

مدرسة اوريكس العالمية



Oryx International School

EMERGENCY EVACUATION PROTOCOL AND RESPONSIBILITIES POLICY

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1. Introduction

This document has been prepared in recognition of the need for a consistent approach to emergencies within the school.

2. Purpose

This document outlines procedures to be followed in the event of an emergency within the school and the responsibilities of key personnel involved.

3. Responsibilities:

All staff are responsible for familiarising themselves with the alarms and procedures outlined in the document and for reporting any concerns.

4. Emergency Procedures

Fire

<i>Continuous siren. Voice message. Evacuate the building.</i>
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- Person who discovers fire should activate the fire alarm by breaking the plastic panel in the wall alarm and try to extinguish the fire (if safe to do so).
- The Fire alarm sounds throughout the school and grounds.
- The School Reception, having been alerted by the alarm, will immediately call the fire brigade (999). The Facilities Manager will check this action is taken.
- Staff are expected to recognise the school Fire Alarm.
- FM staff (or SLT in their absence) will prepare to open the School Gate for a fire engine if necessary.
- All staff, children and visitors should leave the building by nearest safe exit as per the evacuation posters (Green line)
- A teacher will lead the children out, taking the register if still in their possession and mobile telephone if immediately accessible, asking the last child/ classroom assistant to close the door behind them. Children must be silent throughout the evacuation procedure.
- Children must be trained to leave the building by the nearest safe exit and to assemble as per the muster points.
- The Muster points are against the side wall main student entrances (Barwa Street)

- The School Nurse carries a First Aid Kit to the Muster Points.
- The School Office should bring emergency registers, staff, and visitor's daily lists to the Assembly Area to distribute to Primary and Secondary staff.
- Teachers should supervise their class lining up and take the register for their class. When the register is taken and pupils have been accounted for, teachers/staff should the GREEN or RED card clearly to confirm this to the supervising SLT.
- If a child is missing, (RED CARD) the supervising SLT should clearly ask if any staff member can account for their absence. If unaccounted for, the Chief Fire Marshall and the fire brigade should be informed. No one else should re-enter the buildings if a fire is confirmed.
- The Receptionists and CX should check the daily staff & visitors list and inform the Executive Principal / Head of Operations that all are accounted for.
- The Executive Principal or Head of Operations, if the Executive Principal is off-site, is responsible for ensuring that everyone (pupils, staff, and visitors) has been accounted for.
- The Fire Wardens will be instructed to assist with any issues arising. The Chief Fire Marshall is the Facilities Manager. He will indicate the 'all clear' to the Executive Principal.

Lunchtime Protocol

As above except:

- Break time monitors and school staff should direct children to the Muster Points.
- Any staff in the main building should leave at the nearest safe exit, checking public areas and toilets on route and taking children and visitors with them.

After School Protocol

As above, except:

- ASA Leaders take roll calls for children in their club from their register.
- The Facilities Manager or Lead Security Guard will liaise with the ASA instructors to ensure everyone is accounted for and inform the authorities if needed, and the Head of Operations and Executive Principal

5. Duties of Key School Staff

Duties of Maintenance Staff/Health and Safety Officer

The Maintenance Staff/ H&S Officer is responsible for ensuring (providing it is safe to do so) that areas on lower floors, toilets, and any public areas, are clear of all children, staff, and visitors. Staff upstairs at the time are responsible for checking toilets and rooms as they leave. For this reason, they should be the last to leave their area. On arrival at the assembly area, they should report the result to the **Assembly Area Coordinator**. (Executive Principal or designated deputy). Any fire hazards should be reported to the Health & Safety Officer.

Duties of the Fire Wardens

- Ensure Fire/Smoke stop doors are not propped open.
- Ensure First Aid/ Firefighting appliances are correctly stowed.
- Ensure passageways are free from obstructions.
- Ensure new members of staff are familiar with the evacuation routine and alternative means of escape.
- Ensure that all new members of staff are familiar with First Aid policy, Fire Fighting Appliances /how to raise the alarm, and emergency numbers
- Ensure all staff are trained in emergency procedures and receive regular update training
- Ensure regular tests of emergency procedures are held.
- Ensure fire and safety hazards are reported/rectified.

Duties of the Executive Principal

- The Assembly Area Co-ordinator will be the Executive Principal or designated deputy.
- On arrival at the Assembly Area, the Executive Principal or designated deputy will take up a central position, guiding developments.
- The Executive Principal or designated deputy will inform staff of developments or when all clear is given for a return to work.
- Will ensure a fire drill is conducted at least termly.

Duties of the Reception Staff

- Depending on the nature of the incident, the relevant authorities (Security, Fire Brigade, Police, Ambulance, etc) should be notified, staying in touch with the member of staff who reported the incident.
- Details of who to call in each type of emergency are held in Reception and on walls in rooms.
- The reception staff is responsible for printing out pupil registers in the morning and taking visitor's registers to the muster points for dissemination.
- CX and Head of M&A check admin staff /visitors roll, verified by the HR Manager

Duties of the Teachers

- Teachers are responsible for ensuring the safe exit of themselves and their pupils, taking visitors with them as appropriate.
- They are responsible for taking the register at the assembly point.

Duties of the Teaching Assistants

- Teaching assistants will assist teachers as directed but should not return to their class if separated by duties at the time of the alert/ emergency.

6. Dedicated Muster Points

We have 4 Muster Points in the school which we can use during the fire drill or any emergency:

Alternative Evacuation Area

When the muster points inside the school facilities are compromised, the alternative evacuation areas are used during an evacuation.

Alternative Evacuation Area 1

- Vacant lot at the side of the sports hall facing Barwa City (EVAC 1)
- Same layout of muster points as normal Left to Right facing Barwa City

Alternative Evacuation Area 2 – only if Area 1 is compromised

- Vacant lot opposite the main entrance to the school reception
- Same layout of muster points as normal Left to Right facing school



- The Head of Operations will determine which EVAC area to use if required. This will normally be EVAC AREA 1
- Security Guards will stop/divert any traffic if required.

7. Other Information

Always take note and keep with you the building number, street number, and zone number of the school, which is provided in the blue plate, as this will help the emergency service to reach the school quickly when needed



8. GCSE and A Level Exams

If the alarm sounds during an exam, the following procedure will apply:

1. Students evacuate to the football pitch area **IN SILENCE**.
2. Students line up **IN SILENCE** on the pitch nearest the clinic (see diagram)
3. Invigilators and the Exams Officer will check the roll call.
4. AVP Secondary (or H of 6th Form) will coordinate this area and report to Exec Principal
5. (Y10-Y13 tutors should indicate **RED** if students are missing from their lineup **even** if they are aware they are at an exam)
6. The Exams Officer will report to the AVP Secondary for confirmation of the register.
7. Once clear to do so, students will be escorted **IN SILENCE** back to the exam rooms.
8. Students are **NOT** to mix with the other student body nor discuss the exam among themselves, therefore they must be kept in silent throughout.
9. If it is necessary to go to stage 2 evacuation, students will vacate through the main exits at GATE 4 and GATE 5 will other students but remain together and **IN SILENCE**.

10. The Exams Officer will make a report to the board after the return of students.

