

GEMS FIRE EVACUATION PLAN

HS FORM 4

WELLINGTON ACADEMY AL KHAIL

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1. Introduction

Health and safety is the number one priority for GEMS Education. In order to facilitate the safe evacuation of all persons, the following fire plan has been developed for GEMS Wellington Academy Al Khail. The plan has been developed based upon the UAE fire and life safety code, NFPA and ADEHSMS requirements. The plan must be reviewed on an annual basis or following an emergency event.

Refer to the fire policy HSMGT 2 for further guidance when developing your site specific fire plan. Additional guidance can also be found within the UAE fire and life safety code and NFPA standard 101.

2. Premises Information

Number of floors - G in Zone 9 / G + 1 in Zone 3, 4, 5, 6 & 7 / G + 2 in Zone 1, 2, 8

Maximum occupancy - 2800

Current occupancy – 1250

Number and description of swimming pools – 3 (1 x 25m competition pool, 1 x 25m main pool 1 x paddling pool)

Number and location of fire assembly points – 1 main point which is the north east corner of the Astor Turf area at the rear of the school. Please refer to attached map – Appendix A

Access information for emergency services – Access to the front and rear of the building is available for emergency services on both flanking sides of the building, with the main route being clearly sign posted from the road. Please refer to attached map – Appendix A

3. Summary of the Fire and Life Safety Systems

The following section provides a brief summary of the fire and life safety systems that are available within the school:

Being a new building (having opened in 2013) the fire safety system is extensive and well integrated into every part of the building to include multiple control panels, a vast network of detectors and sprinklers, 5 FM 200 systems, integrated control of magnetic lock doors and the alarm in the elevators.

Upon sounding, the initial sound of the fire alarm is a loud multi-timbre chime, followed by an Arabic instruction, then an English instruction indicating that a fire has been detected in the building and to vacate via the nearest exit. This alternating Arabic/English instruction continues until the alarm is cancelled or silenced.

We have four control panels located as follows:

Panel 1 – Zone 3, ground floor – in the main reception at the Parent Relations Executive's station

Panel 2 – Zone 6, ground floor – in the FS corridor, opposite the IDF room

Panel 3 – Zone 7, ground floor – KS1 corridor, as you enter the KS1 area from the main corridor

Panel 4 – Zone 8, ground floor – in the sports block elevator lobby

Emergency lighting is located throughout the building and each light is individually lit/powered. Sprinklers are located in every room and every corridor in the school.

The school has 5 FM 200 systems located as follows:

Location 1 – Zone 1, second floor – IDF room in the main corridor

Location 2 – Zone 2, ground floor – LV room

Location 3 – Zone 6, ground floor – Server Room

Location 4 – MTR room – between Zone 2 & Zone 8

Location 5 – Zone 8, LV room 1 & 2

The school also has a foam fire combating system installed in the generator room which is located in Zone 8.

Hose reel cupboards incorporating fire extinguishers are located throughout the building and are clearly marked

There is also an extensive network of telephone points for fire phones as well as a number of handsets for this available in the school.

4. Roles and Responsibilities

Principal

The school principal has the specific responsibility for:

- Ensuring that the plan is kept up to date and reviewed annually or following an emergency event.
- Ensuring the fire drill exercises are conducted on a termly basis and that 1 exercise per year is conducted in partnership with the civil defense.
- Ensuring that the plan is communicated to all relevant stakeholders.
- Liaising with external emergency services during an emergency event.
- Ensuring that a suitable report is developed following an emergency event and communicated to the health and safety department.
- Ensuring adequate numbers of fire marshals are appointed and that they receive suitable training.
- Ensuring all employees and support staff are provided with suitable fire training.
- The Primary/Secondary Principal will fulfil the role of the principal in his/her absence.

Manager of School Operations (MSO)

The MSO has specific responsibility for:

- Ensuring all fire and life safety systems are tested and maintained in accordance with GEMS/local requirements.
- Ensuring that any corrective fire and life safety system works are conducted in a timely manner.
- Conducting weekly fire inspection checks and monthly health and safety inspection checks. These must then be submitted to the health and safety department.
- When designated, fulfilling the role of the Incident Commander.
- Ensuring that all fire related training within the school is current and that valid certificates are available.
- Assistant MSO/MSF will fulfil the role of the MSO in his/her absence.

Security Personnel

Security personnel have specific responsibility for:

- ↗ Facilitating the safe evacuation of all persons from the building.
- ↗ If safe to do so, ensuring all areas have been checked (toilets, back of house areas etc).
- ↗ Managing traffic flow and supporting access for emergency service vehicles.
- ↗ Preventing persons re-entering the building until it has been given the all clear from civil defense or the Principal.
- ↗ Brief contractors coming onto site about the emergency procedures to follow.
- ↗ Head security guard will position themselves at the amphitheater outside the canteen and act as the marshalling point for all the fire marshals to report in to.
- ↗ Head security will keep the incident commander updated on the progress of the building sweeps and advise once all sweeps are concluded.

Incident Commander

The Incident Commander has specific responsibility for:

- ↗ Facilitating the safe evacuation of all persons from the school.
- ↗ Identify themselves and liaise with the civil defence and emergency services throughout the emergency.
- ↗ Provide information to the emergency services, such as, number of persons, details of persons with disabilities and their locations within the building, details of missing persons and their last known location etc.
- ↗ Identify any missing persons and communicate this to the emergency services.
- ↗ Ensure building drawings and supporting documentation is provided to the emergency services when arriving at the scene.
- ↗ Provide regular updates to the principal throughout the emergency.
- ↗ Support on compiling information to be included in the report after the event.

Teachers

Teachers have a specific responsibility for:

- ↗ The safe evacuation of all children in a timely and silent manner.
- ↗ Collecting the emergency pack for the classroom, this should contain, green/red emergency card, updated student register and hi visibility jacket.
- ↗ Conducting a roll call once at the fire assembly point. If any persons are identified as missing the correct signal (red card) must be communicated as quickly as possible to the phase leader. If all persons are present the green card must be displayed.
- ↗ Provide information to the phase leader relating to any children with disabilities that have been placed at a pre-determined refuge area.
- ↗ Ensuring children remain at the fire assembly point until the civil defence or the Incident Commander give the all clear.
- ↗ Once the emergency is over, ensuring that is safe to do so, return all children to their correct class.
- ↗ Ensuring that escape routes from their classroom/areas remain free from obstruction at all times.
- ↗ Reporting any fire and life safety defects within their class/area to the MSO in a timely manner.

Phase Leaders

Phase leaders have a specific responsibility for:

- ↗ Liaising with teachers once at the assembly point to determine if
 - There are any suspected missing persons & what their last known location was
 - There are any disabled persons who have been left in the building at a designated refuge area.
- ↗ Communicating with the Incident Commander about any suspected missing persons or disabled persons in refuge areas and where they were last known to be.
- ↗ Advising the Incident Commander that all students and staff in their phase are accounted for at the assembly point.

Fire Marshals

Fire marshals have specific responsibility for:

- ↗ Carrying out a sweep of their designated area. Please note that this must only be done if safe to do so - you should never put yourself at risk.
- ↗ Reporting the status of their designated area to the MSO/AMSO. This includes reporting any potential missing persons.
- ↗ If designated, supporting on the safe evacuation of any persons with disabilities.

Administration Staff

Administration staff have specific responsibility for:

- ↗ Evacuating the building using the nearest safe available escape route and making their way to the fire assembly point
- ↗ Evacuate any parents, visitors etc. who are within the administration areas of the school to the fire assembly point.
- ↗ One administration member will be responsible for taking a roll call for the administration staff. At WEK, this individual is the HR officer.

Contractors and Support Staff

Contractors and support staff have specific responsibility for:

- ↗ Upon hearing the alarm evacuating the building to the designated fire assembly point using the nearest available fire escape route.
- ↗ Ensuring they do not return to the building until instructed to do so.
- ↗ Reporting any missing colleagues to the Facilities Supervisor, who in turn reports this to the Incident Commander.
- ↗ Taking part in regular school fire exercises (cleaners).
- ↗ For temporary contractors, they must ensure that they sign into and out of the school accordingly.

First Aiders/School Doctor & Nurses

First aiders have specific responsibility for:

- ↗ Providing basic medical care to any injured persons.
- ↗ Ensuring that their first aid qualifications remain valid.
- ↗ To have ready access to important personal information (telephone numbers, their next of kin, and medical information) about the staff and students. This will be provided via a laptop brought out with the HR administrator.

Vice President Health, Safety & Environment (VP HSE)

The VP HSE has specific responsibility for:

- ↗ Ensuring a detailed report is submitted following the event.
- ↗ Supporting on the development or the delivery of specific internal fire training programs.
- ↗ Providing adequate policies and procedures to support effective health and safety within the schools.

5. List of Fire Marshals & Other Designated Individuals

The school has identified the following persons as fire marshals, there must be a selected deputy for each of the persons identified. The MSO is responsible for ensuring the list remains up to date.

NAME	LOCATION/RESPONSIBILITY
Lorrian Samano	Ground Floor – Zone 5
Armando Gigantone	2 nd Floor – Zone 4 & 5
Athwif Iqbal	2 nd Floor – Zone 2
Deborah Pettitt	1 st Floor – Zone 1
Dhilshan Shanavas	2 nd Floor – Zone 1
Hazel Sefton	1 st Floor – Zone 6
Jommy Pappachan	1 st Floor – Zone 3
Hanifah Nambogo	1 st Floor – Zone 2
Jennifer Valenzuela	Ground Floor – Zone 6
Joanne Orendain	Ground Floor – Zone 2
Stephanie Foster	Ground Floor – Zone 7
Lolita Deang	1 st Floor – Zone 5 & Zone 4 (music practice rooms)
Mary Khrishnna Obien	1 st Floor – Zone 7
Mary Robles	Ground Floor – Zone 8 & 9
Rebecca Coward	Ground Floor – Zone 1
David – Lifeguard	1 st & 2 nd Floor – Zone 8
Sheila Pellos	Ground Floor – Zone 3
Winston Palomaria	Ground & 1 st Floor – Zone 4 (auditorium)
(Name) Receptionist	To bring late register to assembly area
Vinitha Jagadish Sub- Caroline Dsouza	Roll call of all admin staff
Laura Ashby Sub (1)- (Emma Lewins)	Printing of secondary registers and bringing to assembly area and handing over to facility staff members (Amanath/Sunil)
Siby Raphal	Roll call of all support staff (bus conductors, bus drivers, cleaning staff, contractors etc.)
Ma Rosemar Cabrales	First Aid provision at assembly point
Paula Phinn	FS & KS 1 Phase Leader for emergency purposes
Ben Cooper	KS 2 Phase Leader for emergency purposes
Matthew Morris	Secondary Phase Leader for emergency purposes

6. Emergency contacts

NAME	CONTACT NUMBER	POSITION
Dino Varkey	00971 50 6535648	CEO
Riz Ahmed	00971 551774353	COO
Sir Christopher Stone	00971 56 4332771	Chief Education Officer
Paul Slater	00971 529061201	VP Health & Safety
Santosh Hadinaru	00971 56 2242702	HSE Manager
Alida Achermann	00971 585812648	HSE Advisor
Lee Hall	TBC	HSE Manager
Rupert Brown	00971 585889252	Chief People Officer
Elmarie Venter	00971 505385339	Chief Marketing & communications
Neil Matthews	00971 562900162	CEO, Wellington Academy Al Khail
Manu Rajan	00971 523335293	MSO – WEK
Sajeesh Sasidharan	00971 557892516	Assistant Facilities Manager – WEK
Security – 24/7 contact	00971 503312259	24/7 Emergency Line – WEK
Dubai Police	999	
Dubai Ambulance	998	
Dubai Fire Department	997	

7. Communication of the plan

The principal will ensure that a copy of the plan is developed and made specific to the school. Once this has been conducted that plan will be shared with all stakeholders, this will include, staff members, support staff, children and visitors. All new joiners will be provided with a copy of the plan upon joining the school. If the plan is updated, a new copy of the plan must be communicated. The plan is to be displayed within the staff room, class rooms (within the emergency pack) and within administration areas.

8. Training requirements

- ↗ All staff must be provided with the evacuation procedures for the school. This will include a physical walkthrough of the school to identify emergency escape routes and the locations (s) of fire assembly points.
- ↗ A suitable number of designated employees (20%) must receive certified fire training by the civil defence of their selected representative. The MSO will hold a copy of this list.
- ↗ The termly fire drill exercise will be classed as on-going training for staff and students.
- ↗ Contractors are to be briefed on the fire evacuation procedures by the security team, this can be kept very brief and should include, location of assembly points, alarm sound etc.
- ↗ Additional fire marshal training can be obtained via the civil defence at a cost.

9. Testing of the plan

The fire evacuation procedure must be tested each and every term as a minimum. In addition, it is Dubai requirements to have at least one exercise completed annually in partnership with the civil defence.

10. Inspection requirements

The following inspections are to be conducted by the MSO or appointed deputy at each and every school:

- ↗ Monthly health and safety inspection – Via Phoenix HSE system
- ↗ Weekly fire inspection checklist – Via Phoenix HSE system
- ↗ Within the fire alarm checklist there is a requirement to test the fire alarm on a weekly basis.

The findings from the report must be communicated to the principal for review. Any actions must be identified and rectified within a timely manner. The health and safety department will monitor compliance.

11. Contractor/visitors

All contractors and visitors must sign into the security access point. Only pre-approved contractors are permitted to enter and conduct work. Certain work undertaken by contractors will require a permit to work. The permit to work must be provided to security upon entering the school.

In the event of an emergency contractors will follow the standard evacuation policy and congregate in the specified area at the assembly point.

12. Children with disabilities

A personal emergency evacuation plan or PEEP must be developed for all persons that may not be able to evacuate the premises in a timely manner. This may be required for those with permanent disabilities or those with temporary injuries which may restrict the timely evacuation. Specific details can be found within document HSMGT01 and the supporting form HSFORM3. The following persons have been identified as requiring a temporary PEEP:

NAME	AGE	IDENTIFIED STAFF MEMBER AND DEPUTY	CONTACT NUMBER

13. Procedure

In the event of finding a fire the following procedure must be followed:

- Immediately raise the alarm by activating the nearest manual call point (MCP).
- If safe to do so rescue any persons who are in immediate danger.
- If safe to do so, attempt to tackle the fire. Please note that you must never put yourself or others at risk. Fires larger than a waste paper bin should be left to trained emergency personnel.
- Evacuate the building safely and smoothly supporting any persons on the way. Make your way to the designated fire assembly point and await roll call.

In the event of hearing a fire alarm, the following procedure must be followed:

- Stand down for your immediate duties.
- Teachers within classrooms are to collect the emergency pack from their room and put on their high visibility jacket.
- Commence the evacuation of their class or areas in an orderly fashion, making their way to the nearest safest fire exit and onto the fire assembly point.
- Administration staff must commence the evacuation of the administration areas.
- Selected fire marshals must ensure that a sweep of their designated areas is carried out.
- Once at the fire assembly point, teachers must conduct a roll call and report the findings to the relevant phase leaders.

14. Secondary fire assembly points

Should the need arise and the main assembly point become compromised in any way, the gathered students and adults will need to make their way to the tennis court and to the secondary car park and assemble in front of the boundary fence.

Should this happen, the staff members responsible for each class will ensure that their students vacate the primary assembly point in an orderly fashion; lined up, and walking quickly and quietly to the secondary point.




The order of evacuation from the primary assembly point will be as follows:

Secondary and administration who are assembled directly in front of the tennis courts will proceed to the left of the tennis courts and enter the tennis courts from the single and the double gates at the north west side of the courts. The primary section will enter the tennis court through the single gate to the south east of the court. Once everything is clear, all those assembled should make their way back to the school, line up by class through the same way.

For further reference, please refer to Appendix A.

15. APPENDIX A



-  Emergency Vehicle Access.
-  Secondary & Admin route to secondary assembly point
-  Primary route to secondary assembly point

أكاديمية جيمس وليلغتون - شارع الخيل
GEMS Wellington Academy
AL KHALIL

EMERGENCY EVACUATION PLAN



*** IN CASE OF FIRE ***
FOLLOW GREEN ARROWS
TO EXIT THEN PROCEED
TO ASSEMBLY POINT.

GROUND FLOOR

SAFECOR SECURITY, A Varkey Group Company
P.O. Box 124645 Tel no. 04-347-77-70 Dubai

أكاديمية جيمس ويلينغتون - شارع الخيل
GEMS Wellington Academy
AL KHAIL

EMERGENCY EVACUATION PLAN

FIRE ACTION	
WHAT YOU SHOULD DO	
	OPERATE THE NEAREST FIRE ALARM POINT
	DO NOT STOP TO COLLECT PERSONAL BELONGINGS
	USE STAIRCASE
	LEAVE THE BUILDING BY THE NEAREST EXIT
	REPORT TO YOUR ASSEMBLY POINT

FOR EMERGENCY ASSISTANCE



FIRE : 997
AMBULANCE : 998
POLICE : 999



* IN CASE OF FIRE *
FOLLOW GREEN ARROWS
TO EXIT THEN PROCEED
TO ASSEMBLY POINT.

ZONE 8/9
GROUND FLOOR

SAFECOR SECURITY, A Varkey Group Company
P.O. Box 124645 Tel no. 04-347-77-70 Dubai

أكاديمية جيمس ولينغتون - شارع الخيل
GEMS Wellington Academy
AL KHAIL

EMERGENCY EVACUATION PLAN

FIRE ACTION	
WHAT YOU SHOULD DO	
	OPERATE THE NEAREST FIRE ALARM POINT
	DO NOT STOP TO COLLECT PERSONAL BELONGINGS
	USE STAIRCASE
	LEAVE THE BUILDING BY THE NEAREST EXIT
	REPORT TO YOUR ASSEMBLY POINT

FOR EMERGENCY ASSISTANCE



FIRE : 997
AMBULANCE : 998
POLICE : 999



YOU ARE HERE



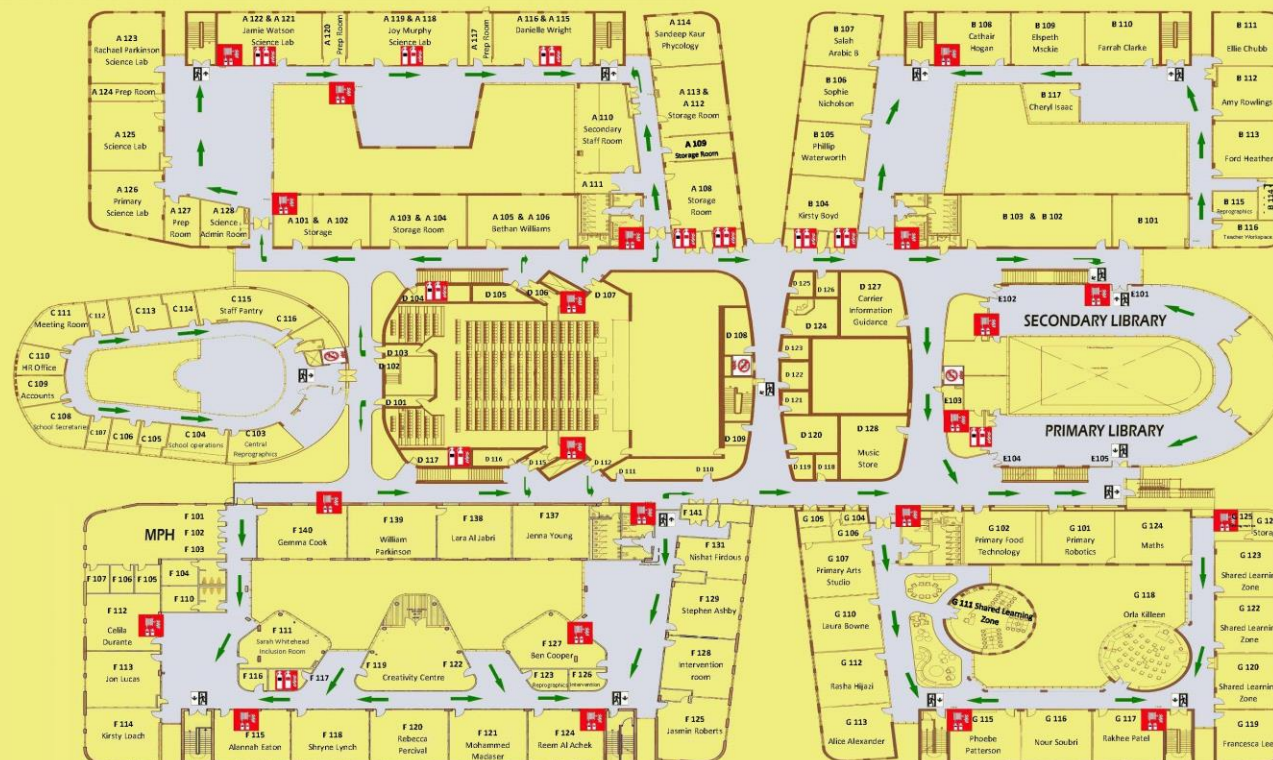
* IN CASE OF FIRE *
FOLLOW GREEN ARROWS
TO EXIT THEN PROCEED
TO ASSEMBLY POINT.

ZONE 8 / 9
FIRST FLOOR

SAFECOR SECURITY, A Varkey Group Company
P.O. Box 124645 Tel no. 04-347-77-70 Dubai

أكاديمية جيمس ولينغتون - شارع الخيل
GEMS Wellington Academy
AL KHAL

EMERGENCY EVACUATION PLAN

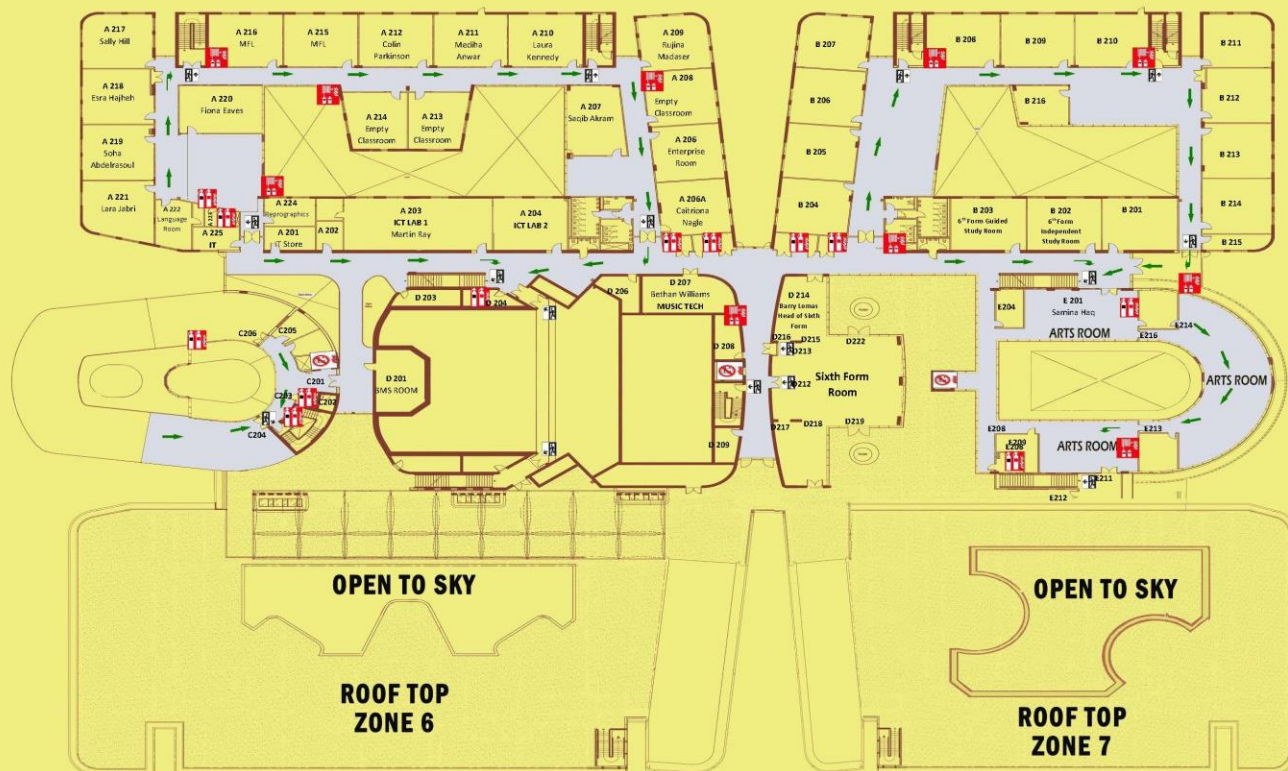


*** IN CASE OF FIRE ***
FOLLOW GREEN ARROWS
TO EXIT THEN PROCEED
TO ASSEMBLY POINT.

FIRST FLOOR

SAFECOR SECURITY, A Varkey Group Company
P.O. Box 124645 Tel no. 04-347-77-70 Dubai

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GEMS Wellington Academy
AL KHALIL

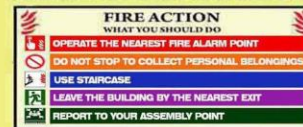


*** IN CASE OF FIRE ***
FOLLOW GREEN ARROWS
TO EXIT THEN PROCEED
TO ASSEMBLY POINT.

SECOND FLOOR

SAFECOR SECURITY, A Varkey Group Company
P.O. Box 124645 Tel no. 04-347-77-70 Dubai

EMERGENCY EVACUATION PLAN



FOR EMERGENCY ASSISTANCE



FIRE : 997
AMBULANCE : 998
POLICE : 999



YOU ARE HERE

أكاديمية جيمس ولينغتون - شارع الخيل
GEMS Wellington Academy
AL KHAİL

EMERGENCY EVACUATION PLAN

FIRE ACTION	
WHAT YOU SHOULD DO	
	OPERATE THE NEAREST FIRE ALARM POINT
	DO NOT STOP TO COLLECT PERSONAL BELONGINGS
	USE STAIRCASE
	LEAVE THE BUILDING BY THE NEAREST EXIT
	REPORT TO YOUR ASSEMBLY POINT

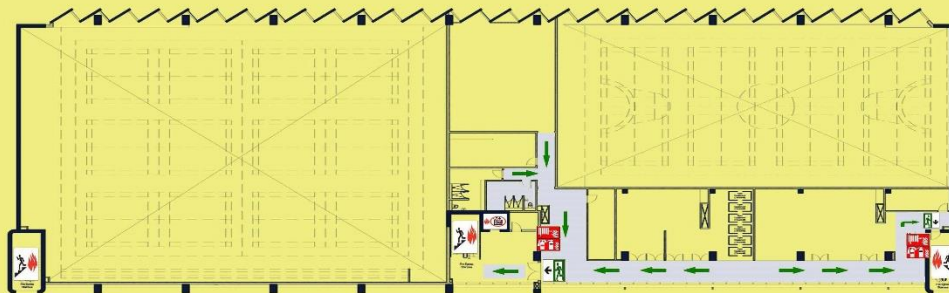
FOR EMERGENCY ASSISTANCE



FIRE : 997
AMBULANCE : 998
POLICE : 999



YOU ARE HERE



* IN CASE OF FIRE *
FOLLOW GREEN ARROWS
TO EXIT THEN PROCEED
TO ASSEMBLY POINT.

ZONE 8/9
SECOND FLOOR

SAFECOR SECURITY, A Varkey Group Company
P.O. Box 124645 Tel no. 04-347-77-70 Dubai