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Crisis Management – Emergency Evacuation Policy

Policy Title:	Emergency Evacuation Procedure V05	
Policy Number:	PSEEP-06-20V05	
Initial Effectivity Date:	September 13, 2020	
Scheduled Review Date:	July 2025	
Prepared By:	Senior Health and Safety Officer	
Reviewed By:	Director of School Operations	
Approved By:	Executive Principal	

1. Purpose

The **Emergency & Evacuation policy** is designed to define the Health and Safety preventive and protective actions the Arcadia School can take to control, limit and minimize the impact to life and property caused by any emergencies

2. Scope

This policy applies to all in the Arcadia Schools including, all Interested parties, Stake holders, vendors, contractors associated support service within the school community.

3. General Statement

A disaster or emergency is defined as “a serious disruption of the functioning of facilities, causing widespread human, material, or environmental losses which exceed the ability of the affected Facilities to cope using its own resources.” A disaster is the product of a hazard such as an earthquake, flood or windstorm, fire in a facility, vehicle collisions, equipment failures, criminal activities, trespassing, terrorism, bomb threats, weapons of mass destruction, suspicious packages, hostage or hijacking, injuries or fatalities associated with the following: hazardous material spill, hazardous materials on the right-of-way, biological materials, unknown hazardous substance, severe weather condition, power outage. All shall follow UAE Life and Fire Safety Code 2018, KHDA, DM and DHA Guidelines. School shall communicate health and safety expectations, so the team can get the necessary arrangements in place. All required to follow this protocol. School reserves the right to enforce a check and implement additional control procedures; to ensure risks are mitigated, thus preserving the integrity and safety of the organization.

4. Procedure

This document is intended for Arcadia Schools Leadership team to establish a Command and control to manage all emergencies. This document was developed based on current data and experience, this document has to be updated as more information becomes available for improvements after drills



5. Fire Evacuation

- ☐ Fire evacuation procedures should take place for a fire, or similar emergency where students are to be evacuated outdoors or to remain outdoors. Staff are required to ensure that they and their students are familiar with these procedures.
- ☐ Familiarize Assembly point (Annexure 2: Evacuation Plan)
- ☐ Arcadia Primary School - The Fountain area via their emergency route, to their designated area.
- ☐ Arcadia High School – Football Pitch via their emergency route, to their designated area.

6. Signal to Evacuate

- ☐ **A CONTINUOUS ALARM** will be sounded over the Public Address System. This is the **signal to evacuate** the whole school.

7. Evacuation

- ☐ The person who discovers the emergency should contact Dubai Civil Defense (in case of fire) and Health and Safety Officer (for other emergency), Front office immediately so emergency services may be contacted and emergency procedures are put into action. (Phone HOP- Executive Principal and/or Head of School (Head of Primary and/or Head of Secondary) If however, the fire can be easily extinguished use fire extinguisher if you do it safely or trained.
- ☐ Class Rolls must be taken to the assembly area considering safety first by class teachers.
- ☐ Staff should be concerned solely with the safe evacuation of people. (Not in saving personal or school property)
- ☐ Pupils will be kept under control in class groups and will proceed according to the Emergency Evacuation Map. (There must be no running, but evacuation should be executed quickly). Line up in class order.
- ☐ Facilities Maintenance Staff should check the Office, Sick Bay Staff Room, mosque and boys, girls and all toilets.
- ☐ Nurse Collect first aid kit, respond in case of injuries and reach Assembly point

8. Communication

- ☐ Front Office verify incident details with caller, Alert Security team and Commander
- ☐ Security shall Notify Emergency Service 997 after verifying the fire Control Panel (s).
- ☐ Commander shall announce Relevant Code, location over Public Address (twice).
- ☐ Use Walkie Talkie and Contact Emergency Response Team, check that team has responded.
- ☐ Maintain communication links through walkie talkie. Await further instructions from Emergency Co-Coordinator

9. Assembly Point

- ☐ On arrival at the assembly area, the roll is to be checked immediately. Once all persons have been accounted for, the teacher must raise green placard and send the details through Assembly point coordinator HOP, Principal to indicate everyone is accounted for or the names of those who not. e.g. YO1 all present or FS Mary Steward missing.
- ☐ Any child or groups of children absent from their regular class/area will be escorted by the supervisor for that particular area (e.g. Library, Music, PE or Admin) to the assembly area.
- ☐ Their escort will ensure they rejoin their class when they arrive at the assembly point. Learning Support students must be escorted to their allocated class. If a teacher is on release time, they must join their class.
- ☐ Should an evacuation be necessary during a lunch period or outdoor activity, teachers on duty are to escort children directly to the assembly area.
- ☐ All staff must know the whereabouts of fire extinguishers and how to use them.
- ☐ Return to work area / class may only occur after the ALL CLEAR signal has been given by the incident commander.
- ☐ All visitors, contractors, volunteers must follow directions from Emergency Response team or staff



10. Responsibilities

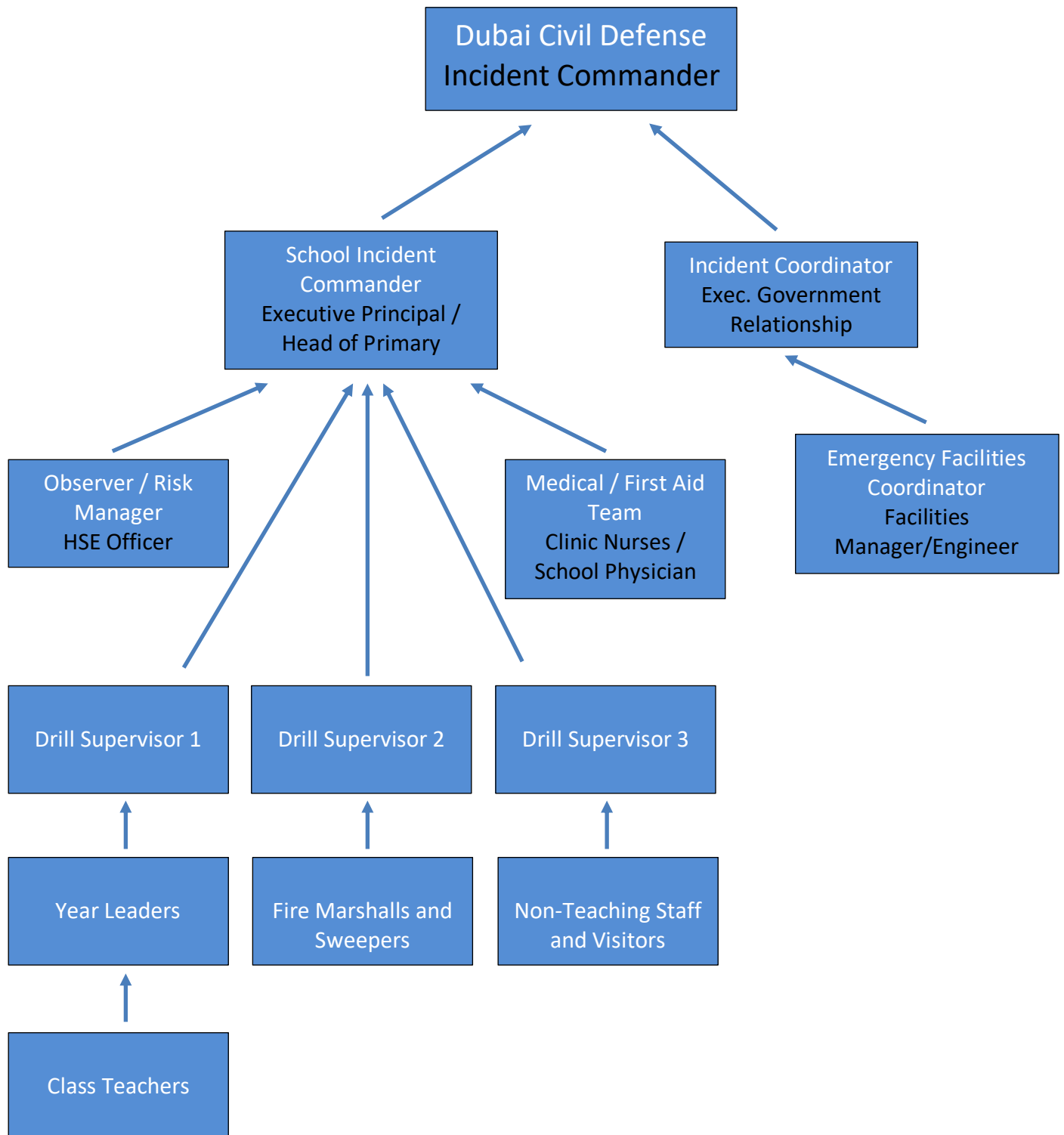
- ☐ **Incident Commander**
 - ☐ Executive Principal and Head of primary - Establish emergency co-ordination with local authority (i.e. police, civil defense and/or ambulance) together with public relations officer. Identification and allocation of resources.
- ☐ **Emergency Service Communications Officer – Incident Coordinator**
 - ☐ Executive Government Relationship - In coordination with the IC, EGR will liaise with the DCD commander all the necessary information such as i.e. number of building occupants, number of missing and/or injured.
- ☐ **Facilities Management**
 - ☐ FM shall be overall responsible to ensure life safety system and sweep the facilities.
- ☐ **Traffic Management**
 - ☐ Security shall manage the traffic movement including emergency vehicles and crowd control outside the premises.
- ☐ **Drill Supervisors - Drill Supervisor 1 (Assistant Head – Primary Building / Head of Secondary – Secondary Building)**
 - ☐ Will coordinate with year leaders for the headcount and relay overall headcount of students and teachers to Incident Commander.
- ☐ **Drill Supervisors - Drill Supervisor 2 (Housekeeping Supervisor)**
 - ☐ Will be responsible in communicating to the incident commander that the building/room sweep has been concluded and report any remaining student and/or staff inside the building.
- ☐ **Drill Supervisors - Drill Supervisor 3 (Head of Admissions – Primary Building / Head of FoH – Secondary Building)**
 - ☐ Will be responsible in communicating to the incident commander the headcount of non-teaching staff including admin, contractors and visitors
- ☐ **Medical – Clinic Nurses**
 - ☐ Clinical staff shall support medical and injured cases inside the clinic.
- ☐ **Fire Wardens and Marshals**
 - ☐ Wardens will be the initial emergency controllers in most cases for internal emergencies and will be in-charge of their respective students/class.
- ☐ **Risk Manager / Observer – HSE Officer**
 - ☐ Health and Safety Officer shall ensure compliance. Effective emergency management, and together with HR HSE officer will do constant monitoring of the competencies of the staff to implement the plan
 - ☐ School HSE officer will be responsible for all documentations such as drill reports, observations and feedback as document records.
- ☐ **Other Responsibilities**
 - ☐ Facilities manager and/or Engineer will be with the incident commander bringing with him the “RED FILE” which contains the plans/drawings of the building which contains vital information that DCD requires in the actual event of fire.

11. References

- <https://www.khda.gov.ae/en/safetyattraininginstitutes>
- <https://www.dha.gov.ae/Covid19/Pages/home.aspx>
- <https://www.dcd.gov.ae/portal/en>



Annexure 1 – Command and Control



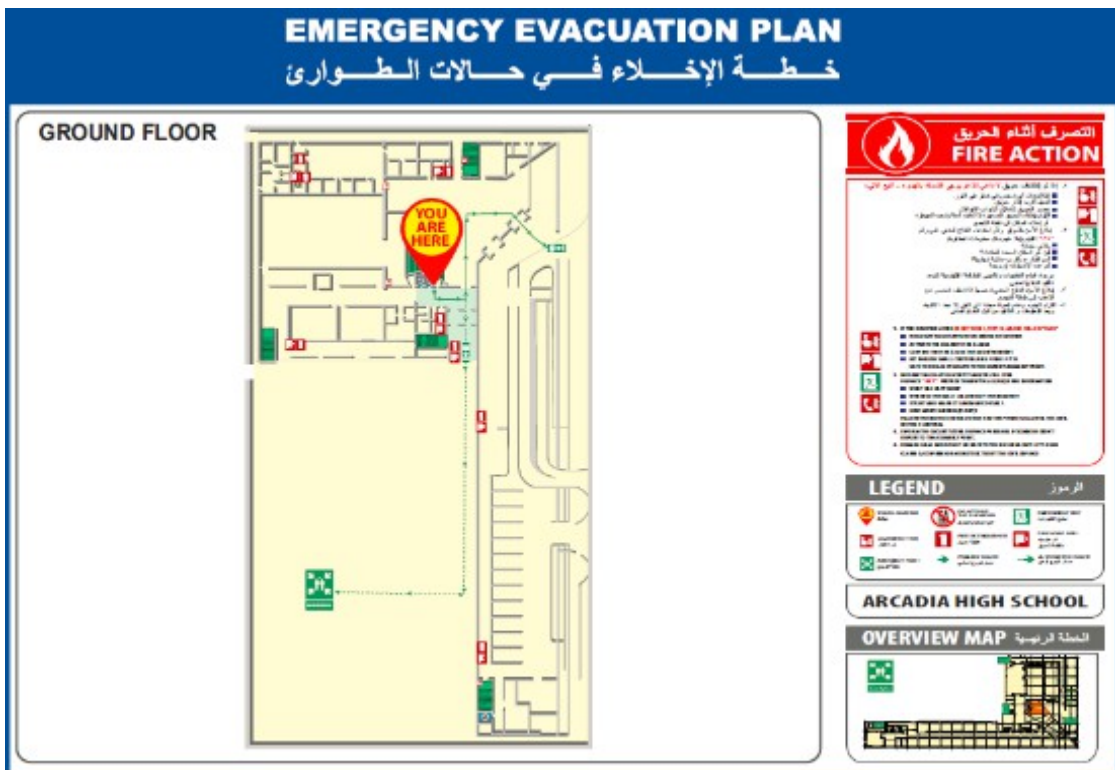


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Annexure 2 – Evacuation Plan (Sample Evacuation Plan - Primary and Secondary Campus)





Annexure 3 – Evacuation Checklist

Sl. No.	Description	Yes	No	NA
1	Were the floor wardens assigned and trained?			
2	Do the floor wardens have high visibility vest?			
3	Do the floor wardens have checklist			
4	Have the disabled people identified and support assigned?			
5	Have the assembly area assigned and employees trained?			
6	Are the emergency procedures posted / circulated?			
7	Did the occupants evacuated immediately after evacuation initiated?			
8	Did floor wardens perform their duties?			
9	Was the evacuation in order and quick?			
10	Did civil defense respond?			
11	Did everyone evacuate the building?			
12	Did anyone re-enter the building?			
13	Were instructions given to proceed to the assembly point?			
14	Did the assembly point coordinator have the list of employees?			
15	Did the first aider have first aid kits assigned			
16	Did the fire warden remain in their designated place at exit			
17	Were all exit used			
18	Were all class room, rest room, conference room checked			
19	Did fire door operated correctly			
20	Was everybody continuously informed about the situation			
21	Was the evacuation alarm sound for the duration of emergency			
22	Were all employees and guest accounted?			
23	Did civil defense assist the traffic control			
24	Did all alarm worked properly			
25	Did all the emergency lights worked properly			
26	Was there any significant disruption of services			
27	Was outdoor lighting available			
28	Did everyone waited outside for further instruction			
29	Are the staff members familiar with their assigned duties			
30	Did the fire alarm reset properly			



Arcadia High School Annual Drill Plan – Lockdown Drill



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