


# Emergency Response Plan for Fire Evacuation Procedure



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<b>Occupational Safety and Health Management System</b>	
<b>Emergency Response Plan for Fire Evacuation Procedure</b>	

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<b>Developed by Health and Safety Manager</b>	<b>Reviewed by Health and Safety Manager</b>
Name: Ryan Ormrod	Name: Naglaa Radwan
Signature:	Signature:
<b>Reviewed by Legal Counsel</b>	<b>Approved by Head of Operations Taaleem Group</b>
Name: Marine Aoudi	Name: Servee Palmans
Signature:	Signature:


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### Taaleem Group Signatory Page


The below signatories have reviewed this document and signed to agree that the content is appropriate prior to its formal release and circulation throughout the Taaleem Group.

<b>Policy Document Reference</b>	<b>School Name</b>	<b>Name of Lead Responsible Signatory</b>	<b>Signature</b>
TG-OSH-01.4	Charter School Group	Alphonso Bronkhorst	
TG-OSH-01.4	DBS Group	Maris Keijser	
TG-OSH-01.4	IB Cluster	Ashley Tomkinson	
TG-OSH-01.4	AAG	Joslita D'Souza	
TG-OSH-01.4	Dubai Schools Group	Harry Bains	
TG-OSH-01.4	RAHA Group	Marthinus Neethling	
TG-OSH-01.4	ESE Group	Philip Longdon	

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## 1. Purpose

To establish and maintain a systematic evacuation plan in the event of an emergency that requires all Taaleem employees, students, contractors, visitors, or other stakeholders to safely evacuate the building.

## 2. Scope

This emergency response plan has been developed to provide guidance and instruction applicable in the event of a fire or any other emergency situation that requires evacuation of the building. The same procedures shall be carried out during any drill process to best prepare for a genuine emergency. All staff working in the school must be aware of their primary and secondary evacuation routes and final fire assembly points.

## 3. Definitions

**Emergency:** A sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.

**Emergency Plan:** Systematic instructions and procedures that clearly detail what needs to be done, how, when and by whom before and after the time an anticipated emergency event occurs.

**Competent Authority:** An organisation that has been legally delegated or has the power to perform a designated function.

**Danger:** The risk of injury, harm, damage, or loss.

**First Aid:** Any immediate (one-time) care or treatment given to a person suffering from an illness or injury, until professional medical care can be provided. Such treatment may be considered first aid even if it is provided by a healthcare professional.

## 4. Roles and Responsibilities


### 4.1. Principal

- The Principal is responsible for having an evacuation plan in place for the school to be used in the event of a fire or other emergency.
- To ensure that emergency scenarios have been identified that require evacuation.
- To approve budgets for the provision of equipment, training, and implementation of emergency plans.
- To act as the chief fire warden / marshal in the event of a fire evacuation.
- To ensure that an adequate number of training drills are being completed over the course of the academic year.
- To ensure that an emergency response team (ERT) is nominated at the start of each academic year.

### 4.2. Head of Business Operations / Operations Manager

- To ensure there is a suitable planned response in place to deal with a fire.
- To approve budgets for the provision of equipment, training, and implementation of emergency plans.
- To make sure that relevant fire evacuation training takes place throughout the academic year.

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- To ensure that the required number of staff are fire safety trained to comply with Civil Defence regulations.
- In the event of an emergency to help coordinate the response ensuring all parameters are considered dependent on the nature of the situation.
- To ensure that an emergency response team is nominated at the start of each academic year.
- To ensure that the schools Civil Defence Licence remains in date.

#### **4.3. Facilities Manager / Operations Manager**

- To implement the relevant evacuation plan in the event of a fire or other emergency requiring evacuation.
- To organise and make sure that relevant fire evacuation training takes place throughout the academic year and ensure that all staff are aware of their individual roles and responsibilities.
- To ensure that the required number of staff are fire safety trained to comply with Civil Defence regulations.
- To ensure that an emergency response team (ERT) is nominated at the start of each academic year.
- Make sure the school is equipped with the necessary equipment to manage an emergency evacuation.
- To complete a fire drill report form following a fire evacuation and to ensure it is appropriately distributed to staff on completion.
- Responsible for ensuring that an appropriate fire AMC remains in place and that quarterly checks are being carried out on all fire equipment.
- To ensure that the schools Civil Defence Licence remains in date.
- Responsible for checking the fire panel following any alarm and to report any known defects to the AMC provider without delay.
- Work with clinic staff to ensure that personal emergency evacuation plans (PEEP) are in place for all individuals working at the school site with impaired mobility or with limited ability to be able to respond to an incident e.g., broken leg, wheelchair, visually impaired or damaged hearing.


#### **4.4 Emergency Response Team (ERT)**

- When the alarm sounds all ERT members are responsible for carrying out their roles as detailed in appendix 2.
- When the alarm sounds ERT members should don a high visibility vest for ease of identification.
- Those nominated as sweepers are responsible for checking clear all allocated rooms and corridors before reporting to the fire warden and mustering at the assembly point.

#### **4.5 Clinic Staff**

- Ensure that personal emergency evacuation plans (PEEP) are in place for all individuals working at the school site with impaired mobility or with limited ability to be able to respond to an incident e.g., broken leg, wheelchair, visually impaired or damaged hearing.
- Provide first aid treatment to any student, staff, or visitor requiring medical attention.

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- A first aid kit should be taken to the fire assembly point.

#### **4.6 Security**

- Shall ensure that no visitors are allowed to enter the school once an alarm has sounded.
- Shall open gates and check that a clear route is available for emergency service vehicles on their arrival.
- To direct emergency service vehicles when they arrive.
- Hand over sign in books/systems for use at the fire assembly point.

#### **4.7 All Staff**

- Read and understand the procedures detailed in this document.
- Know their responsibilities whether that is as a member of the ERT or a class teacher.
- To be aware of their primary and secondary fire evacuation routes.
- To know the location of the fire assembly point.
- Know how to raise the alarm in the event of an emergency.
- Are responsible for reporting to the clinic any person requiring a personal emergency evacuation plan (PEEP).

### **5. Drill Preparation**

Fire drills are to be conducted not less than termly and 6 months should not be allowed to pass between any 2 drills, the fire drill schedule is to be included on TG-OSH-09 OSH Activities Calendar. An additional annual drill may also take place with Civil Defence support. The following steps are required for training drills to be effective:


#### **5.1 Plan the Drill**

- Effective drills should be carefully planned to maximise the benefit and to ensure that time is not wasted. Whilst drills should be planned it is not necessary to inform all staff that a drill will be taking place, this will ensure the training is realistic and it will provide the response you could expect to see in a real emergency scenario.
- Each drill should be designed to emphasise a single aspect of responding to an emergency, even though every drill should follow the steps that are detailed in the emergency plan, a single drill should not aim to teach all participants everything at once. Focusing on a single aspect during training can increase the chances that this point is remembered in a real emergency.
- A suitable location should be selected for the drill, the location of the fire should vary from time to time. As an example, scenarios could include blocked passageways, evacuation chair procedure or missing persons.

#### **5.2 Conduct of the Drill**

- The drill should simulate an actual condition so participants can perform as though it was a real emergency.
- Alarms, equipment, and responses shall be as real as is safely practicable for the training to be of the greatest possible benefit.

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### 5.3 Discussion and Report

- Drills should be concluded with a discussion session involving key players to identify the immediate lessons learnt.
- Records should be kept for all emergency drills; a template is provided at appendix 8 and should be used for reporting fire drills.

## 6. Emergency Service Liaison

Whenever emergency services attend the school site following an emergency situation it is important that they are given all the relevant information without delay, so they are best placed to assist. Security staff should ensure that the access gate is open and there is a clear route so they can reach the scene of the incident without any undue delay. The Facilities Manager shall liaise with emergency services on their arrival, owing to their detailed understanding of the building layout and status of hard services within the school. Having an Arabic speaker available will also help with communication.

## 7. Personal Emergency Evacuation Plan (PEEP)

It is important that individuals with injuries or ailments that restrict mobility or their ability to respond in an emergency have a personal emergency evacuation plan (PEEP). The PEEP ensures that arrangements are put in place prior to an emergency occurring so that any additional support required can be provided without delay to allow a quick evacuation from the building. Examples of an individual requiring a PEEP includes those with broken legs, wheelchair users, someone unable to hear the alarm or any person visually impaired and not able to see fire exits. For all individuals requiring a PEEP the form at appendix 9 should be completed and appropriately distributed. It is everyone's responsibility to identify individuals requiring a PEEP, clinic staff and the Facilities Manager will be responsible for putting the plans in place.


## 8. Resources

The following list is not exhaustive but details the equipment that is expected to be present at Taaleem sites to comply with fire safety regulations.

- Fire extinguishers, hose reels and fixed firefighting systems should be maintained under an annual maintenance contract (AMC) by a certified fire company. Quarterly checks should be carried out on all firefighting equipment and stickers shall be attached to the equipment to signify that the checks have taken place.
- Fire blankets shall be available in all canteens, kitchens, and food preparation areas.
- Fire evacuation chairs are required for individuals with impaired mobility, the requisite number of chairs is not explicitly mandated by competent authorities, despite this the placement of these chairs should consider the regularity of staircase usage and the location of any individual on a PEEP.
- In accordance with the UAE Fire Code, wall area coverage of artwork, craftwork and teaching materials shall not exceed 20% of a non-sprinklered building and 50% in a sprinklered building.
- First aid kits shall be evenly spread across the school site.
- Fire evacuation plans should be posted where they are unobstructed, clearly visible, readable, and be placed at eye level. They should as a minimum be located in main circulation areas, elevator lobbies and main corridors. The number of evacuation plans required on each floor is based on the complexity of the floor design however there shall not be less than one evacuation plan located

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strategically in the middle of a floor circulation area or where two emergency exits are shown in opposite directions.

- Science laboratories shall be fitted with gas emergency stop push buttons, gas sensors and sand buckets.
- Emergency exit signs shall be available throughout the building, they should be located at exit doors, exit corridors and exit stairs that lead to exit discharge areas or to fire assembly points. At dead ends 'no exit' signs shall be provided at any door, passage or staircase that is neither an exit nor way of exit access and that is located or arranged in a way that it is likely to be mistaken for an exit.


## 9. Review

This procedure will be reviewed annually or more frequently if changes are made by competent authorities that will affect the contents of this document.

## 10. References

- OSHAD-SF – Management System Element 6 – Emergency Management - Version 3.1 – March 2017.
- UAE Fire and Life Safety Code of Practice, 2018.

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# Appendix


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## Appendix 1. School Premises Information and Contact Numbers


<b>School Details</b>		
<b>School Name</b>	Dubai British School Emirates Hills (Makani No. 1537172326)	
<b>Address</b>	Meadows 6, Emirates Hills - Dubai	
<b>Size of Site M<sup>2</sup></b>	19247.09	
<b>Site Description</b>	G+2	
<b>Occupancy Number</b>	1200	
<b>Emergency Vehicle Access</b>	Gate 1, 3 or 4	
<b>Site Contact Details</b>		
<b>Role</b>	<b>Name</b>	<b>Contact Number</b>
Principal	Sarah Reynolds	055 8251733
Head of Business Operations	Maris Keijser	050 3290483
Operations Manager	Mohammad Alshouli	050 4630610
Facilities Manager	Videsh Jain	050 8996432
Site Security Supervisor	Balwinder Singh	050 9373236
School Clinic	Rebecca Mashmoor	056 7959246
H+S and Compliance Manager	Ryan Ormrod	058 5242953
<b>Emergency Contact Details</b>		
Police	999	
Ambulance	998/999	
Fire	997/999	

## Appendix 2. Emergency Response Team (ERT)

Designation	Name	Responsibilities
<b>Fire Marshal</b>	<b>Principal</b> Sarah Reynolds	Overall control Takes reports from Fire Wardens Gives the 'all clear' Decides whether an offsite evacuation is required
<b>Deputy Fire Marshals</b>	<b>Vice Principal / Head of School</b> David Potts / Georgia Lavery	Deputises in the absence of the Fire Marshal Collates reports that classes are present and takes this information to the Fire Marshal Back up Wardens and provide cover as required
<b>Chief Fire Warden</b>	<b>Facilities Manager</b> Videsh Jain	Checks the main fire panel Manages other fire wardens (sweepers), reports to Marshal Emergency services liaison
<b>Fire Warden GF Pool Side</b>	<b>Sweepers</b> Savio Gomez Kelly Fajardo	Responsible for sweeping ground floor pool side
<b>Fire Warden GF Car Park Side</b>	<b>Sweepers</b> David Potts Georgia Lavery	Responsible for sweeping ground floor car park side
<b>Fire Warden FF Pool Side</b>	<b>Sweepers</b> Sheridan Teasel Basak Gucuyener	Responsible for sweeping first floor pool side
<b>Fire Warden FF Car Park Side</b>	<b>Sweepers</b> Lisa Smith Kate Ridley	Responsible for sweeping first floor car park side
<b>Fire Warden SF Pool Side</b>	<b>Sweepers</b> Falguni Parmar Rukhsana Begum Neil Milton	Responsible for sweeping second floor pool side

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<b>Fire Warden SF Car Park Side</b>	<b>Sweepers</b> Sophie Anjam Ian Barfoot	Responsible for sweeping second floor car park side
<b>Fire Warden Sports Facilities</b>	<b>Sweepers</b> Muthuvanni Perumal Rohith Chandran	Responsible for sweeping Tennis court, swimming pool, sports hall, changing rooms and football pitch
<b>Fire Warden Foundation Classrooms</b>	<b>Sweepers</b> Mel Bennett Marta Singh	Responsible for sweeping foundation stage classrooms
<b>Fire Warden Canteen</b>	<b>Sweepers</b> Sakhtivel Manoharan	Responsible for sweeping the canteen
<b>Document Keeper</b>	<b>Receptionist</b> Fay Lobo Liezal Falceso	Takes the box of emergency folders to the assembly point
<b>Medical</b>	<b>Nurse</b> Rebecca Mashmoor	Provides first aid medical treatment when required
<b>Security</b>	<b>Head Guard</b> Balwinder Singh	Opens gates and clear route for emergency vehicles Delivers security log to the fire assembly point

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### Appendix 3. Emergency Evacuation Plan

**At the sound of the alarm, the following procedure should be followed:**


- Exit the Class in an orderly, silent line and proceed to the nearest exit
- Teachers to bring their fire registers with them.
- Do not take any other items with you
- Turn off all lights and close the door
- Turn off gas in Science labs (Science teachers)
- Place tag on the corridor side of the door which marks the room as vacated
- Be aware of the alternative route in case your designated route is blocked
- Make your way to the fire assembly point and form a line in front the sign of your class or designated area
- Teachers, using the register in the pack, take attendance when lines have been formed
- Teachers to hold up the red or green card towards the fire marshal (Green if all are present, Red if any student is missing)

**Do not re-enter the building until you have been told to do so by the Fire Marshal**

#### **Class Teachers Responsibility and Evacuation Procedure:**

- On the sound of a continuous alarm the evacuation must begin.
- Instruct all students to stand and proceed silently and in single file to the designated exit, bags should be left behind.
- The class teacher should stand at the front of the line and if present the learning assistant will walk at the rear of the line.
- The teacher should collect the emergency folder from the classroom, this includes the class register and red and green cards to display at the assembly point
- The learning assistant or teacher should check that the room is clear, close the door and place the EVACUATED tag on the corridor side of the door to help expedite the sweeping process.
- In science laboratories and design and technology classrooms an attempt should be made to isolate gas supplies and stop any running machinery or equipment.
- Staff shall lead the class to the fire assembly point by the primary exit route if possible. Staff should insist that pupils are quiet and walk at all times.
- If in a specialist class (PE, music etc) the class teacher shall lead the class to the assembly point where students will then line up in homeroom classes.
- If individuals are missing at the assembly point this will be communicated to the Fire Wardens sweeping the building.
- The Fire Marshal will take reports that all students and staff are present and that the building has been checked clear.
- The Fire Marshal will give '**all clear**' if and when it is safe to re-enter the building.

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**Additional Considerations and Precautions**

- Turn off all electrical equipment if it is safe and possible to do so.
- Do not push or force your way past other people.
- Do not stop or cause delay whilst descending stairs.
- If an escape route is found to be blocked, retreat to a safe position and attempt to exit via a secondary route.
- Do not use your phone or attempt to send messages whilst leaving the building.
- Only attempt to extinguish a fire if:
  - You are trained to do so
  - You have a clear escape path, and it is safe to do so
  - You have an extinguisher and know the classification
  - It is not spreading rapidly
  - Smoke and heat have not filled the area
- Never enter a room that is smoke filled or if the door is warm to touch.
- During an emergency, visitors who may not be familiar with this plan must be informed of the requirement to evacuate.
- Do not go back into the building until you are specifically told to do so. Silencing the fire alarm is not a signal to re-enter the building.

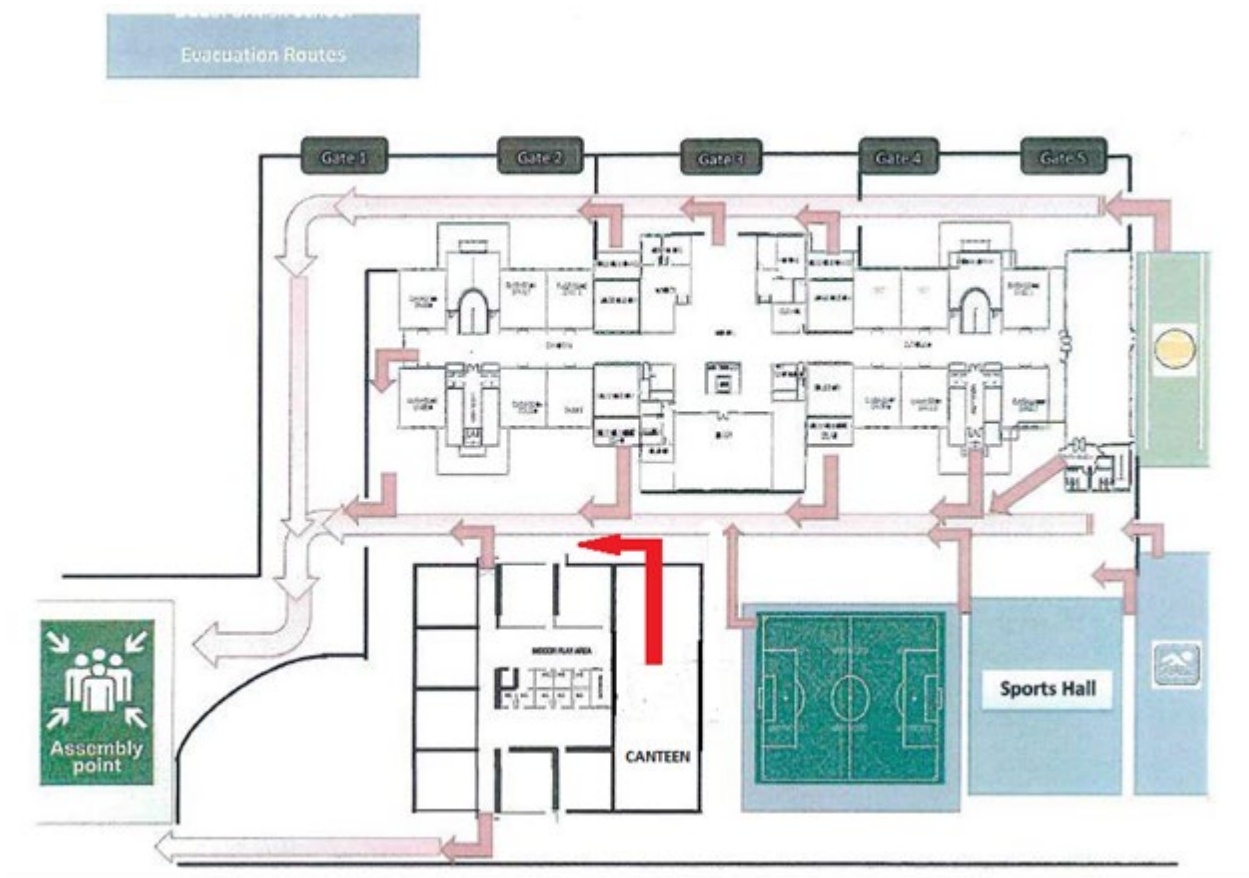
**Fire alarm during an exam**

If there is an emergency evacuation during an examination, then the following actions must be taken:


- Examination papers and scripts should be left where they are.
- The invigilator should take the attendance register with them to the fire assembly point.
- Students should be supervised as closely as possible and there should be no discussion.
- Invigilators should make a note of the time they leave the room (write the time on a board) and the time they return, students are then allowed the full working time for the examination.
- The Examinations Officer will relieve any internal invigilating staff at the assembly point for them to proceed to their normal designated points. Any external invigilators must wait for the Examinations Officer to arrive to be released to report to visitor check point.

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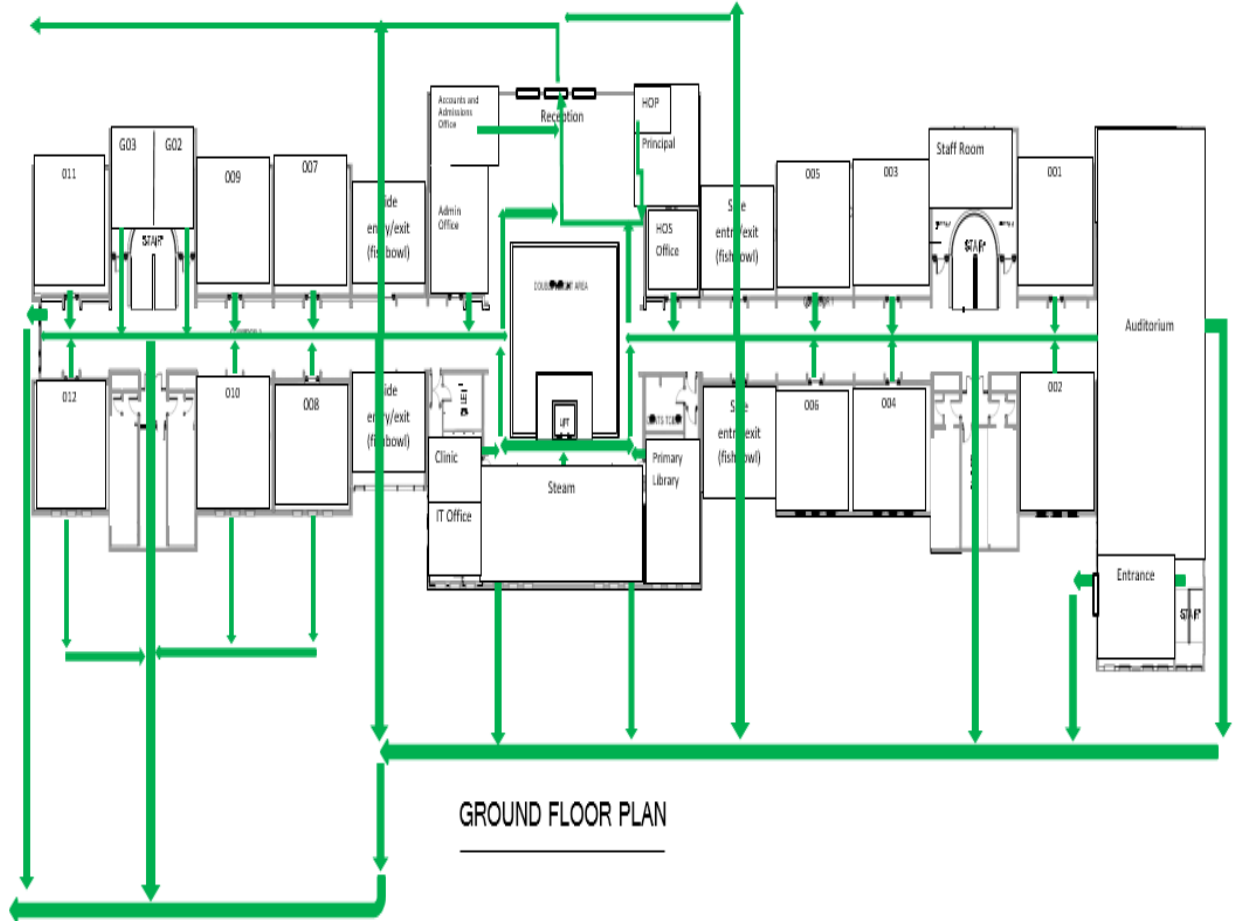
### Appendix 4. Fire Evacuation Maps





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Fire Evacuation Routes for 1<sup>st</sup> Floor

Dotted Lines represents change in Floor



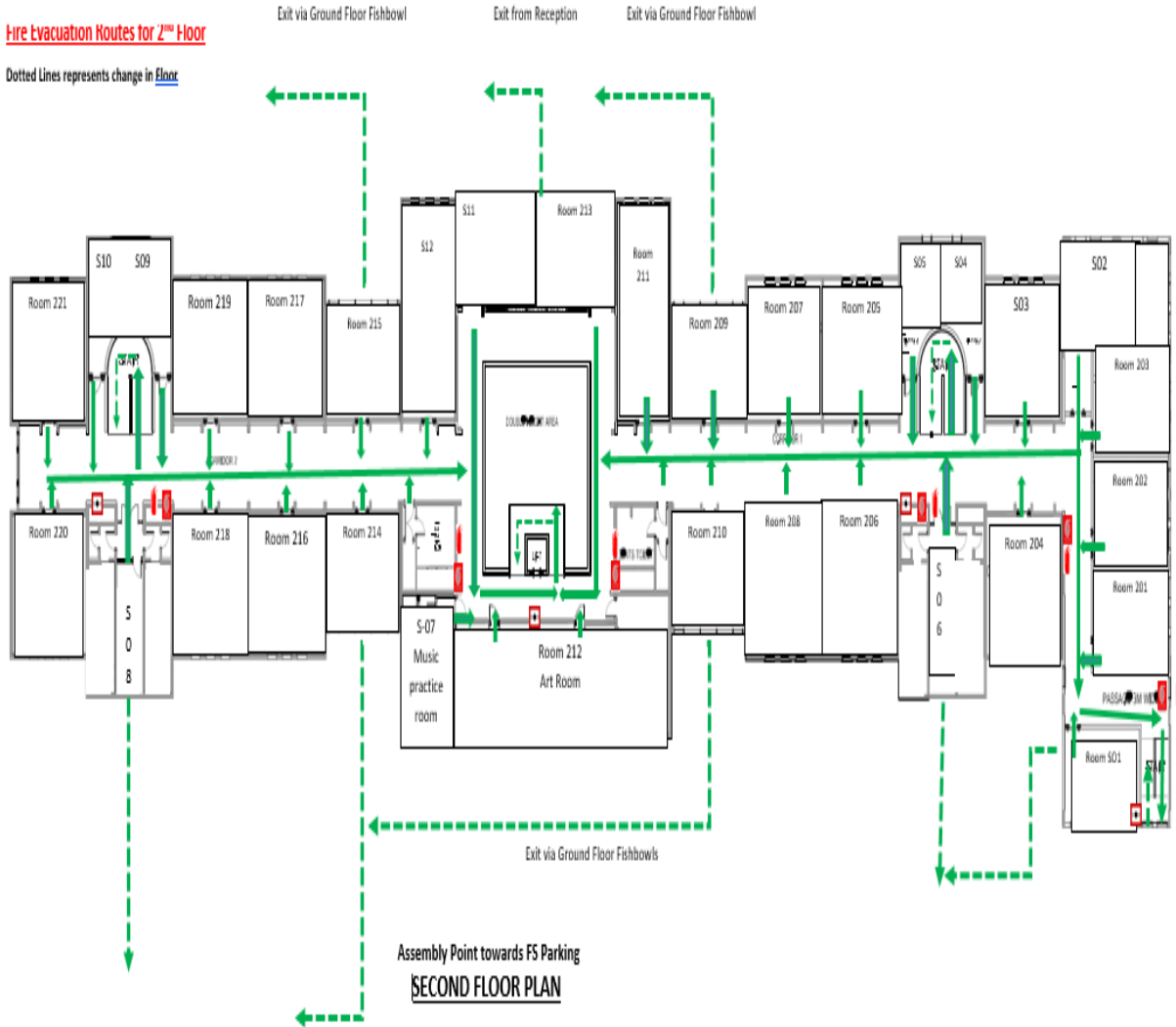
**FIRST FLOOR PLAN**

**Legends**


-  Break glass
-  Fire Extinguisher
-  Fire Hose cabinet

**Fire Evacuation Routes for 2<sup>nd</sup> Floor**

Dotted Lines represents change in Floor



- Legends**
-  Break glass
  -  Fire Extinguisher
  -  Fire Hose cabinet

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## Appendix 5. Offsite Evacuation Plan

If the primary fire assembly point becomes untenable owing to the proximity of fire, the amount of smoke, or due to other considerations it may be prudent to evacuate the school site completely to the offsite assembly point. So that this location doesn't have to be identified during an emergency, an offsite evacuation location is nominated to be **Dubai British Jumeirah Park Foundation Parking Area**


## Appendix 6. Swimming Pool Evacuation Plan

### Swim Instructors:

- ▶ Students put on flip-flops and towels. No student is to return to the changing rooms.
- ▶ Students to line up at the exit door in single line
- ▶ Close/Lock door after students have left, ensuring no one is left
- ▶ Take to marshalling area (sports pitch), homeroom teacher to take attendance
- ▶ All Clear is to be given by the Principal and/or Head of School. Once all clear sounded you may re-enter pool area

\*\* If students are in the swimming pool and cannot safely reach the marshalling area, the Swimming Instructor will contact the Principal and/or Head of School by mobile phone to signal that all students and adults are accounted for but cannot safely exit the pool area. No one may re-enter the building unless the all clear has been given

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## Appendix 7. After School Activities Evacuation Plan


When a fire alarm (bells and strobes) sounds, after school academy provider coaches shall:

1. Get their attendance sheet and keep it with them throughout the evacuation.
2. Lead students in evacuating the building in a quiet, calm, single file line.
3. Follow the primary evacuation route indicated on the map in the room occupied at the time of evacuation. This route will take the students and Advisors to the assembly point.
4. Upon reaching the Assembly Area, students and coaches will line up in single file in the order in which they evacuated or whatever logical order presents itself.
  - The after school academy provider coaches must keep his or her group together and not allow it to mingle with other groups.
  - Assembly Area may require two or more lines near one another, but students should remain with their class in a calm, quiet line.
5. After lining up, the after school academy provider coaches will quickly and carefully take attendance and find the appropriate sign, hold up one of the signs and keep it visible.
6. If all students in are present and in good health, the after school academy provider coaches holds up the OK sign.
7. If a student/adult is missing or ill, hold up the Help sign.
8. After school activity supervisor will record responses to the OK/HELP signs and send help if needed.
9. After school activity supervisor need to communicate immediately with OSH officer who will be responsible to give “All Clear” permission.
10. When the “All Clear” is sounded, after school academy provider coaches should return the signs to the folders and return the folders as they re-enter the building.

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### Appendix 8. Drill Report Form

Drill Details	
Drill Date:	Drill Type: fire/lockdown/other
Drill Time:	Type of Drill: planned / alarm
Scenario:	
Evaluation	
Was the alarm heard throughout the building?	yes/no comments
Were all alarm devices operating correctly?	yes/no comments
Did all employees take part in the drill?	yes/no comments
Were employees informed in advance?	yes/no comments
Were external authorities involved?	yes/no comments
Did everyone go to the correct assembly point?	yes/no comments
Communication during the drill	good/fair/poor
Effectiveness of the procedure	good/fair/poor
Speed of the evacuation	good/fair/poor/N/A
Time taken to evacuate the building	minutes seconds / N/A
Building checked clear and all accounted for	minutes seconds / N/A
Description and Observations During the Drill	
Recommendations	

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## Appendix 9. Personal Emergency Evacuation Plan (PEEP)


A personal emergency evacuation plan (PEEP) is required for any individual if they are unable to leave the building unaided in the event of an emergency. This includes any student, staff or visitor. A PEEP may be needed for someone with an impairment such as:

- Mobility impairment
- Sight Impairment
- Hearing impairment
- Cognitive impairment
- A medical condition which might cause them to need assistance to evacuate safely

The School Clinic and the Facilities Manager are responsible for completing this form together and to ensure coordination and safe evacuation.

Date this form is being completed:	
Full name of individual requiring PEEP:	
Date of birth:	
Student class/staff/visitor department:	
Location (include block and floor):	
Brief description of medical condition:	
Documents to be requested from parents/staff by the School Clinic and held on file in medical records: <ul style="list-style-type: none"> <li>• A valid up to date medical report including diagnosis from a suitably qualified and licensed medical practitioner</li> <li>• Doctor's recommendations and advice for management in school (if available)</li> </ul>	
A timetable copy to be attached to this form (request from relevant PA/staff member).	
Temporary/Permanent PEEP Plan: Include dates:	
Designated Sweepers - responsible for safe evacuation (at least 2 staff members to be listed)	
<b>PEEP Forms:</b> <ul style="list-style-type: none"> <li>• All staff are responsible to report any person requiring PEEP on this form</li> <li>• (Reception staff are to add anyone if they notice them on crutches etc as they enter through the building and to email the clinic)</li> </ul>	



<b>Taaleem Group</b>	
<b>Occupational Safety and Health Management System</b>	
<b>Emergency Response Plan for Fire Evacuation Procedure</b>	

Name and Signature of Designated Support Person 1:
Name and Signature of Designated Support Person 2:
Name and Signature of School Clinic Representative:
Name and Signature Facilities Manager:
Name and signature of the person requiring PEEP (Parent/Guardian)
PEEP Expiry Date: