

Pakistan Islamia Higher Secondary School Sharjah, UAE



Emergency and Evacuation Policy

EMERGENCY AND EVACUATION PLAN

Emergency evacuation may be necessary for fire, gas leaks, chemical spills or bomb threats.

should any emergency arise, it is the responsibility of everyone;

- To act in a responsible manner
- Not to take risks
- To obey the instructions of the evacuation team leaders
- To assist others in need of help
- To identify the assembly point and evacuation routes should it be required that the building be evacuated. Plans are displayed throughout the school
- To make your way as quickly as possible to the assembly point without causing panic
- To identify yourself to the Evacuation Monitors at the assembly points
- To know the responsible Emergency In-charge in your area
- To familiarize yourself with the building, the location of fire- fighting equipment, primary school, secondary and higher secondary school and executive office evacuation routes.

If you discover a fire or an emergency situation:

Should a fire or emergency occur, the teachers will:

- Send students to notify classes in rooms of the same block
- Send a student to notify the school administration office
- Call administration office extensions in relevant school from office location
- Head of cycle-1 -1019
- Head of cycle 2 and 3 (Girls)- 1017
- Head of cycle-2 (Boys) – 1021
- Head of cycle-3 (Boys) -1022
- Administration- 1003
- Clinic- 1013
- Maintenance and transport office -1005
- Assemble the students and evacuate them quietly and calmly via the nearest exit
- Students sent to notify others will rejoin their class or move with staff from and school administration office to the meeting point

Sounding the alarm

The school and admin office staff will:

- Notify the Section Heads
- Call the main reception
- Call the other sections of the school (admin Offices, nurse/clinic)
- Activate the fire alarm by breaking the glass cover of one of the fire alarm units
- **The main admin office will call the Fire Brigade** and notify the principal before moving to admin marshalling area – Gate 1 car park.
- There will be an initial 10 second alarm from the electric bell(sounds like a siren- eee aw) followed by a paged announcement. The electric bell alarm will then continue ringing until the ‘all clear’ has been advised. Upon sounding of the alarm, all classes will be evacuated via the nearest exit to the respective marshalling areas

Moving around the school

Students:

- Students should move quietly and calmly. Students will leave behind all personal possessions, books, etc.

Teacher/Teacher assistants/other staff:

- The duty of the teachers & teacher assistants is to evacuate the room where he/she is teaching and to accompany their class to the assembly points.

Other points.

- Cars are not to be moved until all students are safe in allotted areas and attendance checked.
- Students and staff will not move away from assembly area until told to do so by the principal.
- School clinic staff will be on ground immediately.

Individual responsibilities

Heads of Section

Heads of section will, in addition to directing the movement of their own classes, exercises an overall supervision of movement in their blocks, especially if a set of stairs is blocked by fire.

Primary School

- Junior Section in-charge + P.T.I.

Secondary School

- Heads of cycle 2 and 3 + P.T.I.

Transport and Maintenance office

- Mr. Mumtaz Akbar

Administration Office

- Mr. Javed Akhtar

Auxiliary Staff

Mr. Imran

- While the fire is in its infancy, if safe to do so, an attempt can be made to extinguish.
- Depending on location of fire respective section heads will give final all clear to return to classes if fire is a false alarm.

Students

- Students assemble in their class groups with their teachers and assistants. Class teachers will mark the Roll and notify to Section Heads and Junior Section In-charge of any absences. In case of missing students, class teachers will report to Section Heads and Junior Sec In-charge immediately.

If an emergency should occur outside the class time, follow the same procedure as within school hours.

Evacuation Folder (updated monthly and as new students are registered)

An evacuation Folder consists of the following:

- Up to date class lists
- Up to date staffing lists