



ARCADIA GLOBAL SCHOOL

AGS Crisis Management - Emergency Evacuation Policy (H&S)

2024-26

Al Furjan

Dubai, United Arab Emirates



Policy Title:	Emergency Evacuation Procedure
Effective Date:	September 2024
Scheduled Review Date:	July 2026
Prepared By:	Senior QHSE Officer
Approved By:	Founding Principal

1. Purpose

- The **Emergency & Evacuation policy** is designed to define the Health and Safety preventive and protective actions the Arcadia Global School can take to control, limit and minimize the impact to life and property caused by any emergencies.

2.Scope

- This policy applies to all in the Arcadia Global Schools including, all Interested parties, Stake holders, vendors, contractors associated support service within the school community.

3. Statement Policy

General Statement

- A disaster or emergency is defined as "a serious disruption of the functioning of Facilities, causing widespread human, material, or environmental losses which exceed the ability of the affected Facilities to cope using its own resources." A disaster is the product of a hazard such as an earthquake, flood or windstorm, Fire in a facility, Vehicle collisions, Equipment failures, Criminal activities, Trespassing, Terrorism, Bomb threats, Weapons of mass destruction, Suspicious packages, Hostage or hijackings, Injuries or fatalities associated with the following: Hazardous material spill, Hazardous materials on the right-of-way, Biological materials, Unknown hazardous substance, Severe weather, Power Outage, Labor disputes coinciding with a vulnerable situation in a community.
- All shall follow UAE Life and Fire Safety Code 2018, KHDA, DM and DHA Guidelines. School Shall communicate Health and safety expectations, so the team can get the necessary arrangements in place.
- All are required to follow this protocol. School reserves the right to enforce a check and implement additional control procedures; to ensure risks are mitigated, thus preserving the integrity and safety of the organization.

4. Procedure

- This document is intended for Arcadia Global Schools Leadership team to establish a Command and control to manage all emergencies. This document was developed based on current data and experience,
- This document must be updated as more information becomes available for improvements after drills.

5. Fire Evacuation

- Fire evacuation procedures should take place for a fire, or similar emergency where students are to be evacuated outdoors or to remain outdoors. Staff are required to ensure that they and their students are familiar with these procedures.
- Familiarize Assembly point (Annexure, Evacuation Plan)
- Location – AGS Foot pitch

6. Signal to Evacuate

- **A CONTINUOUS ALARM** will be sounded over the Public Address System. This is the **signal to evacuate** the whole school.

7. Evacuation

- The person who discovers the emergency should contact Dubai Civil Defense and Health and Safety Officer, Front office immediately so emergency services may be contacted, and emergency procedures are put into action. (Founding Principal / Vice Principal - or DSO -) If however, the fire can be easily extinguished use fire extinguisher if you do it safely or trained.
- Class Rolls must be taken to the assembly area considering safety first by class teachers.
- Staff should be concerned solely with the safe evacuation of people. (Not in saving personal or school property)
- Pupils will be kept under control in class groups and will proceed according to the Emergency Evacuation Map. (There must be no running, but evacuation should be executed quickly). Line up in class order.
- Facilities Maintenance Staff should check the Office, Clinic, Staff Room, mosque and boys, girls and all the toilets.
- Nurse Collect first aid kit, respond in case of injuries and reach Assembly point

8. Communication

- Reception verifies incident details with caller, Alert Security team and Commander
- The DSO shall Notify Emergency Service 997 after verifying the fire Control Panel (s).
- The Incident Commander shall announce Relevant Code, location over Public Address (twice).
- Use Walkie Talkie and Contact Emergency Response Team, check that team has responded.
- Maintain communication links through walkie talkie. Await further instructions from Emergency Co-ordinators.

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9. Assembly Point

- On arrival at the assembly area, the class list is to be checked immediately. Once all the people have been accounted for, the teacher must raise a green placard. The Section Heads (VPs) will indicate everyone is accounted for or the names of those who are not present. The Principal will then be notified.
- Any child or groups of children absent from their regular class/area will be escorted by the supervisor for that area (e.g. Library, Music, PE or Admin) to the assembly area.
- Their escort will ensure they rejoin their class when they arrive at the assembly point. Learning Support students must be escorted to their allocated class. If a teacher is on release time, they must join their class.
- Should an evacuation be necessary during a lunch period or outdoor activity, teachers on duty are to escort children directly to the assembly area.
- All staff must know the whereabouts of fire extinguishers and how to use them.

- Return to work area/ class may only occur after the ALL CLEAR signal has been given by the Incident Commander.
- All visitors, contractors, volunteers must follow directions from Emergency Response team or staff

10. Documentations for KHDA, DSIB, DHA Inspection

- The Drill Report shall be maintained as documented records.

11. Roles and Responsibilities:

Incident command.

- The Principal and/or Section Heads (VPs) - Establish Emergency Co-ordination Centre, Liaison with emergency services, Identification and allocation of resources.

Emergency Service Communications Officer

- The Government Relationship Executive - In coordination with the IC, EGR will liaise with the DCD commander all the necessary information.

Facility Management

- FM shall be overall responsible to ensure life safety system and sweep the facilities.

Traffic management

- Security should manage the traffic movement and crowd control.

Risk Manager/ Observer

- The Health and Safety Officer shall ensure compliance. Effective emergency management, ongoing monitoring of the competencies of the staff to implement the plan.

Medical

- Clinical staff shall support medical and injury care.

Fire Wardens and Marshals

- Class teachers - Wardens will be the initial emergency controllers in most cases for internal emergencies and will be in-charge of their respective students/class

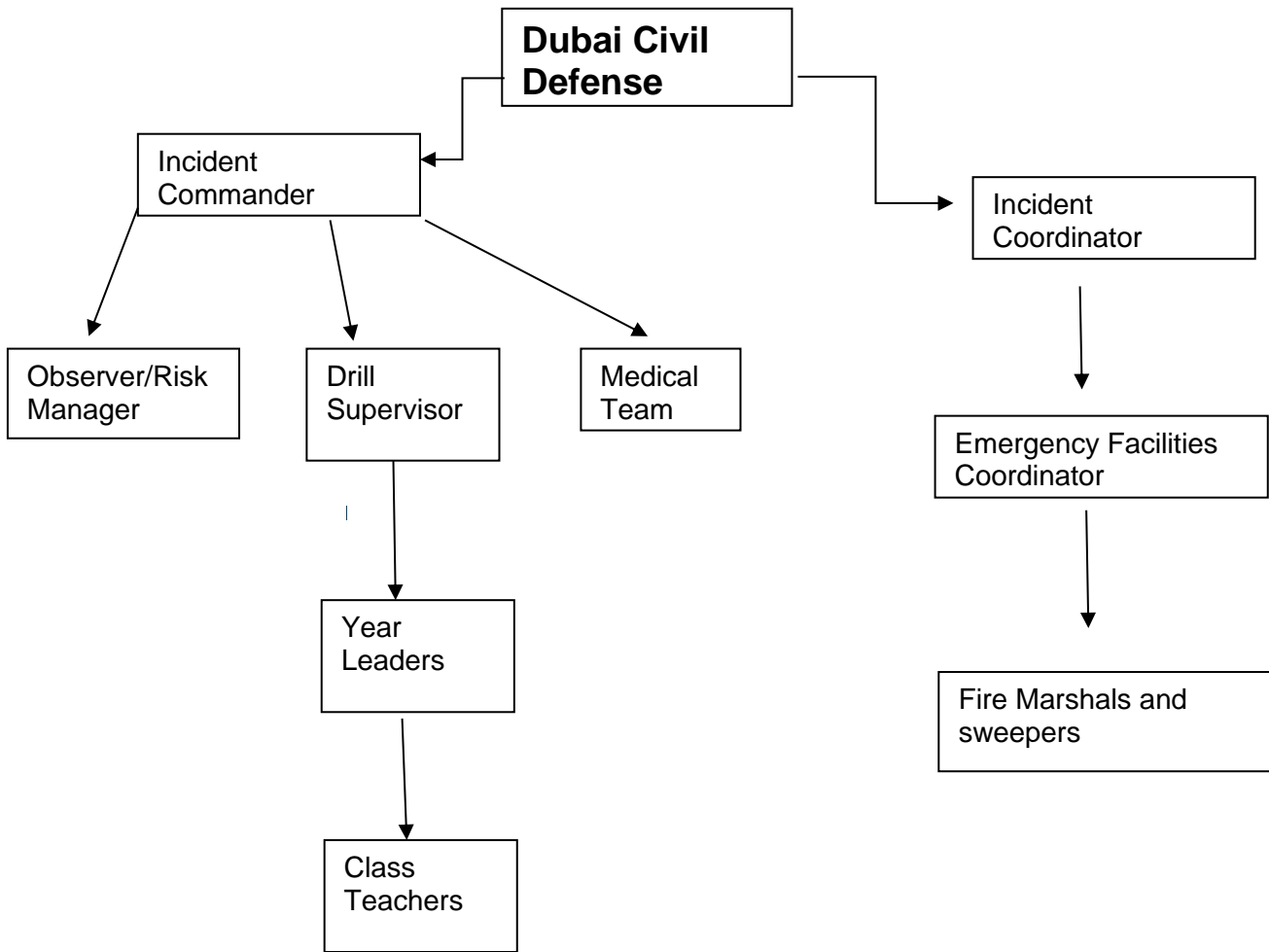
Other responsibilities

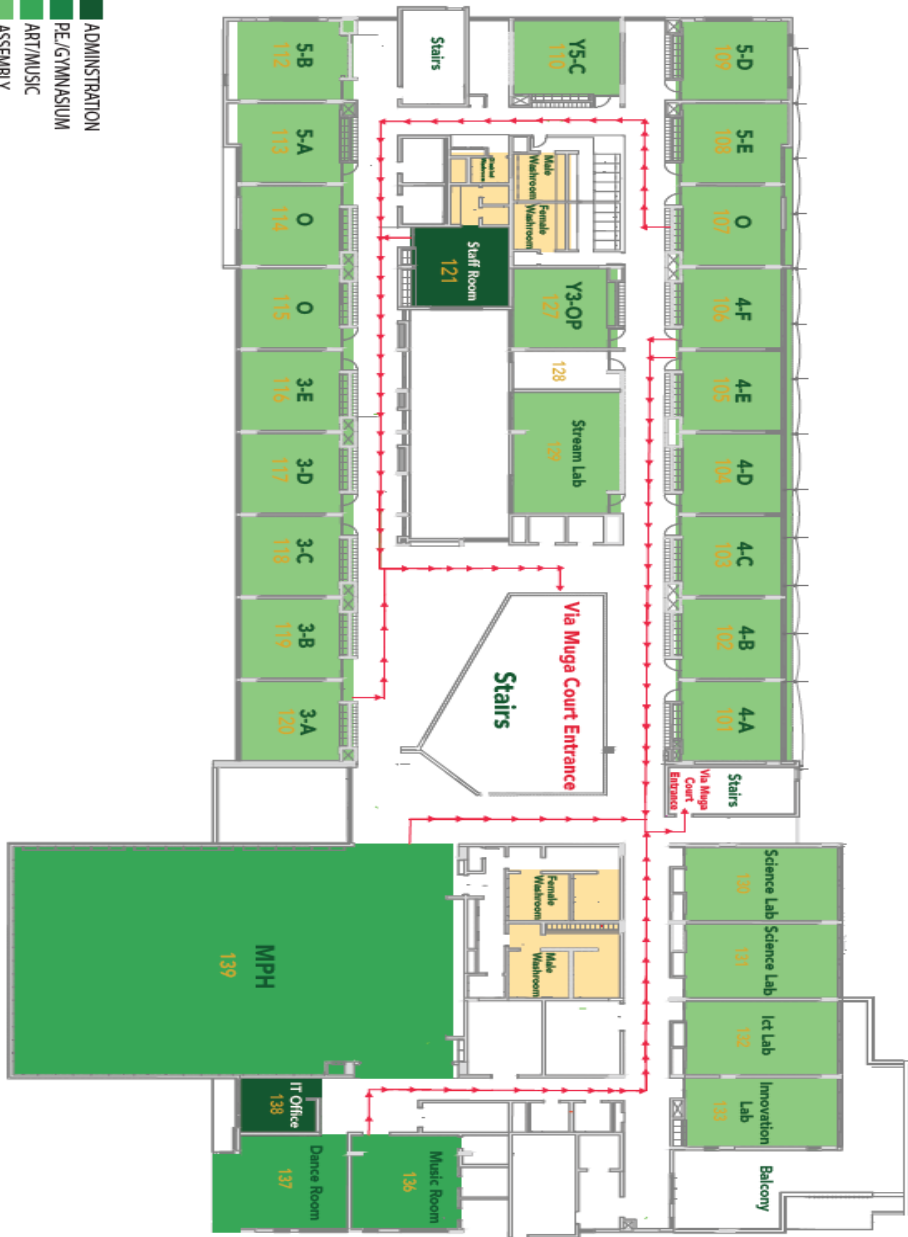
- Facility Engineer shall coordinate with sub-contractors to safety and reach assembly point
- IT shall provide support for attendance and other IT related requirement during emergency
- All Interested parties are responsible for following preventive action plan and recommendations communicated by the School to help promote and maintain a protective and healthy workplace environment.

12. Resources

- <https://www.khda.gov.ae/en/safetyattraininginstitutes>
- <https://www.dha.gov.ae/Covid19/Pages/home.aspx>
- <https://www.dcd.gov.ae/portal/en>

Annexure 1 : Command and Control





- ADMINISTRATION
- PE/GYMNASIUM
- ART/MUSIC
- ASSEMBLY
- CLASSROOMS/LABS
- CLINIC
- LIBRARY
- PLAY AREA
- FOOD AREA
- WASHROOMS

FIRST FLOOR

Annexure 4 : Fire Evacuation Checklist

Sl. No.	Description	Yes	No	NA
1	Were the staff assigned and trained?			
2	Did the staff have a high visibility vest?			
3	Did the staff have checklist			
4	Have the disabled people identified and support assigned?			
5	Have the assembly area assigned and employees trained?			
6	Are the emergency procedures posted / circulated?			
7	Did the occupants evacuated immediately after evacuation initiated?			
8	Did floor wardens perform their duties?			
9	Was the evacuation in order and quick?			
10	Did civil defense respond?			
11	Did everyone evacuate the building?			
12	Did anyone re-enter the building?			
13	Were instructions given to proceed to the assembly point?			
14	Did the assembly point coordinator have the list of employees?			
15	Did the first aider have first aid kits assigned			
16	Did the fire warden remain in their designated place at exit			
17	Were all exit used			
18	Were all classroom, rest room, conference room checked			
19	Did fire door operate correctly			
20	Was everybody continuously informed about the situation			
21	Was the evacuation alarm sound for the duration of emergency			
22	Were all employees and guests accounted for?			
23	Did civil defense assist the traffic control			
24	Did all alarm worked properly			
25	Did all the emergency lights worked properly			
26	Was there any significant disruption of services			
27	Was outdoor lighting available			
28	Did everyone wait outside for further instruction			
29	Are the staff members familiar with their assigned duties			
30	Did the fire alarm reset properly			