



مدرسة المتحدة الدولية  
United School International  
The Pearl Island جزيرة اللؤلؤة  
an Orbital Education School

## Emergency Evacuation Protocol and Responsibilities Policy Version 2

<b>Reviewed by</b> SLT	January 4, 2023
<b>Next Review:</b>	April 2023
<b>Owner:</b>	Head of Operations and Executive Principal

### **Introduction**

This document has been prepared in recognition of the need for a consistent approach to emergencies within school.

### **Purpose**

This document outlines procedures to be followed in the event of an emergency within the school and the responsibilities of key persons involved.

### **Responsibility**

All staff are responsible for familiarising themselves with the alarms and procedures outlined in the document and for reporting any concerns.

### **Student and Staff Registers**

- Registers are to be taken by 7:45am for all classes.
- A reminder through the portal for all registers to be completed, will show up at 7:55am daily.
- All teachers must have a copy of their daily attendance on hand - electronically/paper copy.
- Reception must have a copy of all staff register and visitors register on hand.
- Canteen manager must have a copy of all staff register on hand.
- New Image Supervisor to must have a copy of all New Image Staff including register including cleaning, security technicians and bus staff on hand.

### **EMERGENCY PROCEDURES**

#### **FIRE**

*Continuous siren. Voice message. Evacuate the building.*

- Adult who discovers fire should activate the fire alarm by breaking the plastic panel in the wall alarm and try to extinguish the fire (if safe to do so).
- The Fire alarm sounds throughout the school and grounds.
- The Executive PA, having been alerted by the alarm, will immediately call the Civil Defence (999). The Facilities Manager will check this action is taken.
- Staff are expected to recognise the school Fire Alarm.
- Security Staff from the facilities management staff will prepare to open the School Gate for a fire engine, if necessary, pathway must be clear of children.
- All staff, children and visitors should leave the building by nearest safe exit.
- A teacher will lead the children out, taking the register if still in their possession and mobile telephone if immediately accessible, asking the last child/ classroom assistant for primary to close the door behind them. Children must be silent throughout the evacuation procedure.
- FS1 and FS2 teacher's assistants to check toilets in their classroom.
- Year 1 to Year 6 Fire Warden (Male& Female) to check the floors and toilets in the Primary School and place "Room is Checked" sign on the door handles.
- Year 7 to year 13 Fire Warden (Male& Female) to check toilets in their respective Secondary Floors and place "Room is Checked" sign.

- Fire Warden to check the small group rooms in the library area and to check toilets in the and place “Room is Checked” sign.
- PE staff to check staff rooms, first aid rooms, toilets, changing rooms and multipurpose hall and place “Room is Checked” sign.
- On each floor, Fire Wardens should check any public area and toilets they pass while leaving. If another staff member is present, the teacher should designate this role to them, and they are the last to leave.
- NIBS staff to check all rooms and switch the door hangers to green after rooms are checked.
- “Room is Checked” sign to be placed by the teachers on the corridor door handle.
- Children must be trained to leave the building by the nearest safe exit and to assemble as per the Muster Point.
- The school Nurse to ensure children in first aid clinic are taken to the muster point and carries a First Aid Kit.
- The receptionists should bring emergency registers, staff and visitors daily lists with them to the Assembly Area.
- Teachers should supervise their class lining up and take the register for their class. When the register is taken and pupils have been accounted for, teachers/staff should the GREEN or RED card clearly to confirm this to the Head of Primary /Secondary
- If a child is missing, (RED CARD) the Executive Principal or designated Deputy should clearly ask if any staff member can account for their absence. If unaccounted for, the fire brigade should be informed. No one should re-enter the building.
- The receptionists should check the daily staff & visitors list and inform the Head of Operations that all are accounted for.
- The designated Fire Warden for Facilities Management company should confirm by showing a RED or GREEN card whether all contractors and technicians have been accounted for.
- The Executive Principal or Head of Secondary if Executive Principal is off site, is responsible for ensuring that everyone (pupils, staff and visitors) have been accounted for.
- The Fire Wardens will be instructed to assist with any issues arising. The chief Fire Warden is the Facilities Manager. He will indicate the 'all clear to the Executive principal.

### **Lunchtime Protocol**

As above, except:

- Lunch monitors and school staff should direct children to the Muster Points.
- Any staff in the main building should leave at nearest safe exit, checking public areas and toilets on route and taking children and visitors with them.

### **After School Protocol**

As above, except:

- After School Activity Leaders take roll call for children their club from their register.
- The Facilities Manager or Lead Security Guard will liaise with the ASA instructors to ensure everyone is accounted for.

### **Duties of New Image Staff**

The Maintenance Staff are responsible for ensuring that areas on the ground floor, toilets and any public areas, are clear of all children, staff and visitors. Fire Warden on 1<sup>st</sup> Floor and 2<sup>nd</sup> Floor at the time are responsible for checking toilets and rooms as they leave. For this reason, they should be the last to leave their area. On arrival at the assembly area, they should report the result to the **Assembly Area Co-ordinator**. (Executive Principal or designated deputy). Any fire hazards should be reported to Facilities Manager.

### **Duties of the Fire Wardens (New Image) and report to Facilities Manager**

- Ensure Fire/Smoke stop doors are not propped open.
- Ensure First Aid/ Firefighting appliances are correctly stowed.
- Ensure passageways are free from obstructions.
- Ensure new members of staff are familiar with the evacuation routine and alternative means of escape
- Ensure that all new members of staff are familiar with First Aid policy, Fire Fighting Appliances /how to raise the alarm and emergency numbers
- Ensure all staff are trained in emergency procedures and receive regular update training.
- Ensure regular tests of emergency procedures are held.
- Ensure fire and safety hazards are reported/rectified.

### **Duties of the Executive Principal**

- The Assembly Area Coordinator will be the Executive Principal or designated deputy.
- On arrival at the Assembly Area, the Executive Principal or designated deputy will take up a central position, guiding developments.

- The Executive Principal or designated deputy will inform staff of developments or when the “all clear” is given for a return to work.
- Will ensure a fire drill is conducted at least termly.

### **Duties of the Office Staff**

- Depending on the nature of the incident, the relevant authorities (Security, Civil Defense, Police, Ambulance etc) should be notified, staying in touch with the member of staff who reported the incident.
- Details of who to call in each type of emergency are held in Reception and on walls in rooms.
- The reception staff are responsible for printing out pupil registers in the morning, taking visitors register.
- The Office staff/ Receptionists checks staff /visitors roll.

### **Duties of Teachers**

- Teachers are responsible for ensuring the safe exit of themselves and pupils, taking visitors with them as appropriate.
- They are responsible for taking the register at assembly point.

### **Teaching Assistants**

- Teaching assistants will assist teachers as directed but should not return to their class if separated by duties at the time of the alert/ emergency

### **Designated sweepers:**

- FS1 – FS2; Head of Early Years- Fire Warden
- Administration Area and Lobby; Personal Assistant to Principal
- Year 1 to Year 3, Head of Primary
- First Floor; Fire Warden (Male& Female)
- Library and Upper Secondary; Fire Warden (Male& Female)
- Cafeteria; Catering Company
- Swimming pools, multipurpose hall, changing rooms: PE teacher
- Basketball court- Rooftop, dance studio, fitness studio; Security
- Auditorium area and drama area; Security
- Qatar Cool Room; Security

*Sweepers: It is the responsibility of all sweepers to confirm their sections are accounted for or to report concern areas by identifying which card is being held up (red for concern/green for all clear). This will need to be communicated to the Head of each Division.*

### **Please note the following:**

- In the absence of the Principal, the designated deputy will be (in this order):
  - Head of Primary

- In the absence of the Head of Operations, the designated deputy will be (in this order):
  - Finance Manager
- In the absence of the Head of Primary the designated deputy will be (in this order):
  - Head of Early Years, Meryl

Each class register has a Red and Green card, hold up Green card when all people are accounted for and the Red Card when a person is missing.

### **DEDICATED MUSTER POINT**

- Located at the football pitch. Teaching assistants will assist teachers as directed but should not return to their class if separated by duties at the time of the alert/ emergency.
- Dedicated for everyone

### **Other Information:**

Always take note and keep with you the building number, street number, and zone number of the school, which is provided in the blue plate, as this will help the emergency service to reach the school quickly when needed



### **Policy Review**

This policy is to be reviewed by the Head of Operations and Executive Principal in November 2022 and every two years thereafter.