation of the Health and Safety (including Earthquake Safety) procedures in the school, including regular checks, risk assessments, earthquake drills and the process of monitoring the school campus on weekly basis (done by the Health and Safety coordinator).

Responsibility – Health and Safety Coordinator

The Health and Safety Coordinator is responsible with monitoring the school campus to assess the risks and to run weekly visits around the campus checking for possible hazards and report as appropriate in order to ensure action is taken as a matter of emergency in all aspects related to Health and Safety and Earthquake Safety.

The Health and Safety Monitor is responsible for:

- Overseeing the annual visit from the local fire safety authority, with documentation completed;
- Overseeing the annual service of fire extinguishers;

- Ensuring all fire extinguishers are securely in place as required;
- Ensuring staff receive adequate annual training regarding the use of fire extinguishers;
- Ensuring that emergency fire safety doors are functioning effectively;
- Ensuring that emergency evacuation plans are placed in each room;
- Ensuring regular fire emergency evacuation drills are carried out on a half termly basis.

Responsibility – School Management

The School Management will ensure the school will achieve all relevant authorizations related to Health and Safety. The Management will take all the necessary steps to ensure the school functions in line with local legislation for Safety and will support the Head of School with implementing additional procedures in order to comply with the standards for Safety.

Responsibility – children

Children will take the necessary steps (as guided by teachers and staff) in the matter of awareness related to Earthquake Safety and will cooperate with members of staff in case of fire drills and possible emergencies.

Responsibility – visitors

Visitors must read the information available related to Safety on campus and must follow the members of staff instructions in case of earthquake drills and possible emergencies.

Procedures

The following procedures are in place to ensure high standards of safety.

- Training will be provided to all staff during the Staff Induction on what to do in the event of an emergency. All new staff joining the school after the induction period will be made aware of procedures related to emergency evacuation
- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training;

- Each room has an emergency evacuation plan. Staff should be familiar with the plan and should inform all students of the procedures regarding safe evacuation at the start of each course;
- The evacuation procedure will be practiced each term. A record will be kept by the Health and Safety Coordinator of the date and the time taken to evacuate the building;
- It is noted that there are two distinct situations where different evacuation procedures are required:

firstly, when students are in class, and secondly, during break time and after school when students are out of their classes. Evacuation procedures will be practiced for both scenarios;

- All escape routes shall always be clearly signed and kept free from obstructions. Escape routes shall be checked weekly by the Health and Safety Coordinator.
- Evacuation procedures are posted prominently in every corridor next to the Fire Alarm Call Point;
- Alarms are checked every year by a suitable contractor and tested regularly;
- Emergency lighting is checked annually by a suitable contractor and monthly by the Health and Safety Coordinator or their responsible person;
- All visitors must be logged into the Visitors' Log Book on arrival on site.

In the event of an earthquake

Move away from the windows

Windows can break during an earthquake and so it is important that any person near a window need to move away from the window

Protect yourself from falling objects

It is possible to be injured by falling objects in the event of an earthquake.

If inside

Stay within the room you are in. Shelter underneath a table if possible and/or under a safe beam within the room or a doorway.

If outside

Move away from buildings and stand together.

Once the earthquake stops, evacuate immediately using the nearest available safe exit

If a teacher is with his/her students in a classroom, he/she should take the students to the line-up area outside. If there is time and it is safe to do so, staff should switch off any electrical items. Do not stop to pick up any personal possessions. Do not stop to shut windows. The last staff member leaving the room should ensure that the door is shut and that the Emergency Safety Sign (Room Clear) is taken from the back of the door and placed on the outside of the door to show the room has been cleared.

When exiting, ensure that stairways and access pathways are safe: it is not advisable to use exterior stairwells after an earthquake as they may have been affected by the tremor and tiles etc. may be liable still to fall off after the quake.

If children are out of the classroom when an earthquake starts, they should move away from any building immediately and calmly make their way to the designated meeting area (assembly point). Pupils, staff, and visitors should use the stairs (Not the elevator).

Having exited the buildings, no-one should re-enter the building for any reason.

In a situation where there is a missing person, the Head of School will assess the danger of re-entering a building to search for a missing person

In the assembly area:

01Students should be silent at all times in this area.

Class teachers are responsible for ensuring all students in their class are silent

Once at the assembly area, teachers should ensure their class line up in the designated area, with the teacher at the front of the line.

Class register copies are distributed by Fire Admin Officer to class teachers.

Once all the students in their class have been accounted for the teacher should hold up a green flag.

If there is a child missing the teacher needs to hold up the red flag immediately and inform the Fire Admin Officer.

The Fire Admin Officer will inform the Principal of any missing persons.

The emergency services will be informed immediately on arrival of any missing persons and at no point should any adult or student re-enter the building.

The Principal and/or Vice Principal will assess when it is safe to return inside.

In the event of an actual fire, the Civil Defense will inform staff when it is safe to return inside, or what further action needs to be taken.

Injured persons

Any person who is injured at the time of the fire should receiving care in accordance with the First Aid Policy.

Re-entering buildings

In the event of a serious earthquake, no one shall reenter any building until it has been checked by engineers to ensure it is safe for re-entry

Review

This policy will be reviewed by members of the School Board and School Leadership Team on yearly basis, or every time there is a change in legislation