

POLICY ON FIRE SAFETY

INTRODUCED:	December 2015
REVIEW 1:	December 2021
REVIEW 2:	December 2023
REVIEW 3:	December 2025
NEXT REVIEW :	December 2027

DEFINITION:

A safe learning environment is essential to a successful Foundation Stage program. The school has a strong and solid policy of Fire and Safety where the students and staff work together without a fear of insecurity in case of any emergency situation. Emergency/Evacuation procedures are created to ensure safety and security for Staff and Children.

POLICY:

The school is committed to providing a safe and secure learning environment for all students, staff, and visitors. Fire safety forms an essential part of the school's Health and Safety framework. The school has established comprehensive fire prevention, preparedness, and emergency response procedures to reduce risks and ensure the safe evacuation of all occupants in the event of a fire or related emergency. This policy is implemented in accordance with the regulations of Abu Dhabi Civil Defense and the guidelines issued by the Abu Dhabi Department of Education and Knowledge (ADEK).

FIRE PREVENTION AND PREPAREDNESS

The school ensures the following measures are in place to maintain fire safety standards:

1. All fire detection and alarm systems are properly installed, regularly tested, and maintained in accordance with Abu Dhabi Civil Defense regulations.
2. Fire extinguishers, hose reels, sprinkler systems (where applicable), and emergency lighting are inspected and serviced periodically to ensure full functionality.
3. Emergency exit routes are clearly marked with illuminated signage and are kept unobstructed at all times.
4. Fire evacuation maps are prominently displayed in all classrooms, offices, laboratories, and common areas.

Dunes International School

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Tel.: 0097125527527
School code: 90201 | Affiliation number: 6630051



مدرسة ديونز الدولية

رقم قطعة: ١٩, شعبية ٩, مصفح, أبوظبي, ص ب: ٥١٢١
هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧
كود المدرسة: ٩٠٢٠١ | رقم الانتساب: ٦٦٣٠٠٥١

5. Electrical systems and equipment are checked regularly to prevent fire hazards.
6. Flammable materials, if any, are stored safely and in compliance with safety standards.
7. Staff members receive regular fire safety awareness training, including the correct use of fire extinguishers and evacuation procedures.
8. Fire drills are conducted at least once every term to familiarize students and staff with emergency evacuation procedures.
9. All fire drills, maintenance checks, and safety inspections are documented and maintained for compliance and review purposes.

FIRE ALARM AND EVACUATION PROCEDURE

1. Upon hearing the fire alarm, all occupants must immediately stop all activities and remain calm.
2. Teachers must give clear and firm instructions to students without causing panic.
3. Students must line up quickly and quietly without running, pushing, or shouting.
4. The class must exit through the nearest designated emergency exit as indicated on the evacuation map.
5. Teachers must ensure that:
 - All students have left the classroom.
 - The attendance register is taken to the assembly area.
 - Classroom doors are closed but not locked.
6. Students and staff must proceed directly to the designated assembly point without delay.
7. No one is permitted to collect personal belongings during evacuation.
8. Upon reaching the assembly area, teachers must immediately conduct attendance to account for all students.
9. A green card must be displayed if all students are present.
10. A red card must be displayed immediately if any student is missing.
11. If a student or staff member is unaccounted for, the teacher must immediately inform the Health and Safety Officer.
12. Only authorized personnel will coordinate with Abu Dhabi Civil Defense authorities.
13. No staff member or student is permitted to re-enter the building until official clearance is given by emergency authorities.

RELOCATION AND COMMUNICATION

1. If the situation requires evacuation beyond the designated assembly area, students will be escorted in an orderly manner to a predetermined safe relocation site approved by the school.
2. Teachers will remain with their assigned students at all times during relocation to ensure safety, supervision, and accountability.
3. Attendance will be rechecked upon reaching the relocation site to confirm that all students are present.



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4. The Health and Safety Officer will coordinate with emergency authorities and provide updates to the Principal.
5. Parents will be informed through official school communication channels regarding the safety status and exact location of their children.
6. Students will remain under staff supervision until further instructions are issued by the school leadership or emergency authorities.
7. No student will be released to parents without proper verification and documentation as per school safety procedures.

INCLUSION AND SPECIAL ARRANGEMENTS

1. The school ensures that appropriate support measures are in place for Students of Determination and individuals requiring additional assistance during emergencies.
2. Personal Emergency Evacuation Plans (PEEPs) are developed for students and staff members who require special support.
3. Designated staff members are assigned specific responsibility to assist identified students during evacuation procedures.
4. Staff assigned to support students with additional needs receive appropriate guidance and training on emergency procedures.
5. Evacuation routes and assembly arrangements are planned to ensure safe and dignified movement for all individuals.
6. Attendance checks will include verification of all Students of Determination and supported individuals at the assembly point.

ROLES AND RESPONSIBILITIES

1. **Principal:**
 - Holds overall responsibility for ensuring compliance with fire safety regulations and ADEK requirements.
 - Ensures that adequate resources and systems are in place to maintain fire safety standards.
2. **Health and Safety Officer:**
 - Coordinates fire drills and evacuation exercises.
 - Ensures regular inspection and maintenance of fire safety equipment.
 - Maintains records of drills, inspections, and incident reports.
 - Liaises with Abu Dhabi Civil Defense authorities when required.
3. **Teachers:**
 - Supervise students during evacuation procedures.



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- Ensure safe and orderly movement to the assembly area.
 - Carry the attendance register and conduct attendance checks.
 - Immediately report any missing student or concern to the Health and Safety Officer.
4. **Administrative and Support Staff:**
- Assist in ensuring safe evacuation of students and visitors.
 - Support in monitoring corridors and common areas during emergencies.
5. **Students:**
- Follow all instructions given by teachers and staff promptly.
 - Maintain discipline and avoid panic during drills and emergencies.
 - Proceed directly to the designated assembly area without delay.

Amendments:

Review 1	No Changes
Review 2	No Changes
Review 3	Comprehensively reviewed and amended to ensure full compliance with current ADEK Health and Safety regulations and Abu Dhabi Civil Defense requirements.

Principal Mr. Paramjit Ahluwalia	
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