



BELVEDERE INTERNATIONAL SCHOOL

EMERGENCY EVACUATION PROCEDURES

2024-2025

1. PURPOSE

The purpose of this procedure is to highlight the fire hazards, precautions, and suppression facilities required for School Operation.

2. SCOPE

This Procedure applies to all occupants of the school including staff, students, contractors, and visitors.

3. RESPONSIBILITIES

3.1. Principal/Vice Principal

- Ensure procedure is understood and applied appropriately
- Ensure alarm sound is unique for an emergency and known by all occupants
- Ensure all fire prevention methods are established and enforced
- Ensure fire suppression equipment such as sprinkler systems, fire hoses, and extinguishers are inspected regularly and maintained in working order
- Train teachers on using fire extinguishers for incipient fires
- Train students and staff on evacuation routes and procedures
- Conduct emergency drills during the school year, but not less than four times a year

3.2. Emergency Response Team (ERT)

- Learn to recognize and activate the emergency alarm
- When an emergency occurs, check and confirm the school is cleared of occupants
- Ensure that fire extinguishers are full and in good condition for use
- Be knowledgeable of emergency contact numbers
- Assist the evacuation of occupants with special needs
- Know the location of assembly points
- Ensure all emergency exit doors are unlocked
- Conduct emergency drills periodically

3.3. OSH MR

- Lead the Emergency Team in the school
- Plan and evaluate emergency drills
- Ensure that sufficient resources are deployed for the correct implementation of this procedure and are applied correctly
- Responsible for the improvement of this procedure and monitoring compliance
- Ensure the development of written emergency plans
- Assist in introducing necessary training for fire teams, fire wardens, and BIS personnel
- Ensure that the Fire Detection Systems are operative, adequately maintained, and that routine maintenance schedules are followed
- Ensure that the defined procedures are well known and followed by all personnel in the school
- Provide necessary training
- Carry out regular audits of the fire protection arrangements on location
- Ensure that fire extinguishers and all allied protection systems are inspected monthly

3.4. Teachers

- Learn to recognize and activate the emergency alarm
- Lead students out of the classroom to the assembly area
- Take attendance in the assembly area
- Immediately report emergency situations to other teachers and the principal
- Immediately report violations of the fire safety program

3.5. Students

- Learn to recognize and activate the emergency alarm
- Immediately report emergency situations to teachers
- Remain calm and follow the instructions of the teacher
- Follow the teacher and walk calmly to the assembly area
- Remain at the assembly area until further instructions are given

3.6. Security Guard

- Learn to recognize and activate the emergency alarm
- Learn to identify hazards
- Control the gate area by ensuring the entrance is clear for civil defence. Direct people and traffic away from the school
- Be knowledgeable of emergency numbers
- Be knowledgeable of fire extinguisher use

4. LEGAL FRAMEWORK

- UAE Fire & Life Safety Code of Practice 2018
- OSHAD SF - CoP 17.0 – Safety Signs & Signals

5. PROCEDURE/INSTRUCTIONS

5.1. General

- BIS shall be prepared for fire emergencies and ensure that all school members, including academic and administrative staff, students, and contractors, are familiar with their roles and responsibilities within this plan as well as emergency contact numbers (999) and ADEK OSH section (02-615 6999).
- BIS's Emergency Response Team shall be established for fire emergency situations, notify authorities, and safely evacuate school occupants to assembly points.
- BIS shall enforce a no-smoking policy for all those in the school and provide no-smoking signs.
- Store gas cylinders only in scientific labs if used, considering they are stored safely outside according to civil defence requirements and attaining all necessary licenses.
- Building campus gates and internal roads shall facilitate the access of firefighters and rescue equipment to the nearest point inside the building in case of emergency.
- Conduct evacuation drills in cooperation with civil defence at least once during the school year and once internally every academic term.

- Equip the building with fire control and alarm systems, which are maintained regularly by a specialized and certified company.
- Issue a valid compliance certificate from the civil defence to prove that it meets fire prevention requirements
- Keep fire pump rooms in good condition in terms of lighting and ventilation
- Maintain the fire pump regularly by specialized and certified companies
- Maintain fire pump rooms free of any storage and equip them with fire control and alarm systems, in addition to a manual fire extinguisher
- Maintain materials and equipment in an orderly manner to reduce or prevent the possibility of fire spread
- Do not store materials in a manner that obstructs fire points, sprinkler heads (where installed), alarms, emergency exits, electrical panels, and walkways
- Doors provided for emergency escape will open outwards in the direction of travel

5.2. Fire Response Procedure/Instruction

- In case of fire or smoke, activate the nearest alarm station and report the fire emergency immediately to the nearest teacher and Principal.
- Immediately evacuate the school, close or shut down sources of electricity and gas, and close all doors after everyone leaves.
- Leave the school through the evacuation routes and emergency exits towards the assembly point and away from the fire location.
- Stay at the assembly point and wait for further instructions.
- Report to the School Principal/Vice Principal that all students have evacuated to the assembly point and their numbers are confirmed.
- Do not re-enter the building unless instructed to do so.

5.3. Responsibilities of BIS, Top Management, Principal, and OSH Officer

1. Employee, Student, and Contractor Awareness:

- Ensure that all employees, students, and contractors are thoroughly familiar with all evacuation routes, emergency exits, and assembly areas within the school premises.

2. Elevator Usage:

- Prohibit the use of elevators as part of the evacuation route. Communicate this restriction clearly to all occupants to ensure safety during emergencies.

3. Participation in Drills:

- Mandate and actively encourage participation in regular evacuation drills to ensure preparedness and effective response during actual emergencies.

4. Emergency Exit Doors:

- Ensure that all emergency exit doors are designed to open outwards in the direction of travel, facilitating a swift and unobstructed exit.

5. Firefighting Equipment:

- Ensure that firefighting equipment is maintained, accessible, and in working condition.

5.4. Fire Alarm Systems

- The purpose of an alarm system in the event of a fire is to alert occupants to evacuate the premises quickly and summon the attention of the Fire Brigade.
- The alarm system should be recognized by all staff and students and should not be confused with any other signal.
- The alarm must be audible in all parts of the school so that the warning is given to all staff and students immediately.
- The alarm system should be tested quarterly, and a record should be kept of the test.
- If a fire alarm sounds, evacuate the building immediately.

To evacuate properly, students should:

- a) Turn off all flames and other electric equipment being used.
- b) Don't try to take book bags, purses, etc.
- c) Follow teacher instructions, walk calmly out the door, and come to the assembly point.

d) Report to the teacher if anyone is left inside the building.

5.5 Training

- The OSH Officer shall ensure that staff and students have received training in the following areas:
 - Fire Prevention
 - How to raise an alarm and the location of call points
 - Action to be taken on hearing the Fire Alarm
 - The location of escape routes
 - Assembly point
 - Evacuation and roll call
- Additionally, members of staff should receive instruction in:
 - The operation of the Fire Alarm (if fitted)
 - How to call the Fire Brigade
 - The location of firefighting equipment and selection of fire extinguishers
 - The evacuation of visitors and disabled persons

5.6 Signage

- All escape routes need to be signed with the running man, open door, and arrow pictograms.
- Escape routes should no longer be signed 'Fire Exit' without pictograms.
- Fire doors should be labeled 'Fire Door Keep Shut'.

5.7 Fire Drill

- A fire drill shall be held once per term, and a record kept of the details. Information such as the date, time taken to evacuate, and number evacuated shall be recorded. The school shall be evacuated in 2 ½ minutes.

Good Fire Prevention Practices:

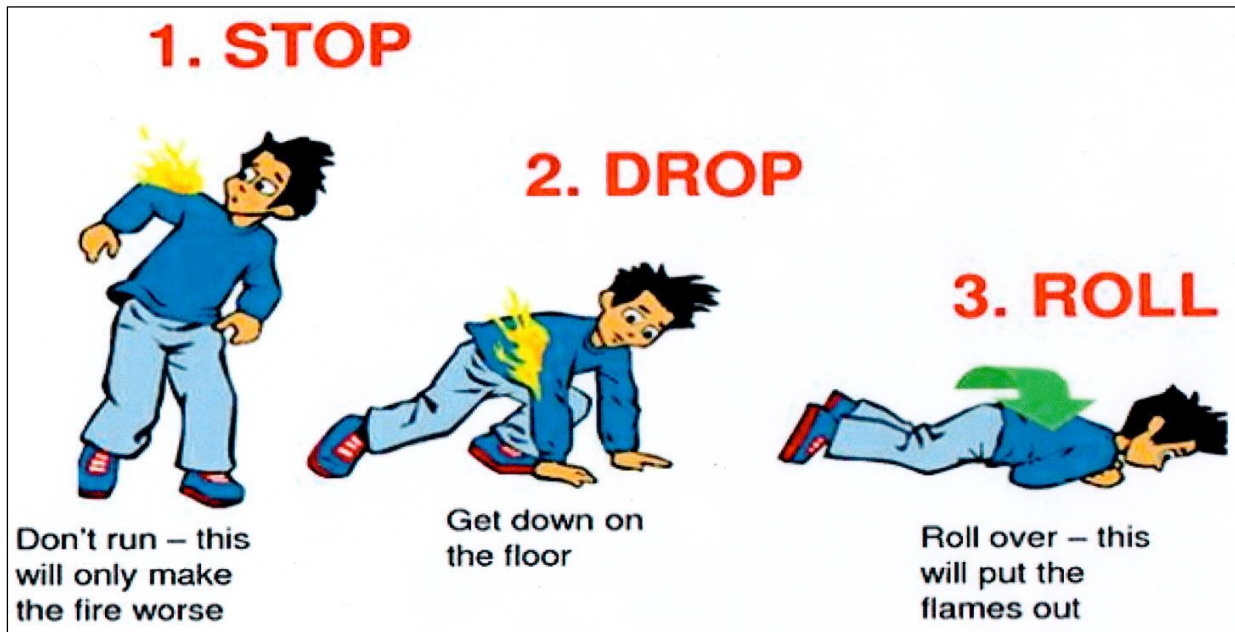
- Identify all combustible materials within the school and ensure they are not stored on escape routes or close to sources of ignition
- Avoid using multi-point adapters where possible. If unavoidable, do not overload
- Ensure electrical equipment has undergone portable appliance testing. Keep up-to-date records. Any faulty equipment should be taken out of use immediately
- Only competent people should wire plugs, etc.
- Unplug all electrical equipment when not in use
- Refer to the fire safety audit inspection sheet later in this section

5.8 Fight Fire Only:

- If the person is a member of the Emergency Team
- If the person has a proper extinguisher in good condition
- If civil defence has been notified of the fire
- If the fire is small and confined to its area of origin
- If the person has a way out and can fight the fire with their back to the exit
- If unsure of ability or the fire extinguisher's capacity to contain the fire, leave the area

5.9 In Case of Clothes Burning:

- Shout loudly and call for help
- Apply repeated rolling to try to extinguish the fire and cover the face with hands to protect it from fire. Seek medical help as required
- Stand under a water source or shower, if available, until the fire is suppressed and seek medical help as needed
- Register the incident in the institution's incident register, including all relevant details, data, and information, and any external reports (police, civil defence, and medical reports)



5.10 In Case of Small Confined Fire:

- If a small fire is in a container, find something to use as a lid for the container. When the container is covered, the fire will quickly burn itself out
- If a small fire is not in a container, move away from the fire and shout for help. If trained, use a fire extinguisher to put the fire out
- When using a fire extinguisher, remember the following:
 - (A) pull the pin,
 - (B) aim to the side first,
 - (C) depress the handle,
 - (D) sweep the spray from side to side across the BASE of the fire (where the fire meets the fuel), not just at the flames. When the fire is out, clean up the area.

5.11 In Case of Large Fire:

- Shout for help and leave the area immediately
- Press the fire switch located in the corridors
- Evacuate the building
- Tell everyone you can where the fire is

IN CASE OF FIRE REMEMBER *RACE*

R

'Rescue'

ANY PERSONS IN
IMMEDIATE DANGER



A

'Alarm'

ALERT OTHERS BY
ACTIVATING ALARM



C

'Contain'

THE EMERGENCY BY
CLOSING DOORS



E

'Evacuate'

EXTINGUISH THE FIRE
IF TRAINED AND
SAFE TO DO SO



5.12 Fire Extinguisher

- BIS shall:
 - Ensure access is unobstructed
 - Verify that safety pins have not been tampered with
 - Check that the gauge pointer on the extinguisher indicates it is full
 - Verify that fire extinguishers are not damaged

When it's time to use a Fire Extinguisher,
just remember **PASS!**

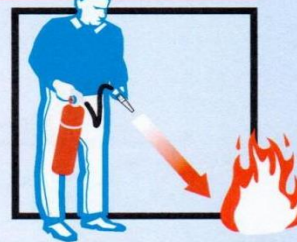
PULL

Pull the pin.



AIM

Aim the nozzle or hose at the base of the fire from the recommended safe distance.



SQUEEZE

Squeeze the operating lever to discharge the fire extinguishing agent.



SWEEP

Starting at the recommended distance, **Sweep** the nozzle or hose from side to side until the fire is out. Move forward or around the fire area as the fire diminishes. Watch the area in case of re-ignition.



6. APPLICABLE TRAINING

Type of Emergency Training	Personnel	Frequency
Fire-fighter Training	Fire Wardens and Firefighters	Once initially; refresher annually
First Aid Training	All First Aiders	Once initially; refresher annually
Emergency Reporting	Incident Commander	Once initially; refresher every 3 years

Appendix A-ACTION PLAN

EMERGENCY ACTION PLAN	
ON DISCOVERING A FIRE	
	Sound the alarm by pressing the nearest FIRE ALARM CALL POINT.
	If Safe & you are trained, fight the fire by using the suitable fire extinguisher (For ERT members only)
	Leave the building immediately &Close all the doors behind you.
ON HEARING THE FIRE ALARM	
	Evacuate the building using the nearest available exit and please assist any person with special needs & care
	Follow the instructions from emergency responders in your floor
	Do not open the door if you suspect a fire on the other side of the door
	Report to the assembly point located at outside in school ground.
	Do not stop to collect personal belongings
	Do not return to the building until authorized to do so
DO NOT PUT YOURSELF OR OTHERS AT RISK	
 Police 999  Ambulance 998  Fire 997	