

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 and teachers will exit classrooms via the nearest safe exit and WALK in orderly lines.
2. Students and teachers will evacuate the building by designated routes to the Assembly Area #4 at the Football pitch:

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.
 - 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 receive class register folders from the receptionist. 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.
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 Tutor group line with their designated tutor.
3. Students will remain orderly and in silent lines until the Secondary Principal gives a clear signal for dismissal.

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

1. Students in either the girls or boys playground walk to the assembly point #4 at the football pitch.

Administration and Other Employees

1. Administration office staff should exit the building via the nearest exit. They should meet in ONE area and have their names taken by Principal's PA, who will confirm that all are present.
2. Cleaners and security staff exit via the nearest fire exit, proceed to the Assembly point, where they are to meet and collect into ONE area where their supervisor will confirm if all are present.

Secondary Responsibilities

1. The **Secondary School Principal** has overall responsibility in the Assembly Area.
2. The **Deputy Principal** will receive the completed class registers from the teachers and will alert the Principal should any student or teacher not be accounted for.
3. The **Principal's PA** will take class register folders and distribute them on the teachers at the assembly area.
4. The **Receptionist** will take the visitors register to the assembly area and ensure that all the visitors are present.
5. The **Receptionist** will take a roll of all Secondary staff and report directly to the Principal's PA.

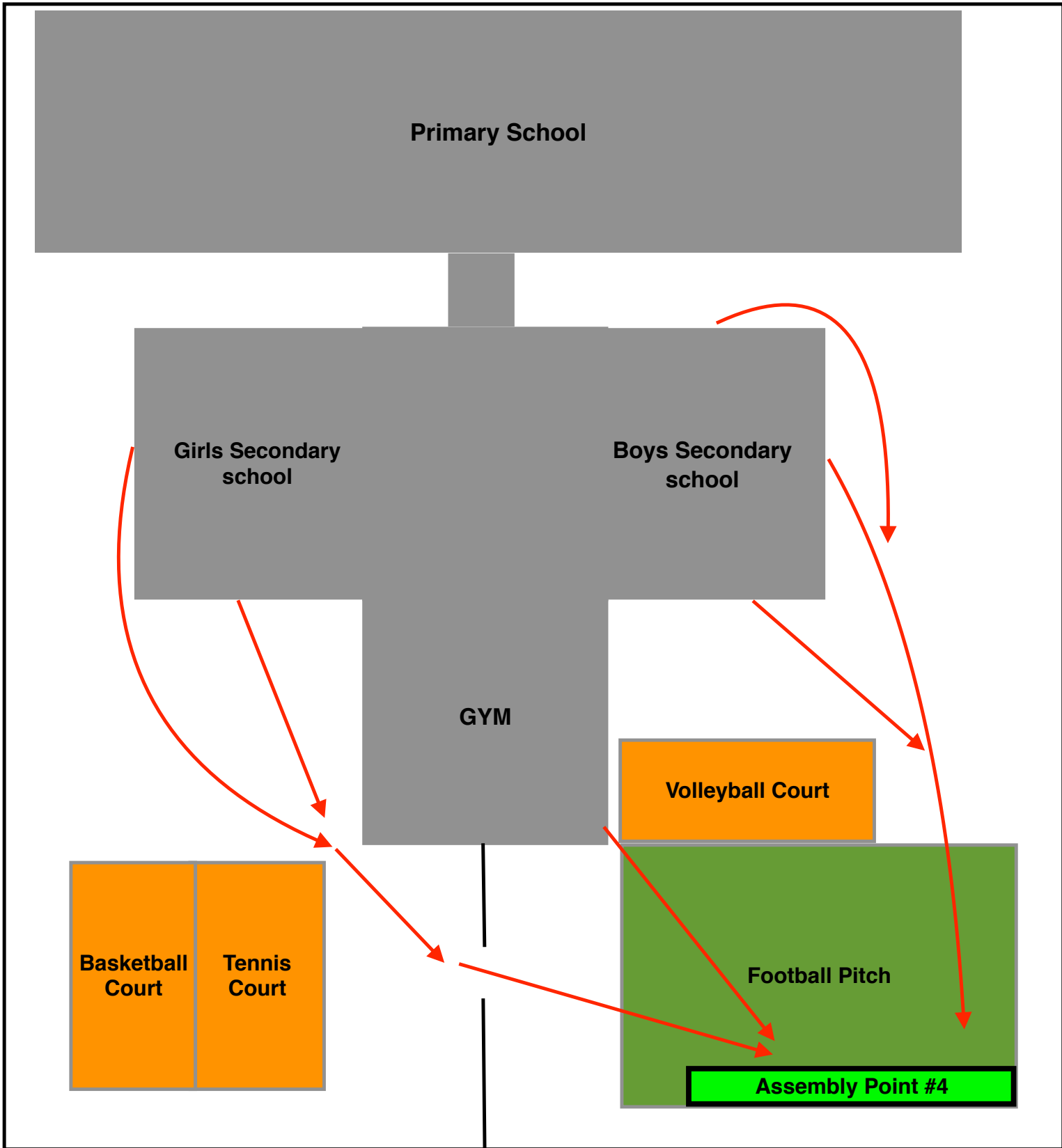
Whole School Responsibilities

6. The **FACILITIES Manager** will identify the point of alert on the fire panel & direct the Firefighting team to that area, communicate with the evacuation team to ensure that all the buildings are clear.
7. The **Security Supervisor** will take a roll call of security and report directly to the Facilities Manager.
8. 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



Fire Escape routes in Secondary school