



### POLICY ON FIRE SAFETY

INTRODUCED: December 2015	REVISED: March, 2023
PREVIOUS REVIEW : March, 2021	NEXT REVIEW : March 2025
IMPLEMENTED BY: Principal	

#### 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:

Preparation drills (e.g. Fire Drills) will be practiced regularly through the school year in conjunction with the Civil Defense. The school will evaluate the situation and if it is an emergency or an evacuation, will be responsible for calling Civil Defense. The school must keep a record of all actions taken and prepare an incident report.

#### GUIDELINES:

##### Fire alarm evacuations:

1. The Teacher will issue clear instructions to children in the classroom.
2. Follow fire drill procedures that are posted in all rooms.
3. If the children have to be evacuated they will walk to the relocation address.

##### Fire Drill Procedure:

1. Remain calm -no talking or running, stay together.
2. Leave the room by the designated fire exit with all of the Children as quickly and quietly as possible.
3. The Teacher is responsible for ensuring
  - a) The lights are left on
  - b) The doors and windows are close
  - c) The teacher takes the attendance sheet and emergency numbers.
  - d) The teacher will show the green card to the responsible authority to ensure all the students are present in the safety area.



# Dunes International School

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## مدرسة ديونز الدولية

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

4. If children and staff are caught away from class when an alarm goes off, they should exit through the nearest exit door and then move quickly to the designated assembly area for an attendance check.
5. Attendance is taken once the assembly area is reached.
6. Windows are shut, doors closed and everyone is out of bathrooms and gym.
7. If someone is missing after the attendance check, the Teacher will inform the concerned safety officer and he or she will look for the missing child/staff. The safety officer will inform the fire department personnel on site. In a drill, if the person is not found on the grounds, 997 will be contacted to report where the Child or adult was last seen.
8. If the Children have to be evacuated they will walk to the relocation address.
  - a) Parents will be contacted as to the exact location of their children by phone.
  - b) The teacher will remain with the rest of the class until further instructions are given.
9. If the class has any SEN student it is the responsibility of the SEN Department to take the child to a safe area.

Principal's Approval	
Revised Date:	March, 2023

