



المدرسة الهندية النموذجية الجديدة
NEW INDIAN MODEL SCHOOL
رقم التصريح التعليمي ٢٠١٨٦، هيئة المعرفة والتنمية البشرية، دبي، ا.ع.م.
Educational Permit No. 20186, Knowledge & Human Development Authority, Dubai, UNITED ARAB EMIRATES
Affiliation Nos. CBSE: 6630009, Kerala Board: 43092 (Grade 8 to 10): 15004 (Grade 11 & 12)



Campus Evacuation Policy 2023 - 24



CAMPUS EVACUATION POLICY

Created Date	March, 2019
Last Reviewed Date	April, 2023
Reviewed By	Mr. Fahim Ejaz
Review Approved on	June, 2023
Approved By	Principal
Date of Next Review	December, 2023
Related Policies	Fire and Safety Policy

Principal: Ms. Karen Robinson



Title of the Policy	CAMPUS EVACUATION POLICY
<i>Background</i>	<p>The Safety and Security of students is of utmost importance. Sometime during a damaging earthquake or fire, life-protecting actions must be taken immediately. There will not be time to decide what to do next; everyone must already know how to react appropriately. After an earthquake or fire, further life-protecting actions such as emergency evacuation or first aid administration may be necessary; well-trained staff and students will guarantee that these crucial steps are taken as quickly as possible. Earthquake or fire drills and exercises are an extremely important part of your preparedness plan because they 1) teach students, staff and parents how to respond to the complications of an actual mishap, and 2) help you evaluate how well all parts of your emergency plan work together, and how well your staff and students have been trained.</p>
<i>Purpose</i>	<p>To provide for the timely and orderly evacuation of all or part of the NIMS campus when it is determined that such action is the most effective means available for protecting the school campus, the staff, the students, and its community.</p>
<i>Operational Definitions</i>	<p>A "Lockdown" is the temporary sheltering technique, e.g. 30 minutes to several hours, utilized to limit occupant's exposure in an emergency situation. This course of action may need to be taken during a fire, earthquake, and a release of hazardous materials in the outside air, a civil disturbance or an "Active Shooter" or similar incident. When alerted occupants of the building will lock all doors and windows not allowing entry or exit to anyone until the all clear have been sounded. This procedure converts any building into a large "Safe Room".</p> <p>An "Evacuation" is a total building or partial building evacuation due to conditions making it no longer safe to remain inside a building or a specific area in a building. All occupants must leave a building if an evacuation is ordered or a fire alarm is sounded. An evacuation requires occupants to move out and away from a building or out and away from a specific area inside a building.</p>
<i>Introduction</i>	<p>Every school needs an evacuation plan to prevent or reduce injuries during accidents. This article shows a step-by-step guide on how to create school evacuation plan.</p>



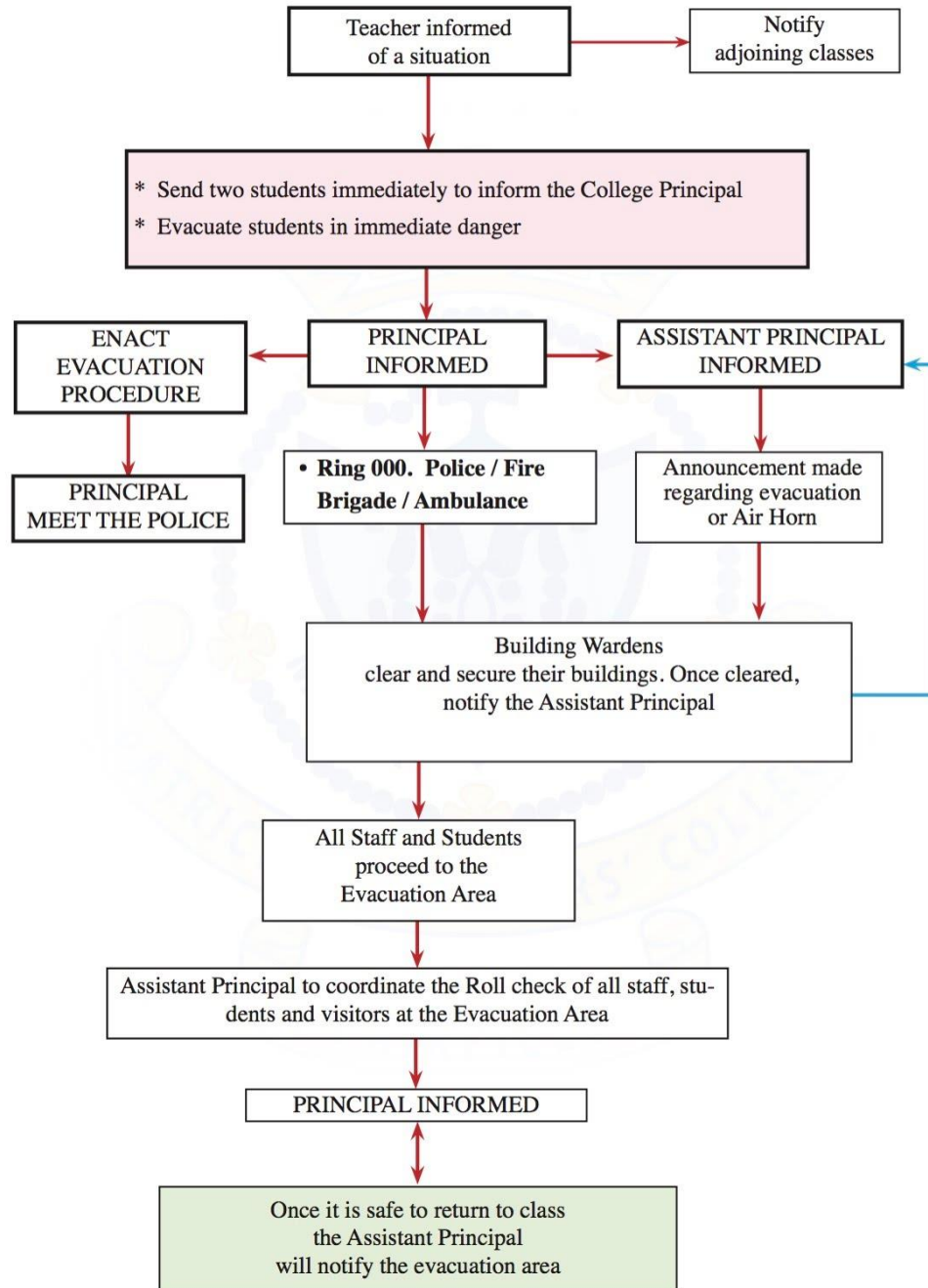
	<p>Advance preparation can prevent injuries from emergencies or disasters. Schools should prepare students well by letting them get familiar with the school escape routes, so that when accident occurs they know where to go and what actions to take.</p>
<i>Aims and Objectives</i>	<p>To train students and teachers and to test the various elements of your response plan in order to evaluate and revise it. During a damaging earthquake, life-protecting action.</p>
<i>Identification and Intervention</i>	<p>Once the notice to "Evacuate" has been issued, the responsible person needs to take the following action:</p> <ul style="list-style-type: none">• Activate the fire alarm;• Immediately obey evacuation alarms and orders. Tell others to evacuate. Communicate using a bullhorn for maximum effectiveness.• Classes in session must evacuate. No one may remain inside a building when an evacuation is in progress.• If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.• When you evacuate, take keys, coat, purse and any other critical personal items with you to the emergency assembly area.• Close doors as rooms are vacated.• Assist those who need help, but do not put you at risk attempting to rescue trapped or injured victims. Note the location of trapped and injured victims and notify emergency responders.• Walk calmly but quickly to the nearest emergency exit.• Use stairways only. Do not use elevators.• Keep to the right side of corridors and stairwells as you exit.• Exit the building and proceed directly to your buildings designated emergency assembly area. Stay away from the immediate area near the building you evacuated. Do not congregate at the entrance of the building.• Remain in emergency assembly area until roll is taken and instructions are given. Relocate to alternate sheltering site(s) if necessary due to weather or the amount of time the building must remain vacant.• Do not re-enter the building until authorized Fire, Police or



Security Department personnel give the "All Clear" instruction.

Hierarchy /
Escalation Chart

Evacuation Procedures Flowchart





<p><i>Responsible Committee Members</i></p>	<ul style="list-style-type: none">• The Management• Principal and Vice-Principal• Coordinators• HOS, HOD, Supervisors,• Teachers• Students• Attendants and Domestic staff
<p><i>Roles and Responsibilities of Committee Members</i></p>	<p>The first person on-scene will typically serve as the Incident Commander (IC), until relieved by a more senior person. Responsibilities for the first person on-scene may include:</p> <ul style="list-style-type: none">▪ Taking appropriate personal protective measures.▪ Notifying Supervisory Personnel and/or Incident Commander of the incident.▪ Advising personnel in the area of any potential threat and/or initiate evacuation procedures.▪ Eliminate potential ignition sources. <p>Incident Commander responsibilities may include:</p> <ul style="list-style-type: none">▪ Activate the Emergency Response team.▪ Activate additional response contractors and local resources.▪ Evaluate the Severity, Potential Impact, Safety Concerns and Response Requirements based on the initial information provided by the First Person On-Scene.▪ Confirm safety aspects at site, including need for personal protective equipment, sources of ignition, and potential need for evacuation.▪ Communicate and provide incident briefings to company superiors, as appropriate.▪ Coordinate/complete additional internal and external notifications.▪ Communicate with Emergency Response Team, as the situation demands.▪ Direct response and cleanup operation.



Evacuation Guidelines for People with Disabilities

- Check on people with special needs during an evacuation. A "buddy system," where people with disabilities arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.
- Only attempt an emergency evacuation if you have had emergency assistance training or the person is in immediate danger and cannot wait for emergency services personnel.
- Always ask someone with a disability how you can help before attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- Faculty and staff who are mobility impaired should let the Building Owner or designated building representative know the location of their usual work area and special needs

Glossary of Terms

- Alarm - an anxious awareness of danger
Assistance - the action of helping someone by sharing work.
Buddy - a close friend
Campus - the grounds and buildings of school
Corridor - a long passage in a building from which doors lead into rooms
Coordinate - bring a complex activity into a harmonious or efficient relationship.
Emergency - a serious, unexpected, and often dangerous situation requiring immediate action
Hazardous - risky; dangerous
Injuries - physical harm or injury to someone from an accident or an attack
Procedure - an established or official way of doing something.
Occupants - a person who resides or is present in a house, vehicle, seat, etc.
Structure - a building or other object constructed from several parts.



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	Victim: a person harmed, injured, or killed as a result of an accident.
References	<ul style="list-style-type: none">• Evacuation Policy in school in USA• Websites• Internet• Dictionary and Thesaurus• Self-knowledge
Date:	26/03/2022 Signature of Administration Manager: