



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)



FIRE SAFETY

POLICY

2023 - 2024



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FIRE AND SAFETY POLICY

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|---------------------|--------------------------|
| 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 | Campus Evacuation Policy |

Principal: Ms. Karen Robinson



FIRE SAFETY :

The signal for Fire Drill is : CONTINUOUS BELL RING

Assembly point : School Ground

It is the duty of **ANY PERSON** discovering a fire, to operate the nearest fire alarm call point.

Upon Hearing the Fire Alarm, What to do?

- Teachers in class shall marshal their classes in an orderly manner near to the assembly point by the exit-route away from the fire.
- The Evacuation Team members should immediately make their ways to the assembly point.
- Any one not actually in class when the alarm sounds, e.g. in toilets, staff rooms, passages, etc. should make their way DIRECT to the assembly point and join their appropriate class or group if possible.
- The Principal / Manager must be delegated immediately to call the Fire Brigade. There must be no rushing, pushing or overtaking in route to the assembly point.
- As soon as the classes and groups are assembled, each teacher will take a roll call and report to the Supervisor, if anyone is missing.
- If any person is found to be missing, the school premises must be searched by the staff, if possible, until they are accounted for. Inform the Fire Brigade on their arrival, if anyone is missing or if the staffs are searching for pupils.
- No person must leave the assembly point to recover clothing, books, etc. unless permission is given; in the case of a drill by the Principal, or in the case of a fire, by the Officer-in-Charge of the fire.



- Staff should tackle the fire, if it is safe to do so with the appropriate fire extinguisher, pending the arrival of the Brigade.
- Do not hesitate in carrying out the above procedure. The safety of all persons on the school premises will depend on your instant and efficient action.

ADVICE ON TEACHING FIRE EVACUATION DRILLS

Pre-Planning:

- **Fire Alarm Signal :**
Everyone must know it; it must not be used for any other purpose other than for intimation of Fire.
- **Location of 'Assembly Point' :**
A place of safety and away from the school building that everyone must know it. **Five** designated 'Assembly points' are available on the School Ground.
(See Annexure I)
- **Location of 'Fire Exit Point' :**
A Point, which is to be utilized to take an Exit in case of Fire or Emergency. There are **14** designated 'Fire Exit Points' among six buildings in the School premises. All Teachers and students should know about their belongings.
(See Annexure II)
- **Class Room Evacuation Plan :**
All Class rooms must have 'Evacuation Plan' displayed on a wall. All class teachers and students must know about it. The class teachers must ensure about the availability of Evacuation Plan everyday in their respective class and they may entrust the duty to Class Monitor to keep watch and report to them.



- **Class Register :**

'Students Attendance Register' must be kept up-to-date in each class. The Class teacher should note down everyday's students strength on the white board. In case of fire, it requires to ensure the nos. of total evacuated children with the displayed records in order to judge the missing nos.

RULES TO BE TAUGHT TO CHILDREN BEFORE HOLDING 'FIRE DRILL'

- What the fire alarm signal is? Which is the nearest 'Fire Exit No.' to be approached? And where is the location of the concerned assembly point?
- Practice the class in leaving the school in an orderly manner to the assembly point. (Young children may leave in pairs, taking hands to give confidence).
- Ensure all children have left the classroom.
- No running, pushing or overtaking should be permitted.
- When proceeding down staircases or external fire exit stairways, insist on the use of handrails and keeping clear of each other's heels. (at least one clear stair tread between each child or pair)
- Ensure children know the various means of exit from the school.
- Children should be taught that if they have left the classroom, e.g. at toilets, etc. and the fire alarm sounds, they should immediately proceed to the assembly point with taking care of their belongings.
- If walking through smoke, hold on to pullover or place hand on back of person in front. If smoke is heavy, encourage children to keep low down when moving to exits.



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- All children will assemble in front of the Assembly POINTS and keep away from the building walls.
- During P.E. on play ground, all students should assemble at the nearest 'ASSEMBLY POINT'.
- During P.E in Sport Hall, everyone should take exit from the nearest door and assemble AT THE ASSEMBLY POINT # 3.
- H.O.S. should ensure this has been accomplished.
- Fire drills are to be held twice a year. Additional fire drills are to be held, if needed, to guarantee order and control during all school emergencies.
- A record of the dates and times of fire drills are to be maintained in the school office. These drills should be held at irregular intervals during the school day.
- Advance notice of fire drills shall be given to all members of the Evacuation Team, administrative offices in the building, and to the custodian. This advance notice is not to be given more than one hour before the drill. In the absence of advance notice, it is assumed that there is a real emergency.
- Fire drill procedures should be posted prominently in all school areas.
- In the event of a fire near the school, the Principal shall determine the action to be taken. Visitors must participate in the drill.



When the fire alarm rings, what to do?

PROCEDURE DURING CLASS TIME

- All students should stand behind their chairs and then line up by the door. Lights should be switched off.
- All belongings should be left behind.
- Students should line up in silence.
- Students exit classroom via doors and WALK in orderly lines.
- Students evacuate the building by designated routes to the assembly area.
- Check if the classroom is empty and then place the red CHECKED sign on the outside of the door on the hook provided.
- Teachers will take their emergency folder or attendance register with them.
- Teachers will check that all students are out of the classroom.
- Teachers will close the classroom door. **DO NOT LOCK.** (Later entry may be required.)
- Teachers should then lead their class to the assembly point using the designated route.
- NO TALKING IS PERMITTED!!
- Teachers will check that all exits are clear.
- Teachers should call the register and ensure that all students are present. Please hold up the green card found in the back of the attendance register if all students present on the register are accounted for.
- If children are at a specialist lesson, the specialist teacher should take the students to the designated assembly point and hand the students over to the class teacher, when present.



- Subject teachers should then report to the class teacher. Each class teacher should report to supervisor. In case of absence of class teacher, subject teacher will report directly to supervisor in charge. They will then check that everyone is accounted for. Supervisors will report to Head of Section.
- Cleaning staff should ensure that no child is left in toilets and then place the red CHECKED sign on the outside of the door on the hook provided.
- All drivers and conductors should report to Mr.Saleem, Transport Manager.
- Messengers should report to Mr.Najmul, Facility Supervisor.
- Cleaners should report to Aqua Cleaning Supervisor.
- All admin staff including Clinic staff and cashiers should report to the Administration Manager.
- All Senior Leaders [Section Heads] to Principal.
- Everyone should wait for the all clear instruction before moving back to class.

PROCEDURE TO BE FOLLOWED BEFORE SCHOOL, DURING LUNCH AND RECESS

1. Students WALK to the assigned place on the yard where they meet their teacher.
2. Students wait in orderly and silent lines for their teacher, or other supervising adult, to conduct them to their proper assembly point.

PROCEDURE DURING P.E.

P.E Teacher OR Teacher in charge stops play organizes classes into silent and orderly lines and conducts classes to assembly point.



PROCEDURE WHEN NOT IN YOUR OWN CLASSROOM

Teachers should be familiar with assembly area and evacuation route designated for that classroom.

The EMERGENCY FOLDER or attendance register should accompany the class and be used by the teacher to account for all students.

ALL SCHOOL PERSONNEL, CERTIFICATED AND CLASSIFIED ARE TO PARTICIPATE IN ALL FIRE DRILLS

Parents, guests and community people on the grounds during a drill must participate.

Adults are reminded that no talking is allowed. Please be good role models for the children.

Annexure – I

| |
|--|
| Assembly point : 1 -Exit nos. 9 & 10 |
| Assembly point : 2 - Exit nos. 10 & 11 |
| Assembly point : 3 - Exit nos. 1, 2, 12, 13 & 14 |
| Assembly point: 4 - Exit nos. 3, 4, 5 & 6 |
| Assembly point: 5 - Exit nos. 5, 6, 7 & 8 |

Annexure – II

FIRE EXIT PLAN – A

**EXIT FOR MASJID, BOOK STORE & CANTEEN STAFF & VISITORS
ASSEMBLE TO THE NEAREST ASSEMBLY POINT**

NOTE: Any of the exits used during fire drill practice becomes inaccessible, good common sense for the use of the other exits must be instantly applied.

One supervisor to each exit to escort children to the GROUND in front of the school.



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FIRE EXIT PLAN – B

| ROOM NOS. | EXIT # | ASSEMBLY POINT # |
|--|---|------------------|
| BLOCK - 2 (GROUND FLOOR) [K.G. SECTION] | | |
| 1, 2, 3, 4, 5, 6, 7, 8, 9 | Exit no. 3 near KG -HOS office | 4 |
| 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21 | Exit no. 2 near KG washrooms | 3 |
| BLOCK - 2 (FIRST FLOOR) | | |
| 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32 | Exit no. 1 Science Blocks side | 3 |
| 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43 | Exit no. 4 bridge connecting to Block # 1 | 4 |
| BLOCK -1 (GROUND FLOOR) [Main Building] | | |
| 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30 | Exit no. 5 Opp: Computer Lab | 4 |
| 16, 17, 18, & All offices | Exit no. 6 near Uniform Store | 4 |
| 8, 9, 10, 11, 12, 13, 14, 15 | Exit no. 7 near VP's office | 5 |
| 1,2,3,4,5,6,7 | Exit no. 8 Opp: A/N Supervisor's office | 5 |
| BLOCK -1 (FIRST FLOOR) | | |
| 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41 | Exit no. 8 Opp: A/N Supervisor's office | 5 |
| 42, 43, 44, 45, 46, 47, 48 & Library | Exit no. 7 near VP's office | 5 |
| 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59 | Exit no. 6 near Uniform Store | 5 |
| 60, 61, 62, 63, 64, 65 & 66 | Exit no. 5 Opp: Computer Lab | 4 |
| BLOCK - 6 (GROUND FLOOR) | | |
| 3, 4, 5, 6, 7, 8, 9 | Exit no. 9 National Charity School side | 1 |
| 10, 11, 12, 13, 14, 15, 16 | Exit no. 10 Central Gate | 2 |
| 17, 18, 19 & A, B, C, D | Exit no. 11 Sports Hall side | 2 |
| BLOCK -6 (FIRST FLOOR) | | |
| 22, 23, 24, 25, 27, 28, 29, 30 | Exit no. 11 Sports Hall side | 2 |
| E, 31, 32, 33, 34, 35, 36, 37 | Exit no. 10 Central Gate | 1 |
| 38, 39, 40, 41, 42, 43, 45, 46 | Exit no. 9 National Charity School side | 1 |



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| BLOCK -6 (SECOND FLOOR) | | |
|--|--|----------|
| 47, 49, 50, 51, 52, 53, 54, 55 | Exit no. 9 National Charity School side | 1 |
| 56, 58, 59, 60, 61, 62, 63, 64, | Exit no. 10 Central Gate | 2 |
| 65, 66, 67, 69, 70, 71, 72, 73 | Exit no. 11 Sports Hall side | 2 |
| BLOCK -3 (GROUND FLOOR) | | |
| 1, 2, 3, 4, 5, 6 | Exit no. 12 Last building- Home Science lab | 3 |
| BLOCK -3 (FIRST FLOOR) | | |
| 7, 8, 9, 10, 11 | Exit no. 12 Last building- Home Science lab | 3 |
| BLOCK- 4 (GROUND FLOOR) | | |
| 12 & 13 | Exit no. 13 Middle building - Chemistry Lab | 3 |
| BLOCK- 4 (FIRST FLOOR) | | |
| 14, 15, 16, 17 | Exit no. 13 Middle building - Chemistry Lab | 3 |
| BLOCK-5 (GROUND FLOOR) | | |
| 18 & 19 | Exit no. 14 First building nearby sports hall | 3 |
| BLOCK-5 (FIRST FLOOR) | | |
| 20, 21, 22 | Exit no. 14 First building nearby sports hall | 3 |