

PRIMUS PRIVATE SCHOOL – DUBAI

FIRE DRILL POLICY

FIRE DRILL EVACUATION PROCEDURE

WARNING OF THE FIRE DRILL WILL BE GIVEN BY THE

CONTINUOUS RINGING OF THE FIRE ALARM

1. Students should leave the building from the nearest exit denoted on the fire escape route in a single file led by the class monitor to the designated area. Over taking of classes or individuals is not permitted. Exit routes are signposted with green arrows.
2. Students should not carry their bags while evacuating. They should walk quickly and quietly to the designated area without congregating.
3. Teachers should be the last to leave their respective classroom.
4. Close the windows, switch off the fans and A/C before leaving the classroom.
5. Check to see that everyone has left the room and close the classroom door but do not lock the door before leaving the classroom.
6. Care should be taken to help the disabled students.
7. Teachers should take the attendance and report the missing students to the Supervisors of their section.
8. Supervisors should report to the Principal.

SPECIFIC RESPONSIBILITIES:

1. Principal's responsibilities – The Principal shall
 - a. Ensure activation of alarm and then begin the evacuation.
 - b. Ensure notification of the department during actual emergencies.
 - c. See that the staff members are following their emergency assignments.
 - d. See that the disabled are cared for.
 - e. Cooperate with the emergency services personnel when they arrive during actual emergencies.
 - f. Advise immediate line manager, when time permits, during actual emergencies.
2. Supervisor's responsibilities – The Supervisor shall
 - a. Liaise with Primary and KG supervisors to make sure that all pupils are present. Report any missing pupils to the Admin Officer.
 - b. Ensure that checks have been made of both the Primary and KG

sections including the toilets, library, computer room & activity room by the assigned members of the staff.

3. Vice Principal's responsibilities – The Vice Principal shall:
 - a. Ensure that the registers of all admin staff, conductors, support staff, teachers and visitors have been taken.
 - b. Report any missing staff members to the Admin officer.
4. Administration Office responsibilities – The Administrative Officer shall:
 - a. Ensure that school employees understand the operation of each evacuation plan and their duties connected with such plans and understand proper notification procedures in the event of emergency evacuation.
 - b. Determine daily that all exit facilities and equipments are kept operable to facilitate rapid escape from the building.
 - c. Be acquainted with the use of fire alarms, fire department notification, exit facilities and fire extinguishers.
 - d. See that all motors, ventilating fans and other power-driven equipments are turned off to avoid spreading the fire or hindering the fire-fighting operations.
 - e. Stand by to inform the fire department of the best means of access to the fire and request assistance as required.
 - f. Record a list of any missing pupils or staff from Vice principal and inform the fire department.
5. Teacher's responsibilities – The teacher shall:
 - a. Assist and cooperate with the principal in the development and use of fire exit or emergency evacuation drills.
 - b. Supervise and assist in the evacuation of physically disabled students.
 - c. Effect and lead a prompt and orderly evacuation of the class by having full control of all students.
 - d. Account for all students upon reaching the point of evacuation or drill and report any discrepancy to the school official in charge.
 - e. Be acquainted with the use of fire alarms, fire department notification, exit facilities and fire extinguishers.
 - f. Acquaint each student with procedures to be followed in the event exit routes are not usable, the proper use of fire alarms and the subsequent procedures to notifying the administration.