مدرسة بيس سبرينق فيلد انترناشونال ذ.م.م

PACE SPRINGFIELD INTERNATIONAL SCHOOL L.L.C

EMERGENCY PROCEDURES POLICY

2026-2027

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pacespringfieldinternationalschool

FIRE EVACUATION POLICY

If you find a fire or one is reported to you:

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm [using the nearest available break glass call point]
- They should then notify Admin / Reception of the exact location of the incident.

Firefighting:

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves or other site users at risk**, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

NB. Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.

On hearing the fire alarm:

- All staff, pupils, and occupants of the building must respond to alarm activations
- The fire alarm is a continuous ringing bell & siren
- The Facilities Supervisor / Admin Manager will check the fire panel and notify the Principal. If it is safe to do so, the Facilities Supervisor / Admin Manager will go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- The Facilities Supervisor / Admin Manager will summon the emergency services (DIAL 997) as necessary.
- Staff will supervise / affect the evacuation of pupils/visitors to the designated assembly point(s)
- Staff with non-pupils, visitors and contractors must leave the building by the nearest exit and report directly to the Principal's PA at the assembly point.
- Pupils should leave in a single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should walk in their subject / form groups and remain with their teacher at the assembly point.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

A calm, orderly exit is essential . Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area pupils must stand in their form groups while staff check their registers. Registers, visitors' logs etc. will be taken out to the assembly point by Administrators & teachers. The result of this check must be reported to the Principal /SLT as soon as it is completed. (see General procedures)
- Fire volunteers are responsible for ensuring corridors/buildings are cleared. Fire Volunteers should ensure that in the event of their absence, another member of staff is available to take over their duties.

All Fire Volunteers should report to the Principal that corridors /buildings are cleared.

SL NO	Fire Marshalls	ZONE
1	AQSA	RIGHT WING
2	HEBA	LEFT WING
3	UMMAR	Admin area
4	ARIF	ALL WINGS
5	TEACHERS	OWN CLASS

- The Principal /senior member of staff will liaise with the Civil Defence on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade/Principal/senior member of staff.
- If the building cannot be reoccupied following an evacuation, pupils and staff will be evacuated to a nearby school site.
- The SISD Emergency Evacuation diagram is shown below.
- Arrangements made to contact parents.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

MOBILITY IMPAIRMENT

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace, they should allow other people to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

If staff or pupils with significant mobility impairments access the upper floor, then additional measures such as Evac- chairs may need to be provided for the site. (These are specially designed chairs for bringing a person down a staircase/(flight of) stairs.)

BOMB THREATS

If a bomb threat is received notify the Principal, or in their absence, the most senior member of staff available. Contact the police for advice as to whether the school should be evacuated – this decision is ultimately the responsibility of the school.

The signal for evacuation of the building, should this be necessary, will be: The normal evacuation procedure should be followed. [Please Note: A separate bomb evacuation point at least 500m away from the premises should be identified].

GAS LEAKS

If you smell gas, or suspect there is a gas escape, you should immediately:

- Open all doors and windows.
- Notify the teacher / senior member of staff of the incident.
- Call facilities / site manager.
- Check that all gas appliances are switched off
- Shut off the gas supply at the meter control valve located at Lab.
- Evacuate part of or all the premises as necessary.

CHEMICAL SPILLS

If it is safe to do so, identify the substance spilled and take necessary action to minimize contamination if trained to do so.

It may be necessary to evacuate the room and ensure the windows are open.

If the spill is severe, evacuate part or all the building, using fire drill procedures if necessary.

Move all the people to a safe location and call the emergency services. The Fire & Rescue Service are the leading agency in dealing with chemical / toxic / hazardous spillage incidents.

If a severe spill is immediately outside the building:

- Follow procedures to contain all the people within the building.
- Ensure all doors and windows are locked.
- Switch off fans or air conditioning
- Avoid using electrical equipment in case sparks are produced.
- Do not smoke.

MONITORING AND EVALUATION

This policy will be monitored by the Admin Manager and Facilities Supervisor on an annual basis or where changes in primary legislation require an immediate change in school policy or practice

Signature of Principal:
Last amended: August 2026
Policy Review Date: September 2027

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