

Introduction

The safety of students, staff and visitors is of the utmost importance to Ajman Academy and the procedures for evacuation during a fire are a key element in keeping people safe.

Whilst there will be termly fire evacuation practices, each time the fire bell rings it should be treated as a real fire and the whole school evacuated promptly.

Signal: Continuous ringing of school bell

Procedure During Class Time - Students and Teachers

1. Students exit classroom via both doors and WALK in orderly lines.
2. Students evacuate the building by designated routes to the Assembly Area at the front of school outlined below:
 - a. **PRE-KG** - exit via main entrance of PRE-KG building to **Assembly point #3** and line up where indicated.
 - b. **KG1** - exit via bottom entrance of main building to **Assembly point #3** and line up where indicated.
 - c. **KG2** - exit via entrance between KG1 & KG2 of main school building to **Assembly point #2** and line up where indicated outside the wall.
 - d. **G1** - exit via entrance between KG2 & G1 of main school building to **Assembly point #2** and line up where indicated outside the wall.
 - e. **G2** - exit via main school entrance to **Assembly point #1** and line up where indicated.
 - f. **G3** - exit via **staircase #3** & out via main school entrance of main school building to **Assembly point #1** and line up where indicated outside the wall.
 - g. **G4** - exit via **staircase #4** (Red Staircase) & out via entrance between KG2 & G1 classrooms of main school building to **Assembly point #2** and line up where indicated outside the wall.
 - h. **G5 Boys-** exit via **staircase #1** & out via exit door at admin area to **Assembly point #1** and line up where indicated outside the wall.
 - i. **G5 Girls-** exit via **staircase #5** from bottom entrance of main building to **Assembly point #3** and line up where indicated outside the wall.
 - j. **Library, Art Room and IT Room** – exit via **staircase #2** to reception main entrance to **Assembly point #1**.
 - k. **Gymnasium/Swimming Pool** – exit via the fire exits in this area, proceed to gate to car park, walk quickly to **Assembly point #1**.
 - l. **Auditorium** – exit via main school entrance of main school building to **Assembly point #1**.
 - m. **Cafeteria** - exit via main school entrance of main school building to **Assembly point #1**.

If it is unsafe to use the designated exit routes you should leave the building via the next nearest and safest exit.

3. No talking is permitted.

4. **Teachers:**

- a. If at hand, teachers are to collect their iPads and the class list from near the door.
- b. Check that all students are out of the classroom.
- c. Check that all exits are clear.
- d. Close classroom door. **DO NOT LOCK.** (Later entry may be required.)
- e. **DO NOT** switch off any lights or electrical appliances

In the Assembly Area

1. In the Assembly Area, teachers will take a register of their children using the class list that is kept close to the classroom door. Teacher to take it with them on evacuation from the building. Attendance at collection point should be checked off using these registers as quickly as possible and immediate visual feedback be provided via the cards in the back of the register: Teacher will hold up green card (all present) or red card (not all present) in plain view immediately. Upon all attendance being confirmed, the all clear will be given and staff and children will be able to re-enter the school building.
2. Students in specialist lessons are to exit the school via the above means. On arrival at the Assembly Area, the students are requested to rejoin their homeroom line with their designated homeroom teacher.
3. Students will remain orderly and in silent lines until the Director gives a clear signal for dismissal.

Procedure before School, during first break, lunch and ECA's

1. Students in the lower school playground exit via the gate, wait for the supervising teacher beside the gate, where the supervising teacher will lead them to the front of the main school building.
2. Students in the upper years play area, exit via the gate in the play area, wait beside the gate for the supervising teacher, who will lead them to the front of the main school building.

Administration and Other Employees

1. Administration office staff should exit the building via the main school entrance to the front of the school building. They should meet in ONE area and have their names taken by Suzan Maki (HR Manager), who will confirm that all are present.
2. Cleaners should exit via the nearest fire exit, proceed to the front of the main school building, where they are to meet and collect into ONE area where their supervisor will confirm if all are present.

Responsibilities

1. The **Director** has overall responsibility in the Assembly Area.
2. The **Primary School Principal** will receive the completed class registers from the teachers and will alert the Facilities Manager should any student or teacher not be accounted for.
3. **Teachers** will be responsible for taking their class list from the classroom and taking a register.
4. The **FACILITIES Manager** will identify the point of alert on the fire panel & direct the Fire fighting team to that area, communicate with the evacuation team to ensure that all the buildings are clear.
5. The **Receptionists** will take the visitors register to the assembly area and will then take a roll of the visitors in accordance with the visitors signing in form and report to the Facilities Manager.
6. The **HR Manager** will take a roll of all administration staff and report directly to the Facilities Manager.

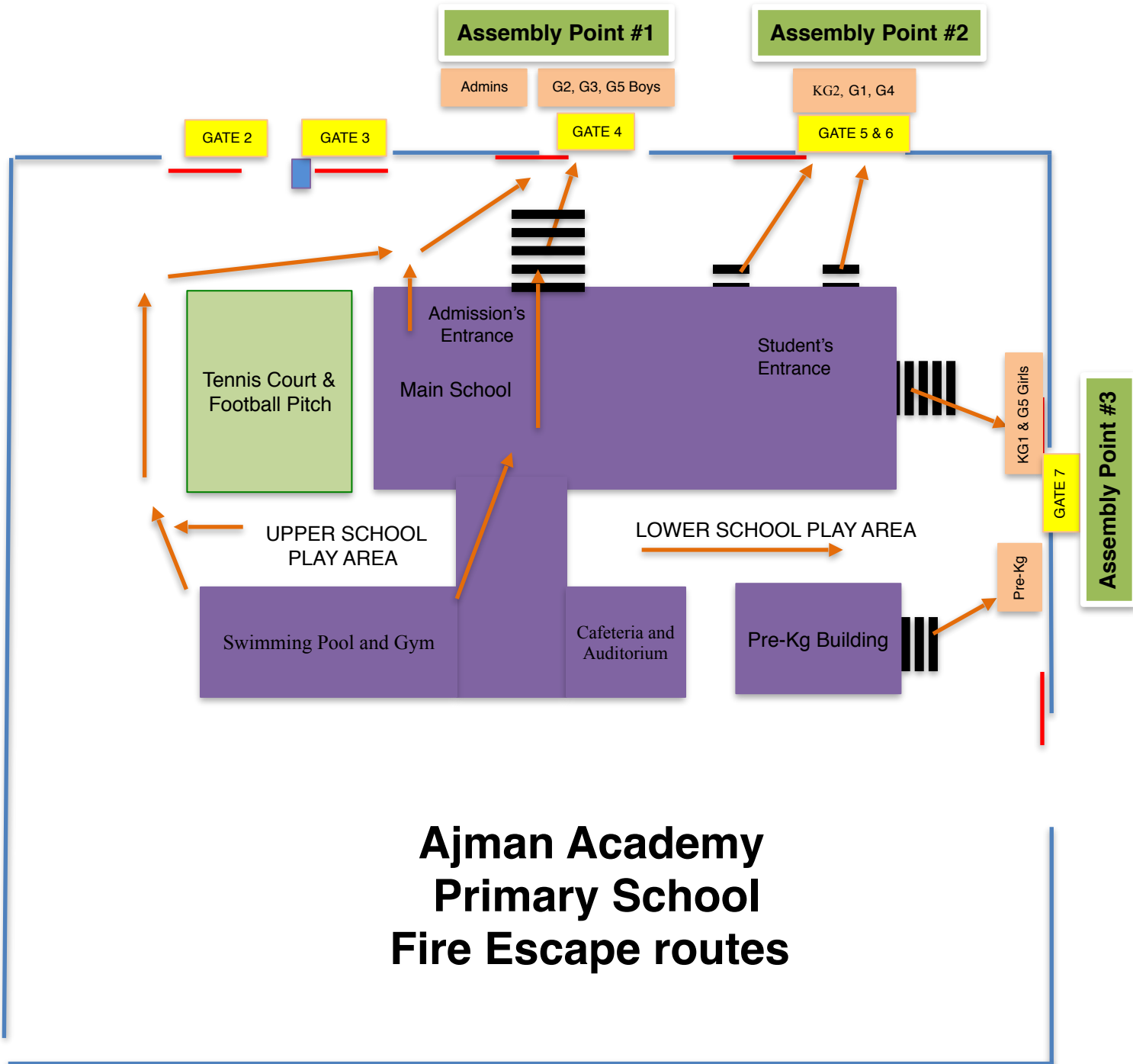
7. The **Cafeteria Manager/Supervisor** will take a roll call of all cafeteria staff and report directly to the Facilities Manager.
8. The **Security Supervisor** will take a roll call of security and report directly to the Facilities Manager.
9. The **Cleaning Supervisor** will take a roll call of the cleaners and report directly to the Facilities Manager.

Radio Channels

All radios are to be switched to and kept on **Channel 5** during the course of any fire alarm. Once the alarm is cancelled and the situation returns to normal then radios can be reset to the corresponding department channels.

No one should re-enter the building until the Director (or stand-in) gives the All Clear.

Main Road



Ajman Academy Primary School Fire Escape routes