

# **Pakistan Islamia Higher Secondary School, Sharjah**



## **Emergency and Evacuation Policy (2025-2026)**



## **Aim**

This policy aims to ensure the safety of all members of our school community in the event of a fire or other hazard that would result in the evacuation of the building. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimizing the effects of an outbreak of fire and evacuating the premises, or for evacuating where necessary, are in place.

## **Availability of Evacuation Procedures and Responsibilities**

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

When an emergency arises, it is the responsibility of everyone to:

- ✓ Act in a responsible manner
- ✓ Obey the instructions of the evacuation team leaders
- ✓ Assist others in need of help
- ✓ Identify the assembly point and evacuation routes should it be required that the building be evacuated. Plans are displayed throughout the school
- ✓ Make your way as quickly as possible to the assembly point without causing panic
- ✓ Identify yourself to the Evacuation Monitors at the assembly points
- ✓ Know the responsible Emergency In-charge in your area
- ✓ Familiarize yourself with the building, the location of fire- fighting equipment, primary school, secondary and higher secondary school and executive office evacuation routes.

## **Responsibilities of All Employees**

**To prevent any unpleasant incident, all employees must ensure that:**

- ❖ Buildings to be kept clear of rubbish, especially around escape routes and fire exits
- ❖ Tops and fronts of radiators must be kept clear
- ❖ Displays must be securely fixed to the wall
- ❖ Combustible materials (paper, fabrics, cards) should not be stored near sockets or lights.
- ❖ Unnecessary lights or electrical appliances (computers, printers, TV, DVD players, CD players, fans, laminators, etc.) must be switched off and, where possible, unplugged
- ❖ Use electrical appliances with care and immediately report if any appliance is emitting smoke or the socket is melting or burning

# EMERGENCY SITUATION

**ASSESS THE SITUATION**

**NOTIFY THE CLASSES OF THE  
SAME BLOCK**

**NOTIFY THE SCHOOL  
ADMINISTRATION OFFICE**

**USE ADMINISTRATION OFFICE  
EXTENSIONS**

**REVIEW THE SITUATION**

**RECORD INCIDENT DETAILS**

**CONSIDER FURTHER  
ACTION**

Liaise with  
emergency  
services

Evacuate to  
alternative site

## Procedure to Evacuate the Premises

On hearing the relevant signal, all staff, students and visitors will evacuate the premises in an orderly manner. All teachers in control of a class will:

- Lead children by the nearest safe route to the assembly point
- Tutors carry out the roll call procedure – students in to tutor groups
- Tutors notify the supporting officer of any persons unaccounted for
- Tutors/support staff ensure children remain at the assembly point/safe area
- Await further instruction from the incident manager

## Emergency Extensions

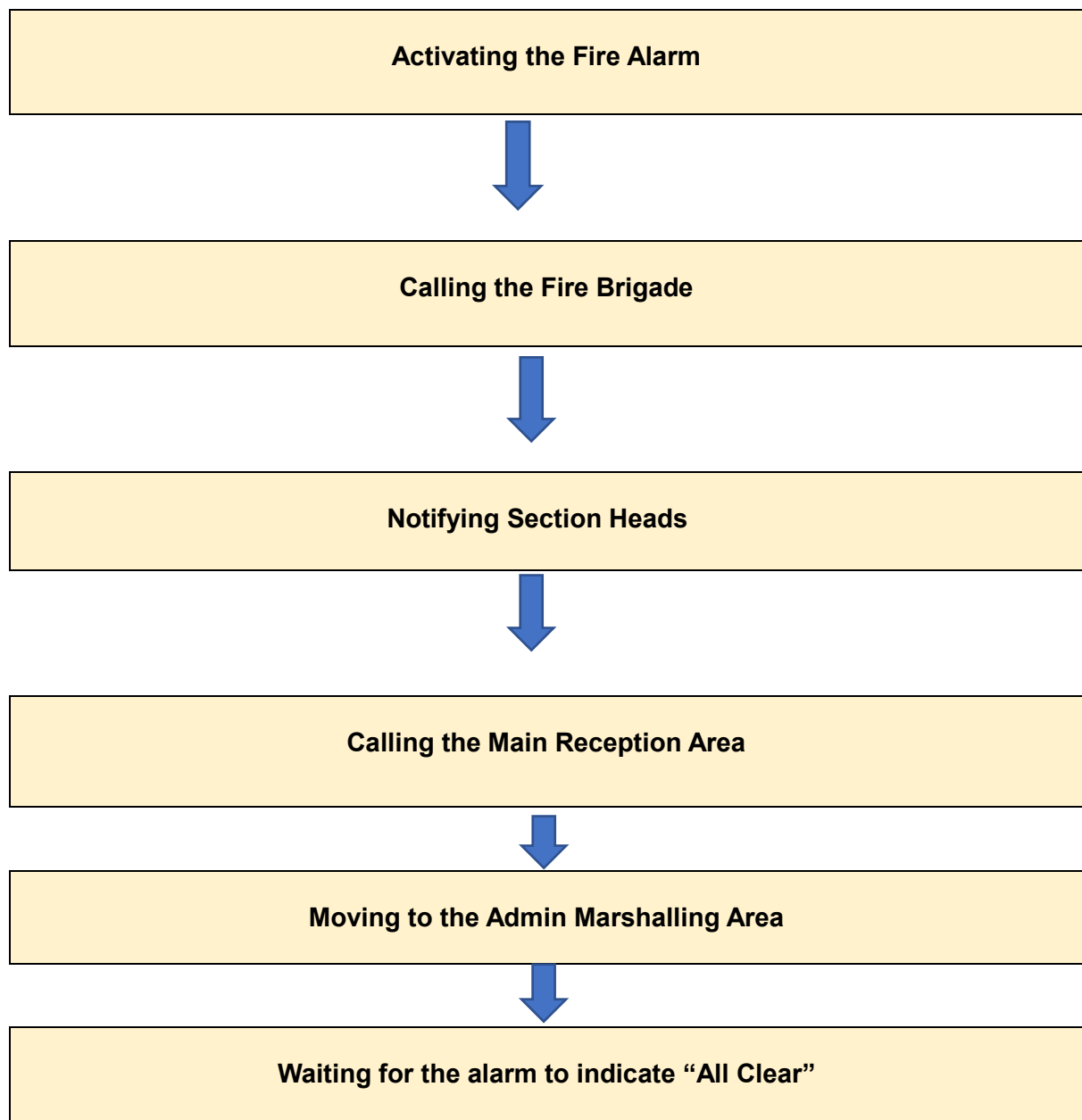
Person	Extension
Vice Principal (Admin)	1009
Vice Principal (Academic)	1008
Vice Principal (Academic)	1014
Head of Cycle 3	1022
HR	1003
Maintenance and Transport Office	1005
Clinic	1013

## Fire Drills

The school is responsible for conducting the fire drills termly to ensure all students are well aware to keep their safety intact. The school will ensure these drills are helpful and identify the areas where further improvement is needed. For this, the school will provide the basic information through documentation and templates. The school will also appoint:

- ✓ Date of the Drills
- ✓ Time of the Drills
- ✓ Type of the Drills (False Alarm, Planned Drill, etc.)
- ✓ Evacuation Time
- ✓ Evacuation Places
- ✓ Seeking immediate help points
- ✓ Remedial Actions

### **How will the Admin Office Staff Respond to Emergency?**



## Guidelines to Move 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 is checked.
- Students and staff will not move away from the assembly area until told to do so by the principal.
- School clinic staff will be on the ground immediately

## Persons Responsible

Person	Responsibility
Mr. Shakeel	Transport and Maintenance In-Charge
Mr. Javed Akhtar	Administrative Coordinator
Mr. Imran	Auxiliary Staff

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

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



## INCIDENT REPORT FORM

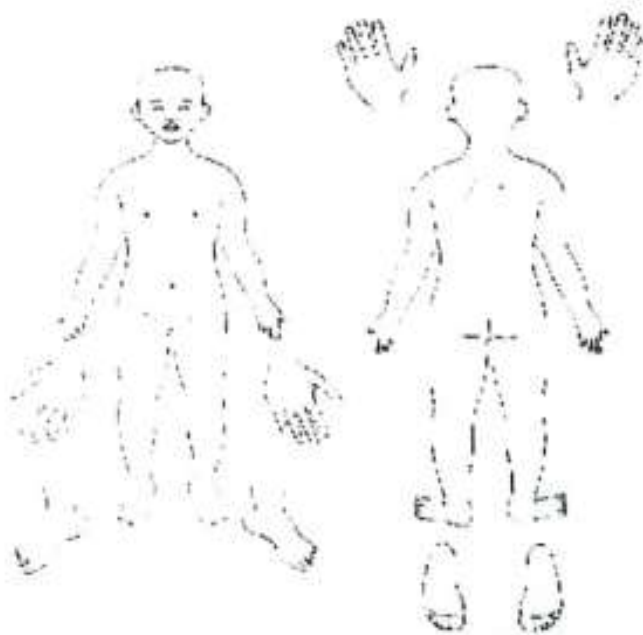
### Pakistan Islamia Higher Secondary School Sharjah

#### Body map for reporting

Name of student:	
Class:	
Date of Birth:	
Gender:	
Name & designation of reporting person:	
Date & time of recording:	

Indicate site of injury or concerning marks using a cross on the relevant area of the body map. Provide additional detail/ description in the space provided in the table underneath. Once completed, please pass on to the Section head.

#### Additional detail/description

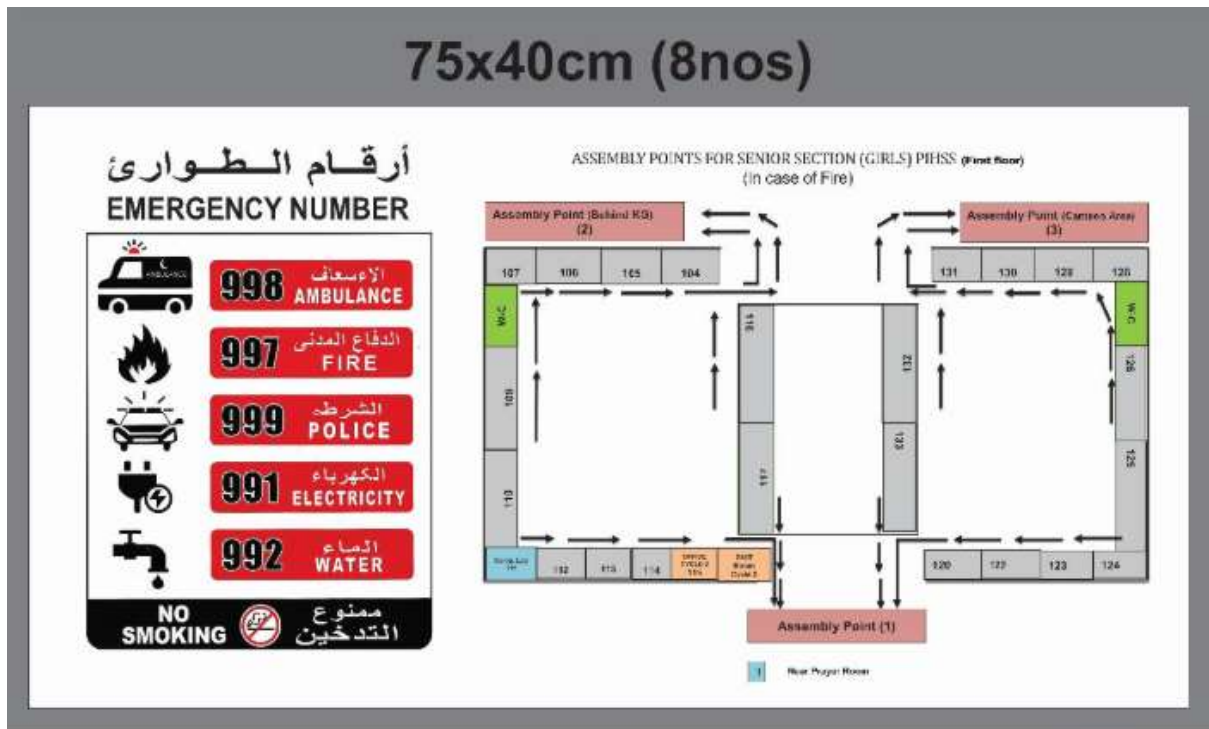


Signature of the Principal:
Signature of school Doctor:
Signature of reporting person:

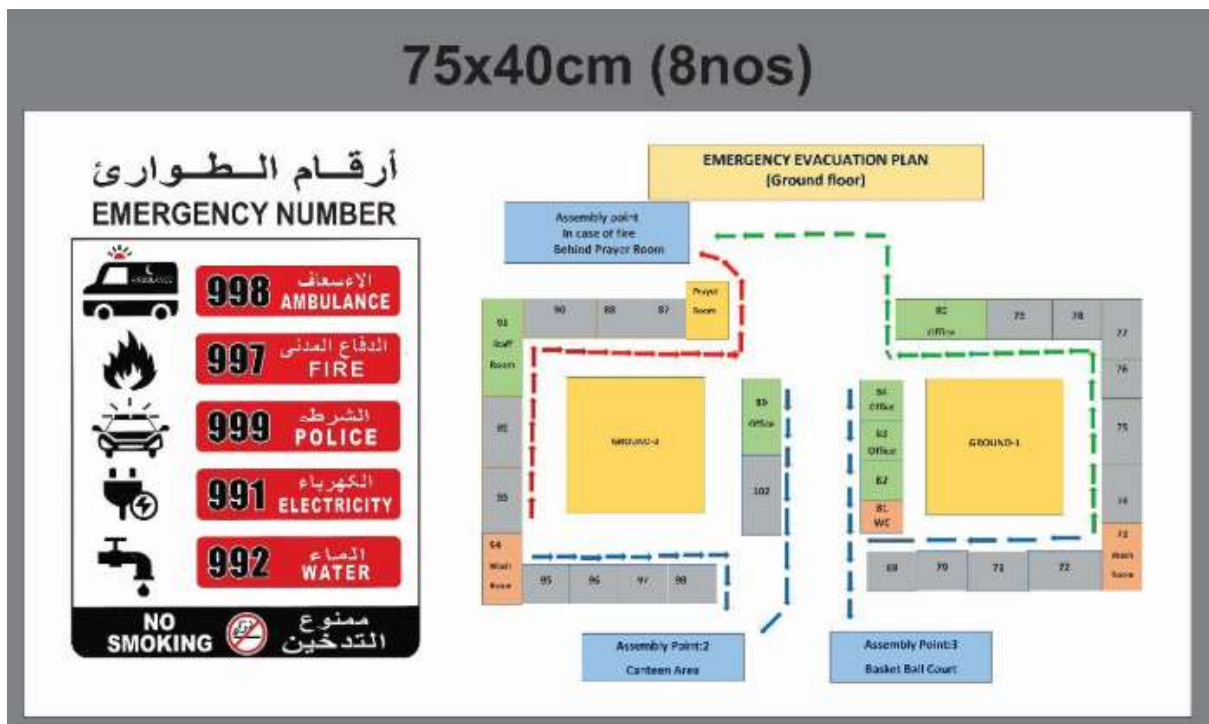


# Emergency Evacuation Plan

## Assembly Point 1



## Assembly Point 2 & 3



## Assembly Area 1 & 2

75x40cm (4nos)

**أرقام الطوارئ**  
**EMERGENCY NUMBER**

	<b>998</b> الإسعاف <b>AMBULANCE</b>
	<b>997</b> الدفاع المدني <b>FIRE</b>
	<b>999</b> الشرطة <b>POLICE</b>
	<b>991</b> الكهرباء <b>ELECTRICITY</b>
	<b>992</b> الماء <b>WATER</b>

**NO SMOKING** ممنوع التدخين



## Assembly Area 3

75x40cm (4nos)

**أرقام الطوارئ**  
**EMERGENCY NUMBER**

	<b>998</b> الإسعاف <b>AMBULANCE</b>
	<b>997</b> الدفاع المدني <b>FIRE</b>
	<b>999</b> الشرطة <b>POLICE</b>
	<b>991</b> الكهرباء <b>ELECTRICITY</b>
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