



Sharjah American International School

Dubai Campus



Fire Evacuation Policy

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KEY CONTACTS WITHIN THE LOCAL AREA

Dubai Civil Defense (Fire Department)

Contact: 997

Dubai Police

Contact: 999 (emergency) and 901 (non-emergency)

Ambulance

Contact: 999/999

CONTENTS

1.	INTRODUCTION	4
2.	LIFE SAFETY AWARENESS.....	4
2.1	SOURCES OF FIRE	4
2.2	MEANS OF ESCAPE	5
2.3	PORTABLE FIRE EXTINGUISHER	5
2.4	FIRE HOSE BOXES	6
2.5	SMOKE DETECTORS.....	6
2.6	OCCUPANT/FACILITY MANAGEMENT/STAFF TRAINING	6
2.7	FIRE DRILLS	7
2.8	OCCUPANTS/ STAFF RESPONSIBILITIES.....	7
3.	GENERAL EVACUATION PROCEDURES	8
4.	EVACUATION DRILL POLICY	9
5.	BUILDING EVACUATION & ASSEMBLY POINT LOCATION	9
6.	AIDES TO THE DISABLED	10
7.	RESPONSIBILITIES OF VARIOUS DESIGNATED EMERGENCY PERSONNEL	10
7.1	EVACUATION COORDINATOR RESPONSIBILITIES	10
7.2	FIRE WARDENS	11
7.3	FIRE RESPONDERS	13
7.4	FIRST AIDERS	13
7.5	ASSEMBLY POINT COORDINATOR	14
7.6	SECURITY SUPERVISOR	14
7.7	FACILITIES MANAGER	15
7.8	CLASS AND HOMEROOM TEACHERS	16
7.8.1	“Inside the building” procedures	16
7.8.2	“Outside the Building” Procedures	17
7.9	CAFETERIA WORKERS	18
7.10	OCCUPANTS.....	18
7.11	DRILL MONITORS/OBSERVERS	19
8.	APPENDIX 1 – Monthly fire safety inspection checklist for Fire Wardens	20
9.	APPENDIX 2 – Evacuation Drill Observer Checklist.....	21
10.	APPENDIX 3 - CALLING “997” (CIVIL DEFENCE, THE UAE FIRE DEPARTMENT)	23
11.	APPENDIX 4 - Record of Emergency Evacuation Drills	24

1. INTRODUCTION

Sharjah American International School (SAIS) takes the responsibility to protect its students and staff seriously and every effort is made to ensure that all staff at SAIS (including volunteers at the school) are committed to safeguarding and promoting the welfare of the children left in our charge. The purpose of this policy is to ensure the safe and efficient evacuation of all occupants in the event of a fire or emergency. This policy, based on the “UAE Fire and Life Safety Code of Practice” is in no way all-inclusive nor could any manual be all inclusive of the types of situations that may occur. However, this guide does offer the ability to respond in an effective manner. These emergency safety procedures can be effective only through the coordinated participation of all Administration, staff and students. A complete understanding of the procedures by everyone in the building is essential for any Emergency Plan’s success.

2. LIFE SAFETY AWARENESS

2.1 SOURCES OF FIRE

2.1.1 Electrical installations



The misuse of electricity is a major cause of fire and is a source of heat.



Switch off appliances after use.

2.1.2 Heating



Keep portable heating appliances away from furniture and any combustible materials.



Candles, oil lamps, incense, lanterns, and open flame burners (except in the Science labs under strict supervision) may not be used in school.

2.1.3 Smoking



Smoking is prohibited on the school premises.

2.1.4 Rubbish



Remove rubbish out of the premises and into wheelie bins as quickly and as often as possible.

2.1.5 Dangerous goods



All aerosols are either flammable or explosive.



Keep them all well away from any source of heat.



The careful use and storage of flammable liquid and aerosol is essential to maintain a safe working environment.

2.1.6 Arson

- Help to protect the premises from an arsonist by locking away any flammable liquids or gases.
- Effectively secure the premises at the end of the day.

2.2 MEANS OF ESCAPE

- Keep hallways, stairways and fire exits clear of storage, decorations and waste material. Any items left in these areas will be removed and thrown away.
- Ensure that final exit doors can be readily opened from the inside without the use of a key.
- Keep areas outside of final exit doors clear of obstruction at all times.

2.3 PORTABLE FIRE EXTINGUISHER

SAIS has a total of **36 fire extinguishers** across the school and always pairs a dry powder extinguisher with a CO2 extinguisher. These are intended for fires in the early stages.

- Everyone in the emergency response team must know where the extinguishers are sited and how to operate them safely.
- Always ensure that they are inspected and maintained regularly to ensure that they are in their proper position and have not been discharged or have lost pressure (those fitted with pressure indicator), or suffered obvious damage.
- These monthly inspection details must be maintained in a log book.
- Below is a short summary on the two types of extinguishers at SAIS

- **1) Dry powder fire extinguishers (SAIS has 40 in total)**



Often termed the 'multi-purpose' extinguisher, as it can be used on classes A, B & C fires. Best for running liquid fires (Class B). Will efficiently extinguish Class C gas fires, but beware as it can be dangerous to extinguish a gas fire without first isolating the gas supply. When used indoors the powder can obscure vision or damage goods and machinery. **Identified by a BLUE label.**

- 2) CO2 fire extinguishers (SAIS has 40 in total)



Carbon Dioxide is ideal for fires involving electrical apparatus, and will also extinguish class B liquid fires, but has NO POST FIRE SECURITY and the fire could re-ignite. Identified by a BLACK label.

2.4 FIRE HOSE BOXES

- SAIS has a total of 11 fire hose boxes distributed throughout the school.
- Boxes should be regularly inspected to ensure proper working order.
- Boxes should be free of unrelated objects (such as cleaning supplies) to ensure easy access and use of the hoses.
- All Fire boxes should have rubberized edges to ensure the safety of students.

2.5 SMOKE DETECTORS

- Regularly inspect smoke detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.
- All smoke detectors should be checked at regular intervals for correct operation and sensitivity in accordance with manufacturer's instructions. Good practice would be to formally inspect the smoke detectors at the same time as portable fire extinguishers, and test them weekly to ensure correct operation.

2.6 OCCUPANT/FACILITY MANAGEMENT/STAFF TRAINING

- Ensure that all involved are aware of their responsibilities in the event of an emergency.
- Fire training should be given at regular intervals to make sure they:
 - Know how to raise the alarm.
 - Know how to call the fire brigade.
 - Know when not to tackle a fire.
 - Know how to use a fire extinguisher correctly and safely.
 - Know the correct evacuation procedures for the premises.

- Know where the assembly points are.
- Are aware that when leaving the building, try to do everything possible to reduce draughts which may fan the fire. If possible close all windows and doors.
- Know who is the responsible person designated to meet the Civil Defence Officer when they arrive.

2.7 FIRE DRILLS

- Drills should be conducted at least once per term and should simulate fire conditions i.e. one escape route obstructed, no advance warning given other than to specify staff for the purposes of safety, the fire alarm (if available) should be operated on instructions of management.

2.8 OCCUPANTS/ STAFF RESPONSIBILITIES

- It is the responsibility of the occupants to be aware of possible fire hazards and/or safety hazards that may be encountered. If such hazards are observed, please notify the administration immediately so corrective measures can be implemented.
- Listed below are some of the items that staff can help prevent from becoming potential hazards.
 - OBEY NO SMOKING SIGNS.
 - Investigate electrical equipment that is not working properly or smells strange.
 - Unusual odors from appliances or cords can be a first sign of a fire.
 - If you use an extension cord, plug only one appliance into it.
 - Unplug extension cords when not in use. If you are using a power strip, ensure that appliances plugged in conform to the listed rating.
 - NEVER overload the outlet, extension cord, or power strip.
 - In areas designated as "storage", if stored items, boxes or equipment exceed the height requirement, it reduces the effectiveness of the sprinkler system.
 - Ensure that all trash is properly disposed as this can be fuel for a fire.
 - Stairwell doors on all floors should remain closed at all times and passage ways free of items that may impede the ability for people to enter the stairways.
 - All combustible or flammable liquids should be stored in approved cabinets or containers.

- If obstacles impede the reception and pathways, this will reduce the effectiveness of the Civil Defense or Paramedics to move quickly.

3. GENERAL EVACUATION PROCEDURES

It is of great importance that evacuation procedures are kept simple. Evacuation procedures must be easy to understand and easy for anyone to carry out.

- Staff / students are **required to remain calm** in their classes upon hearing a warning of an emergency or fire situation in the building.
- School management will investigate along with Security Staff and alert the Fire Wardens if evacuation is necessary.
- Fire Wardens designated to floors shall guide the Children/ Elderly/ Students/ Visitors in evacuation in accordance with the agreed "Emergency Plan".
- People must leave immediately upon instruction without stopping to collect personal items.
- Make sure you close all doors behind you when leaving.
- Follow your class designated route.
- Do not rush or over exert yourself. Stop, take a rest, and then move downwards again.
- If you are unable to descend the stairs, wait within the stairs. Inform other able persons passing through the stairs that you require assistance (do not leave the staircase enclosure).
 - Able persons must record the location (floor) and number of persons requiring assistance. Once they have reached the ground floor, the information must be given to the Security/Building Management/Civil Defense emergency management personnel.
 - The fire service will arrange for assistance to be given.
- Security staff and occupants should be aware of people with special needs. An older, infirm person or a mother with children who may be alone at the time of an emergency.
- Once you have reached the assembly area outside the building, remain patiently at the assembly area until given instructions to leave, or to re-enter the building.
- Under no circumstance should you attempt to re-enter the building without permission.
- People should check that all of their colleagues have reached the assembly point by conducting a head count. Report immediately the missing persons to Security/Building Management/Civil Defense emergency management personnel.

4. EVACUATION DRILL POLICY

- Evacuation drills shall be conducted at least once every 2 months at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary. These drills may be unobstructed or temporarily obstructed for the purpose of the exercise, in order to familiarize occupants with secondary evacuation routes of evacuation.
- Evacuation drills will be scheduled by the Evacuation Coordinator(s) and Fire Wardens, at least one week prior to the drill.
- Evacuation drills must involve all occupants. Exceptions are strongly discouraged. It may be advisable to notify anyone needing special assistance prior to the planned evacuation drills.
- During the execution of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. The Evacuation Coordinator(s) and Fire Wardens are expected to perform their assigned duties as if in an actual emergency situation.
- Provisions should be made for timing and evaluating the orderliness of each drill. The Evacuation Drill Report forms should be provided to the Drill Coordinators and Fire Wardens to make notes during the Evacuation Drill (see appendix 1).

5. BUILDING EVACUATION & ASSEMBLY POINT LOCATION

- The Emergency Plan and Procedures manual should be kept at the Security Control Room/ Emergency Command Center and should include:
 - Evacuation Plan
 - Emergency Plans and Procedures
 - A copy of the building's floor plans
 - A list of disabled employees needing assistance.
- The "Evacuation Plan" of the building shall be clear and simple floor plans without structural or construction details and specifications highlighting only the following.
 - Location of the "evacuation plan" itself in Yellow color. ('You are Here' message for the person seeking information from the "Emergency Plan").
 - "Arrow marks" in Green color showing direction/ shortest routes to reach the above mentioned exit components.
 - Location of "Fire Extinguishers, Fire Hose Cabinets" in in Red color.
 - Location of First Aid Box in Red colored Plus sign.

- Location of the “Assembly Points” in Green color. These should be areas where evacuees coming out of the building can wait safely for further instructions. Such area or areas shall be adequate enough to accommodate evacuees and at a safe distance away from the building to protect people from fire, falling debris, building collapse etc.

6. AIDES TO THE DISABLED

- Those who need assistance shall be assigned an aide to assist during an evacuation. Disabled persons should be escorted to the nearest stairwell. Once all the evacuees have left the floor, the aide and the person requiring assistance can move into the stairwell and wait for further assistance from the Emergency Personnel.
- The “Aid to the Disabled” shall help the permanently or temporarily disabled persons, and should:
 - Know the location of the assigned disabled person to be assisted and their specific handicap.
 - Assist the disabled person and remove them from their location to a safe area. Designated safety areas for each floor will be the landings inside the emergency stairwell door.
 - Know the equipment that may be needed and location of such equipment to assist a disabled person in a safe evacuation.
 - Ensure that wheelchairs are not allowed in the stairwell until all persons have evacuated from the floor, unless there is an area of refuge provided in the stairwell big enough to accommodate the wheel chairs.
 - Wait in the stairwell with the disabled person until assistance arrives.

7. RESPONSIBILITIES OF VARIOUS DESIGNATED EMERGENCY PERSONNEL

7.1 EVACUATION COORDINATOR RESPONSIBILITIES

- Serve as a liaison with emergency responders (e.g., fire department, ambulance, Environmental Health & Safety).
- Review operations to determine which critical operating systems may require continuous attention or shutdown during an evacuation or other emergency condition.

- Develop a procedure to ensure that requisite actions are taken during an emergency. Ensure that designated personnel to address these issues are available. Provide them with the procedures and training.
- Meet the Civil Defense personnel upon their arrival and convey specific information about hazards in the building, access, locations of disabled persons or persons with special needs, etc.
- During a real emergency liaise with the Senior Fire Officer immediately on the arrival of the Civil Defense.
- Provide the Senior Fire Officer with a brief situation report as regards to the condition of both the building and evacuation of people. This should contain:-
 - Situation of personnel from check-lists.
 - How many people are unaccounted for in the building, who they are and where they are likely to be located.
 - Assess where you think the seat of the fire is likely to be located.
 - Suggest the best route to reach trapped personnel and the seat of the fire.
 - Highlight any dangerous hazards or chemicals stored in buildings that are likely to hinder or cause danger to Civil Defense personnel.
- Maintain communication with Fire Wardens regarding the status of the emergency.
- Upon receiving clearance from the emergency personnel, notify Fire Wardens and building occupants that the building is safe for re-entry.
- Ensure that Evacuation Plans, Contact Persons and Numbers and Floor Diagrams are up to date.
- Assist in Fire Drills.
- Take charge of initial incident management.
- Assist in training and / or scheduling of training the building occupants, fire wardens, fire responders and first aiders on their responsibilities to implement the plan and to assist in the safe and orderly emergency evacuation of building occupants.

7.2 FIRE WARDENS

- Two fire wardens are to be appointed in writing for each of the fire zones/areas. Two are required in the event that one is unavailable. Fire wardens must be full-time staff members and should be familiar with the general operations and hazards on site as well as the emergency procedures for their respective floors.

- Each warden will wear a fluorescent jacket/vest. These jackets should be kept within reach and put on as soon as an emergency situation arises. The jacket/vest identifies the warden as someone who is well-informed and available to assist occupants and emergency responders.
- Fire Warden shall ensure that occupants have vacated the floor/area/zone in the event of an evacuation and shall check assigned areas prior to leaving the building.
- Fire Warden shall ensure that floor plans and route evacuation maps are posted in all relevant places.
- Fire Warden shall participate in the development, communication, implementation and maintenance of the overall Emergency Plan for their area of responsibility.
- Fire Warden shall ensure that occupants, including new employees are familiar with the evacuation procedures.
- Fire Warden shall be aware of occupants with special needs who may need assistance during an evacuation, e.g. hearing- or sight-impaired, on crutches, in a wheelchair or otherwise disabled in their area of responsibility.
- As an integral part of the emergency communication network, Fire Wardens are to ensure that occupants in their area are aware of an emergency and the need to evacuate.
- Fire Warden shall Call the security room and activate the fire alarm whenever a situation could pose immediate danger to people, property, or processes in the building.
- Fire Warden shall assist in the evacuation process as indicated in the Fire Warden Evacuation Procedure.
- Fire Warden shall remain at the exit door from the inside of the building and continue to guide people to open sky and do not allow people to re-enter.
- Fire Warden shall carry out systematic monthly Fire Safety checks of their assigned area to ensure that all fire equipment, exit signs etc. are in place and in good working order.
- Fire Warden shall be familiar with the location of emergency equipment such as first aid kits, fire extinguisher etc.
- Fire Warden shall submit "Fire Wardens' Monthly Check-sheets" (see appendix 1) to the Area Safety Manager for any necessary action, filing for reference or for the attention of the Area Safety Manager, particular causes for concern if any.
- Fire Warden shall ensure that a trained substitute warden is available during absence.

7.3 FIRE RESPONDERS

- Fire Responders shall know locations and usage method of all fire protection equipment.
- Fire Responders shall move to the location of the fire emergency with sufficient fire extinguishing equipment.
- Fire Responders shall evaluate the safety of the responder team before attempting to fight the fire.
- Only under safe conditions Fire Responder shall fight the fire with a minimum of one (1) back up fire responder to assist in fighting the fire. Do not place anybody in unnecessary danger.
- When the fire has been successfully extinguished, the burned material shall be evaluated for heat and removed from the area to a safe place for disposal and constant checking in the event that material was not entirely cooled down with the extinguishing equipment.
- Fire Responders shall follow these rules if they decide to fight fires:
 - If in any doubt – do not fight the fires
 - Make sure that there are no other fires in the area.
 - Never tackle a fire alone or if flames are above waist height.
 - Instruct a person evacuating to inform the Fire Warden in-charge of the Assembly Point, about the location and activity responders involved in.
 - When using a fire extinguisher, keep low and make sure that the fire is attacked with the correct type of extinguisher.
 - Once the fire is extinguished, report the fact to the Fire Warden at the Assembly Point before checking your personnel list.
- Fire Responders shall follow these rules if they decide NOT to fight fires:
 - Leave the area and check out if people are not in toilets, store rooms, etc., but only if it is safe to do so.
 - Confine the fire by closing doors and windows on the way out, if it is safe to do so and does not cause undue delay in evacuation.

7.4 FIRST AIDERS

- First Aiders should be assigned to one assembly point of the premises and they should know its location.
- First Aiders should evacuate immediately when the alarm has sounded.

- First Aiders should know the location of the first aid kit and carry it with them before evacuating the building.
- An adequate amount of water bottles should be in the immediate area of the first aid kit.
- First Aiders should transport the water to the assigned assembly point and supply everyone with water to prevent dehydration while standing outside, possibly in the sun.
- Once First Aiders have reached the assembly point, ensure that the physical and mental well-being of the assembled people. If anyone has been injured or feels unwell commence first aid and seek medical assistance.

7.5 ASSEMBLY POINT COORDINATORS

- 7.5.1** During a Fire Evacuation, whether real or a practice, Assembly Point Coordinator shall 'take charge' of a designated Assembly Point and receive Personnel and situation reports from the security room.
- 7.5.2** Assembly Point Coordinator shall ensure that Senior Fire Brigade Officer-in-charge, gives all buildings/ zones the "All clear" instruction before people re-enter the building.
- 7.5.3** Assembly Point Coordinator shall make sure that the evacuated people stand in line, i.e. 10 people in one (1) line, on the designated assembly point.
- 7.5.4** Assembly Point Coordinator shall conduct a head count when everyone has assembled in an orderly manner.
- 7.5.5** Assembly Point Coordinator shall ensure that the names of assembled people are called out loud and physically mark the name of the person that has responded.
- 7.5.6** If people from your list are not at that assembly point, contact all other remaining assembly points on the premises to enquire about their presence.
- 7.5.7** Assembly Point Coordinator shall inform the security room if a missing person is assumed to be in the building.
- 7.5.8** Assembly Point Coordinator shall make sure every person on the list remains at the assembly point until the information that it is safe to re-enter the building is received.

7.6 SECURITY SUPERVISOR

- 7.6.1** Security Supervisor shall have phone list of the Civil Defense, Police and Emergency Response Team posted in the Security Control room.

- 7.6.2** Security Supervisor shall ensure Floor plans with escape routes, alternate escape routes, exit locations and Designated Evacuation Assembly Areas are posted in all the floors.
- 7.6.3** Security Supervisor shall ensure that the plans of the building are readily available for the fire brigade use whilst on site.
- 7.6.4** Upon receiving a water flow alarm from the fire hose reel or sprinkler system, a smoke detector alarm or a heat detector alarm or a phone call from a staff member informing them of a fire or smoke, the security supervisor will take the following steps:
- Immediately rush to the location to check the situation.
 - If the Fire is real, immediately operate the “Manual Call Point” (Break Glass Unit) to make the occupants aware that there is a fire.
 - Call “997” to confirm the fire and provide updated information to the 997 dispatcher.
 - Confirm that all members of the Emergency Response Team have acknowledged the announcement. Those who do not respond contact them on their cell phone.
 - Record all phone calls and the arrival times of emergency units (who, what, where, and when)
 - When the emergency is resolved, file an incident report for the Facilities Manager.
 - Direct traffic as required.
 - To give as much assistance as required to the situation without putting himself at risk.

7.7 FACILITIES MANAGER

- 7.7.1** The Facilities Manager along with the Security Supervisor will proceed to the security control room.
- 7.7.2** Facility Manager shall assess the information received of the emergency and if life safety is threatened, orders an evacuation.
- 7.7.3** Facility Manager, then notifies General Manager that an evacuation has been initiated.
- 7.7.4** Facility Manager shall remain at the Security control room for reports from the Floor Wardens of the evacuating Floors, making notes of any discrepancies, locations of disabled individuals waiting for assistance or persons left behind.
- 7.7.5** Facility Manager shall provide updated information, status of the emergency to the General Manager, as needed.
- 7.7.6** Facility Manager directs full or partial re-entry based upon the situation and approval of the Dubai Civil Defense officer.

7.8 CLASS AND HOMEROOM TEACHERS

7.8.1 “Inside the building” procedures

- 1) Once the alarm sounds, students line up (single file) quickly and quietly at the door with the teacher in front and the assistant teacher (if applicable) at the back. Do not stop to get any personal items etc.
- 2) Teachers/specialists must grab the emergency folders (found behind the door and containing their personalized evacuation route, class list and colored cards - red, green and white).
- 3) Each classroom teacher should appoint a student monitor and alternate (in case monitor is absent) to see that the lights and aircon are off, and the classroom door is closed once everyone is out. Closed doors help prevent the spread of smoke.
- 4) Classes walk to the nearest exit of the building quickly and quietly (following the fire drill route provided behind the door of the classroom and in their folder), leaving the building in an orderly fashion. In order to make sure students stick together stop the line along the way at key points (such as when going around a corner or at the bottom of a flight of stairs). There is absolutely no talking or running during the fire drill. Be sure to take the drill seriously as the students will take their cue from you. Remain calm and in control.
- 5) Before walking through any doors be sure to touch the metal door knob with the back of your hand. If it is hot; find an alternative exit. Even if it is not hot, open the door slowly to ensure there is no heat or heavy smoke on the other side. If there is, close it again and find an alternative exit. If there is any smoke in the air, stay low near the floor and crawl toward the exit.
- 6) If a student is not with his class or another adult, he should use the nearest exit and report to the closest adult wearing a colored vest. Be sure students know what to do if they are not in their own classroom when the fire alarm sounds: “Go to the nearest exit and leave the building. Then report to the nearest adult wearing a vest.”
- 7) Teachers who have bathrooms should make sure no child is in the bathroom!
- 8) Bathroom assistants should ensure that there are no children in the bathroom and escort any students to the nearest exit and report with the students to the closest adult with a walkie-talkie.
- 9) Should the alarm sound during lunch, all teachers without classroom responsibilities must assist with student evacuation in the area nearest them at the time and then meet up with their classrooms outside.

7.8.2 “Outside the Building” Procedures

- 10) Each class should proceed to a predetermined point outside the building. All persons should line up as far away from the building as possible within their assigned places.
- 11) It is important to keep the children calm, quiet and together until given the okay to enter the building.
- 12) Teachers take roll using their attendance sheets. Individual students or small groups who happen to be with a specialist are to exit the building and remain with the specialist. Classroom teachers should remember that a child is in a special class. The specialist will report any missing child, for whom they have supervision responsibility during the fire drill period, using the cards provided.
- 13) Teachers, make sure that you have directions to your sub to always have a class list available should they take the children outside for recess or other activities away from the classroom.
- 14) Use the card system to indicate the status of your class.

Hold up a **green card** to show that you have more students than you should, based on the register. If your green card is showing, the adult in charge of your evacuation zone will check which students are additional



Hold up the **red card** to show that you have fewer students than you should, based on the register. If your red card is showing, the adult in charge of your evacuation zone will check which students are missing.



Hold up the **white card** to show that all students are accounted for and that you have the correct number of students. This indicates an “all clear” signal for your class.



- 15) An “all clear” signal by an administrator (in the form of a white flag being flown) will be given to indicate when it is safe to quietly return to the building in an orderly fashion. Do not attempt to go back into the building until after the fire department gives clearance.

7.9 CAFETERIA WORKERS

- 7.9.1** Must ensure that all utilities are turned off and doors are closed before they leave the building.

7.10 OCCUPANTS

- 7.10.1** It is the responsibility of all occupants to be aware of possible fire hazards and/or safety hazards that may be visible or encountered. If such hazards are observed, please notify the Building Management Office immediately so corrective measures can be implemented.
- 7.10.2** Occupants are responsible for their own safety! Stay calm - avoid panic and confusion.
- 7.10.3** Occupants shall know the locations and operation of fire extinguishers.
- 7.10.4** Small/Insignificant fires can be extinguished only if you are trained to use a fire extinguisher. However, an immediate evacuation is essential for any and all fires occurring in the building. Never enter a room that is smoke filled.
- 7.10.5** Never enter a room if the door is warm to touch.
- 7.10.6** Occupants shall know how to report an emergency to the security.
- 7.10.7** Occupants shall inform visitors of relevant information about evacuation procedures.
- 7.10.8** Occupants shall EVACUATE! Select the nearest, safest route to exit the site or the building and proceed in an orderly manner to the DESIGNATED ASSEMBLY AREA, await further instructions from the Emergency Coordinator or Civil Defense. A head count will be taken to ensure that everyone has safely evacuated. Do not leave the Assembly Point unless you are told to do so.
- 7.10.9** When the fire alarm sounds, all personnel should ensure that nearby personnel are aware of the emergency, quickly shutdown critical operating equipment, close doors behind and exit the building/ zone.
- 7.10.10** All occupants should know where primary and alternate exits are located, and be familiar with the various evacuation routes available.
- 7.10.11** All occupants shall be familiar with Floor plans and escape routes, alternate escape routes, exit locations and Designated Evacuation Assembly Areas.
- 7.10.12** Occupants shall not re-enter the building until notified to do so. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for occupants to re-enter!

7.11 DRILL MONITORS/OBSERVERS

7.11.1 Responsible drill observers should be appointed who pay particular attention to:

- Communication difficulties with regard to the roll call and establishing that everyone is accounted for.
- The use of the nearest available escape routes as opposed to common circulation routes.
- Difficulties with the opening of exit doors.
- Difficulties experienced by people with disabilities.
- The roles of designated people, e.g. fire wardens etc.
- Inappropriate actions, e.g. stopping to collect personal items, attempting to use lifts etc.
- Windows and doors not being closed as people leave.
- On-the-spot debriefs are useful to discuss the fire drill, encouraging feedback from everybody. Any conclusions and remedial actions should be recorded and implemented.
- Please see Appendix 2 for the Evacuation Drill Observer checklist that an observer can use to evaluate the procedures and personnel

8. APPENDIX 1 – Monthly fire safety inspection checklist for Fire Wardens

	Yes	No
Extinguisher		
S		
1. Are all fire extinguishers present in their correct location?	[...]	[...]
2. Are all fire extinguishers hung or stand-mounted?	[...]	[...]
3. Do all fire extinguishers with pressure gauges show correct pressure?	[...]	[...]
4. Are all extinguishers free from signs of corrosion (incl. tap-test)?	[...]	[...]
5. Are all extinguishers within their annual inspection date?	[...]	[...]
6. Are all extinguishers unobscured, unobstructed and freely visible?	[...]	[...]
Escape routes and exits		
7. Are escape routes clear from stored materials and debris?	[...]	[...]
8. Are all internal fire doors closed (not wedged open)?	[...]	[...]
9. Are final exit doors clear and unobstructed on both sides?	[...]	[...]
10. Do final exit doors open easily?	[...]	[...]
11. Are external pathways from the exits away from the building clear?	[...]	[...]
Signs		
12. Are escape route signs clearly visible and legible?	[...]	[...]
13. Do signs indicate the nearest escape route from all workplaces?	[...]	[...]
14. Are internal fire doors labelled?	[...]	[...]
15. Do external fire doors have opening instructions shown?	[...]	[...]
Emergency lighting (if present)		
16. Are all emergency light indicators illuminated (if present)?	[...]	[...]
17. Are all covers, diffusers, etc. present and fitted?	[...]	[...]
18. Do emergency lights illuminate for a minimum of 10 minutes when the electricity supply is disconnected (must be done each month)?	[...]	[...]
Fire Alarm (if present)		
19. Is the alarm sounded weekly?	[...]	[...]
20. Do all break glass call points have covers / glass / plastic panel fitted?	[...]	[...]
21. Are all call points clearly visible and unobstructed?	[...]	[...]
22. Are signs present over each call point?	[...]	[...]

9. APPENDIX 2 – Evacuation Drill Observer Checklist

EVACUATION DRILL – OBSERVER CHECKLIST		
The following is a sample checklist that a Fire Drill Observer should utilize to evaluate the procedures and occupant training.		
Observer Name:		
Date of Fire drill:		
PRIOR TO ANY DRILL	YES	NO
Have floor wardens been assigned and trained?		
Do floor wardens have vests or caps for identification		
Do floor wardens have clipboards, checklists and flashlights?		
Have persons with disabilities been identified and assigned help to assisting evacuation to a refuge area?		
Have assembly areas been designated and employees trained?		
Are emergency plans / procedures posted?		
DURING THE DRILL	YES	NO
Did occupants evacuate the building immediately after the evacuation was initiated?		
Did floor wardens perform their duties?		
Was evacuation orderly and quick?		
The building was evacuated in _____ minutes?		
Did Civil Defense respond?		
Did everyone evacuate the building?		
Did any person re-enter the building?		
Were instructions given to move to the designated assembly points?		
Did assembly point coordinators have a list of staff and students for their assigned assembly points?		
Did First Aiders have first aid kits assigned and were sufficient amounts of water available at the assembly point?		








[illegible]

Observed by: (print name)

Date: Signed:

10. APPENDIX 3 - CALLING “997” (CIVIL DEFENCE, THE UAE FIRE DEPARTMENT)

10.1 Anyone calling “997” should provide the below listed information to the “997” operator. Do not hang up the phone until instructed by the operator.

-  Your Name
-  Building address (Location)
-  Exact location of fire or smoke
-  Approximate size of the affected area
-  Fire source information (i.e. electrical, solvent, LPG etc.)
-  Time the fire or smoke was first observed
-  Any other information requested by security personnel

11. APPENDIX 4 - Record of Emergency Evacuation Drills

Facility Name_____Address_____

City_____

Principal_____

First Day of School_____

Last Day of School_____

EMERGENCY EVACUATION DRILLS

Term	Person conducting evacuation	Date	Time	Notific. method used	Staff Members on duty	No. of occupants evacuated	Special conditions simulated	Prob. Encount.	Weather conditions	Time to complete evacuation

SCHOOL SAFETY DRILLS- School safety drills shall be conducted to ensure all role players are aware of procedures to follow in situations where pupils must be secured in the school building such as a threat to the school involving an act of terrorism: a person possessing a deadly weapon or dangerous ordnance on school property: or other acts of violence.

Month	Date	Hour	Time	Length

Signature of Responsible Person: _____