


# 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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Document No	TG-OSH-01	Rev.No	04	Date of Issue	11/8/2023	Page 2 of 20
-------------	-----------	--------	----	---------------	-----------	--------------


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

### 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.


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Document No	TG-OSH-01	Rev.No	04	Date of Issue	11/8/2023	Page 3 of 20
-------------	-----------	--------	----	---------------	-----------	--------------

Taaleem Group	 inspiring young minds
Occupational Safety and Health Management System	
Emergency Response Plan for Fire Evacuation Procedure	

## Table of Contents

Emergency Response Plan for Fire Evacuation Procedure .....	1
Revision History.....	2
Taaleem Group Signatory Page.....	3
Table of Contents.....	4
1. Purpose.....	5
2. Scope .....	5
3. Definitions .....	5
4. Roles and Responsibilities .....	5
5. Drill Preparation .....	7
6. Emergency Service Liaison .....	8
7. Personal Emergency Evacuation Plan (PEEP).....	8
8. Resources.....	8
9. Review.....	9
10. References.....	9
Appendix.....	10
Appendix 1. School Premises Information and Contact Numbers.....	11
Appendix 2. Emergency Response Team (ERT) .....	12
Appendix 3. Emergency Evacuation Plan .....	12
Appendix 4. Fire Evacuation Maps.....	16
Appendix 5. Offsite Evacuation Plan .....	16
Appendix 6. Swimming Pool Evacuation Plan .....	17
Appendix 7. After School Activities Evacuation Plan .....	17
Appendix 8. Drill Report Form .....	18
Appendix 9. Personal Emergency Evacuation Plan (PEEP) .....	19

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

## 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.

Document No	TG-OSH-01	Rev.No	04	Date of Issue	11/8/2023	Page 5 of 20
-------------	-----------	--------	----	---------------	-----------	--------------

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

- 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.

Document No	TG-OSH-01	Rev.No	04	Date of Issue	11/8/2023	Page 6 of 20
-------------	-----------	--------	----	---------------	-----------	--------------

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

- 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.

Document No	TG-OSH-01	Rev.No	04	Date of Issue	11/8/2023	Page 7 of 20
-------------	-----------	--------	----	---------------	-----------	--------------



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

### 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

Document No	TG-OSH-01	Rev.No	04	Date of Issue	11/8/2023	Page 8 of 20
-------------	-----------	--------	----	---------------	-----------	--------------



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

plan located 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.

Document No	TG-OSH-01	Rev.No	04	Date of Issue	11/8/2023	Page 9 of 20
-------------	-----------	--------	----	---------------	-----------	--------------

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

# Appendix


Document No	TG-OSH-01	Rev.No	04	Date of Issue	11/8/2023	Page 10 of 20
-------------	-----------	--------	----	---------------	-----------	---------------

Taaleem Group	 inspiring young minds
Occupational Safety and Health Management System	
Emergency Response Plan for Fire Evacuation Procedure	

## Appendix 1. School Premises Information and Contact Numbers

School Details		
<b>School Name</b>	Raha International School	
<b>Address</b>	Khalifa City	
<b>Size of Site M<sup>2</sup></b>	<b>Building A</b> – 1515m <sup>2</sup> <b>Building B</b> – 802m <sup>2</sup> <b>Building C</b> – 890m <sup>2</sup> <b>Building D</b> – 1180m <sup>2</sup> <b>Building E</b> – 970m <sup>2</sup> <b>Building F</b> – 1280m <sup>2</sup> <b>Building G</b> – 1527m <sup>2</sup> <b>Building H</b> – 969m <sup>2</sup> <b>Building I</b> – 1332m <sup>2</sup> <b>Building J</b> – 453m <sup>2</sup> <b>Building K</b> – 450m <sup>2</sup> <b>Building L</b> – 2537m <sup>2</sup>	
<b>Site Description</b>	<b>Building A:</b> Ground Floor, First Floor <b>Building B:</b> Ground Floor <b>Building C:</b> Ground Floor, First Floor <b>Building D:</b> Ground Floor, First Floor <b>Building E:</b> Ground Floor, First Floor, Roof <b>Building F:</b> Ground Floor, First Floor <b>Building G:</b> Ground Floor, Mezzanine, First Floor, Roof <b>Building H:</b> Ground Floor, First Floor, Second Floor <b>Building I:</b> Ground Floor, First Floor <b>Building J:</b> Ground Floor <b>Building K:</b> Ground Floor, First Floor <b>Building L:</b> Ground Floor, First Floor	
<b>Occupancy Number</b>	3000 Max	
<b>Emergency Vehicle Access</b>	With a truck: Gate 1,4 & 5 Without a truck: all gates	
Site Contact Details		
<b>Role</b>	<b>Name</b>	<b>Contact Number</b>
Principal	Michael Bloy	+97125561567


Document No	TG-OSH-01	Rev.No	04	Date of Issue	11/8/2023	Page 11 of 20
-------------	-----------	--------	----	---------------	-----------	---------------

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

Operations Manager	Shah Amin	+971585644373
Facilities Manager	Rudi Pretorius	+971505350668
OSH Officer	Aysha Rababah	+971505958354
Site Security Supervisor	Shankar Shreshta	+971552776406
School Clinic	Clinic	+971565209980
Health and Safety Manager	Ryan Ormrod	+971585242953
Health and Safety Manager	Naglaa Radwan	+971559967108
<b>Emergency Contact Details</b>		
Police		999
Ambulance		998/999
Fire		997/999


## Appendix 2. Emergency Response Team (ERT)

Designation	Name and Contact Number	Responsibilities
<b>Fire Marshal</b>	<b>Principal</b> Michael Bloy	Overall control Takes reports from Fire Wardens Gives the 'all clear' Decides whether an offsite evacuation is required

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

<b>Deputy Fire Marshals</b>	<b>Vice Principal</b> Carol Michelle Pratt	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> Rudi Pretorius	Checks the main fire panel Manages other fire wardens (sweepers), reports to Marshal Emergency services liaison
<b>Deputy Fire Warden</b>	<b>OSH Officer</b> Aysha Rababah	Checks the main fire panel Manages other fire wardens (sweepers), reports to Marshal Emergency services liaison
<b>Fire Warden</b>	<b>Emergency Response Team</b>	Responsible for sweeping their respective area and report their findings
<b>Document Keeper</b>	<b>PA to the Principal</b> Nadine Kharbutli	Brings parent contact list, full evacuation procedure, primary registers, and clipboards to assembly point 5  Prepares all documents and maintains wallets. (Pencils; clear out unnecessary papers) for primary
<b>Deputy Document Keeper</b>	<b>Assistant to Vice Principal</b> Farah Rabi	Bring the parent contact list, full evacuation procedure, secondary registers, and clipboards to assembly point 5  Loud hailer backup Checks batteries for megaphone
<b>Medical</b>	<b>Clinic</b> Nurse	Provides first aid medical treatment when required
<b>Security</b>	<b>Head Guard</b> Shankar Shetha	Opens gates and clear routes for emergency vehicles Delivers security log to the fire assembly point  Provides assistance if an area was not cleared by a Fire warden
<b>Network Administrator</b>	<b>System Administrator</b> Tibin Cherian	Secures and protects hard drives that back up the school's data and systems before, during and after an evacuation

Document No	TG-OSH-01	Rev.No	04	Date of Issue	11/8/2023	Page 13 of 20
-------------	-----------	--------	----	---------------	-----------	---------------

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

### Appendix 3. Emergency Evacuation Plan


The following procedure shall be followed if there is a requirement to evacuate the building in the event of a fire or other emergency requiring evacuation. When the fire alarm sounds the following should occur:

- On the sound of a continuous alarm the evacuation must begin, ensure that nearby personnel are aware of the emergency.
- Exit the building by the nearest available exit, do not take personnel belongings, elevators should not be used.
- Proceed directly to the fire assembly point.
- Staff with emergency response team responsibilities shall carry out their designated task prior to proceeding to the assembly point.
- The emergency services will be alerted by the Facilities Manager as required (998/999).
- Security will provide an up-to-date list of visitors to the fire assembly point to ensure that everyone is accounted for.
- All none teaching staff will be mustered at the assembly point by the PA to the Principal (Nadine Kharbutli).
- Do not attempt to re-enter the building and await further instructions from 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 room checked clear 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.
- On arrival at the evacuation point teachers will muster their class against the register.
  - If all are present a **green** card should be raised
  - If individuals are missing a **red** card should be raised
- If individuals are missing at the assembly point this will be communicated to the Fire Wardens sweeping the building.

Document No	TG-OSH-01	Rev.No	04	Date of Issue	11/8/2023	Page 14 of 20
-------------	-----------	--------	----	---------------	-----------	---------------

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

- 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.

**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.

Document No	TG-OSH-01	Rev.No	04	Date of Issue	11/8/2023	Page 15 of 20
-------------	-----------	--------	----	---------------	-----------	---------------



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

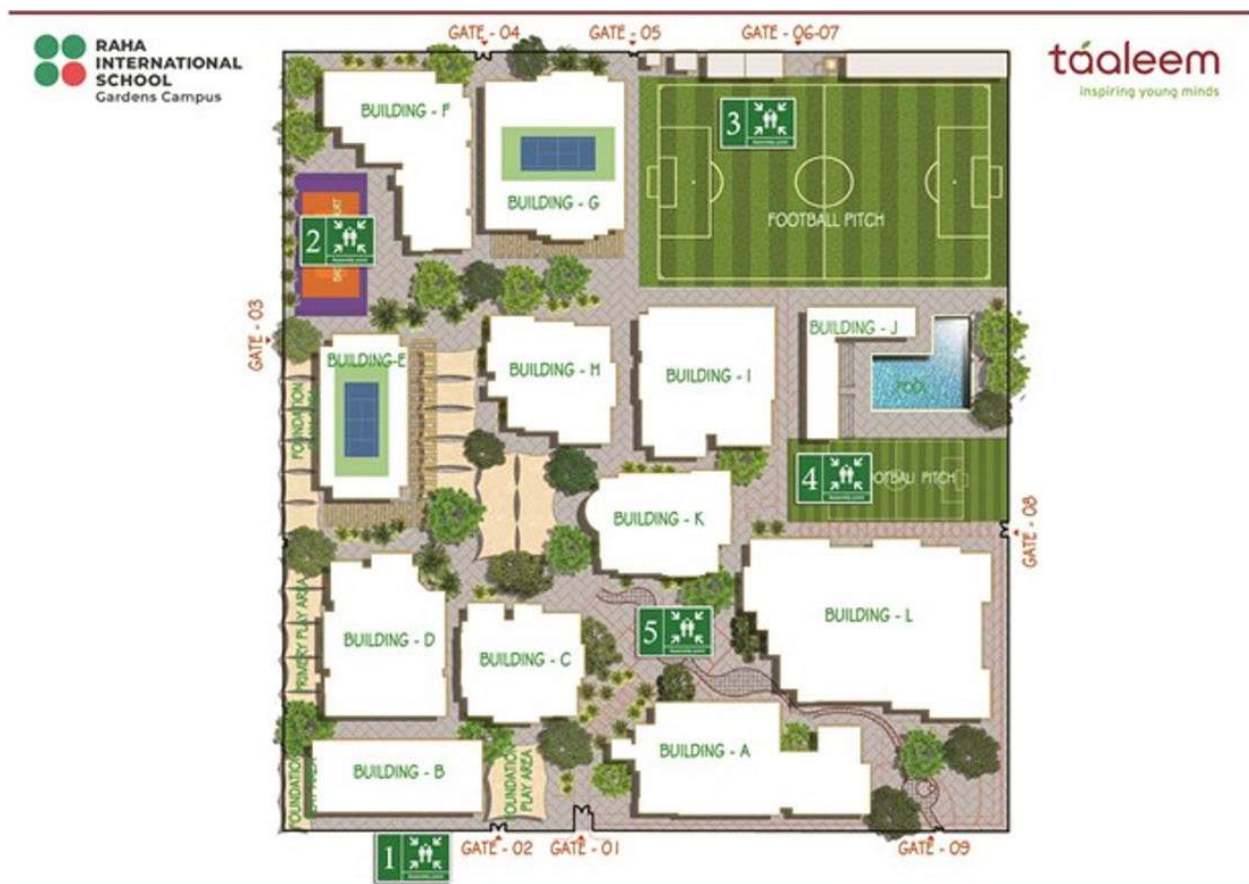
## Appendix 4. Fire Evacuation Maps

Refer to


[https://taaleem.sharepoint.com/:f/s/Administration/Ej9Tag3\\_9bFDnQjD3uiXNDEBbsHFdhhTLdW6bFWG9\\_DM0g?e=X4v0Ai](https://taaleem.sharepoint.com/:f/s/Administration/Ej9Tag3_9bFDnQjD3uiXNDEBbsHFdhhTLdW6bFWG9_DM0g?e=X4v0Ai)

## 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 below.



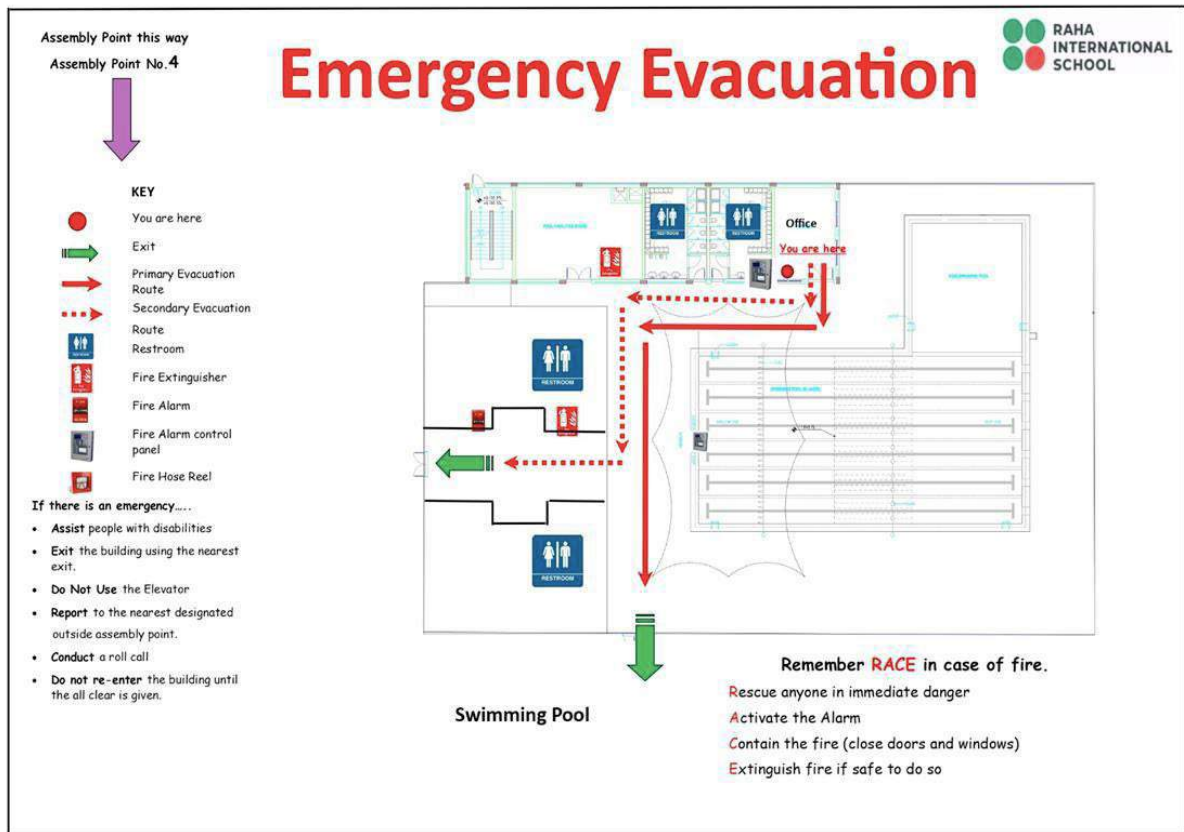
Document No	TG-OSH-01	Rev.No	04	Date of Issue	11/8/2023	Page 16 of 20
-------------	-----------	--------	----	---------------	-----------	---------------

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

## Appendix 6. Swimming Pool Evacuation Plan

During an evacuation of the swimming pool the following points shall be considered..:


- On hearing the fire alarm, the teacher/coach should evacuate the children from the pool which will be indicated by one long blow of the whistle.
- Evacuate the facility by the nearest fire exit in accordance with the fire evacuation plan, a sweep of the changing rooms and pool area should be conducted to ensure nobody is left behind.
- Once at the fire evacuation muster point a register will be taken to ensure everyone has evacuated safely.
- Due to high floor temperature appropriate footwear (flip flops) can be kept poolside in case of an evacuation.



## Appendix 7. After School Activities Evacuation Plan

If there are any alternative arrangements in place for fire evacuation during after school activities, it should be detailed in this section with an overview diagram like that shown below.

Document No	TG-OSH-01	Rev.No	04	Date of Issue	11/8/2023	Page 17 of 20
-------------	-----------	--------	----	---------------	-----------	---------------

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

- The security guard will immediately check the location of the fire alarm to establish if there is a fire.
- The emergency services will be called if required.
- All individuals on the site are to muster at the assembly point shown below and are required to report into the Activities Supervisor.
- The Facilities Manger should be notified without delay who will be responsible for further escalation of the incident.

### Appendix 8. Drill Report Form

Drill Details			
<b>Drill Date:</b>		<b>Drill Type:</b>	fire/lockdown/other
<b>Drill Time:</b>		<b>Type of Drill:</b>	planned / alarm
<b>Scenario:</b>			
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			

<b>Recommendations</b>
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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:	

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

<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>	
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:	