



ST. MARY'S *Catholic High School, Dubai*

FIRE SAFETY- EVACUATION POLICY

2024-2025



ST. MARY'S *Catholic High School, Dubai*

FIRE SAFETY & EVACUATION POLICY

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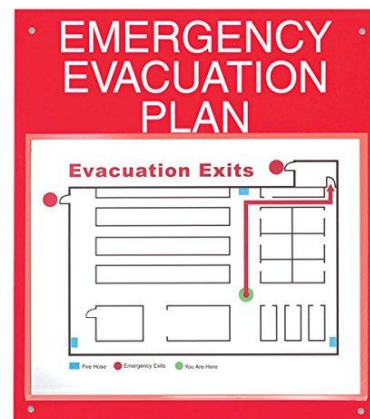
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FIRE SAFETY POLICY

1. Introduction

The senior leadership team takes seriously its responsibility to promote fire safety at St. Mary's Catholic High School and to ensure that appropriate systems and procedures are in place to comply with the Regulatory body. This policy and Fire Emergency Plan sets out the School's procedures for providing a safe place to work and learn where fire safety risks are minimised. The priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the School. This policy, the process of risk assessment and the Fire Emergency plan are designed to inform and help staff, pupils and visitors to respond calmly and effectively in the event that fire breaks out on site.



2. Responsibilities

The Health and Safety Officer is responsible for:

- Ensuring a suitable and sufficient fire risk assessment is undertaken.
- Ensuring that a suitable fire emergency plan is in place and understood.
- Ensuring that general fire precautions are put in place to ensure, so far as reasonably practicable, the safety of all staff and pupils and to take such general fire precautions as may reasonably be required to ensure the premises are safe for visitors and contractors.
- Ensuring that appropriate fire safety equipment, fire detection equipment, alarms, emergency routes and exits are provided.
- Consulting with colleagues about nominating persons to carry out particular fire safety roles and about proposals for improving fire safety precautions
- Providing external hirers using facilities on the School site the relevant information on the emergency fire evacuation procedures.



The Maintenance Manager has delegated responsibility for:

- Carrying out routine testing of the fire alarms and detection equipment.
- Arranging for an approved contractor to carry out checks on the fire alarms, fire detection equipment, emergency escape lighting and fire extinguishers.
- Carrying out appropriate checks to ensure fire escape routes and fire exit doors are clear and operating correctly.
- Keeping the fire and rescue emergency file up to date



Maintenance
MANAGER

The Section Heads and Fire drill in charge are responsible for:

- Liaising with the Health and Safety Officer on fire safety procedures and required updates for staff and pupils.
- Arranging fire drills twice a term to test the efficiency of evacuations.
- Coordinating roll call procedures at the fire evacuation assembly point

Fire Marshals

Fire marshals assist with the evacuation of buildings. These are chosen for every class. Fire marshals receive training at the start of the academic year. The Fire drill in-charge will monitor the adequacy of fire marshal provision.



All staff (including temporary staff)

- They must familiarise themselves with the Fire emergency plan
- Fire fighting equipment must not be tampered with or removed under any circumstances;
- Wherever practicable, electrical equipment should be switched off and disconnected from the power supply when it is not in use;
- Fire exit routes must remain free from obstruction at all times and fire doors and exits must not be either locked or propped open;
- Smoking is not permitted anywhere within the School's buildings or at any site which is under the control of the School
- All waste materials must be placed in plastic bins or other designated receptacles provided;
- All workplaces should be kept tidy and free from combustible waste at all times.

3. Fire evacuation procedures

All staff are required to read and familiarise themselves with the Fire emergency plan as well as the procedures set out in the health and safety fire action notices found in all rooms. There is an annual refresher of these procedures given to all staff at the start of each academic year and new staff receive fire safety training.

Main school premises fire alarm system

The main school site is fitted with an automatic fire alarm system. The main control panel is located near the reception office. Smoke detectors are provided throughout the school and are regularly tested by specialist external contractors. Manual tests of the fire alarm are conducted every Tuesday at 07:30.



Fire drills

The Vice-Principal, Fire drill in charge arranges at least two fire drills each term to ensure that staff and pupils remain familiar with procedures and for those with responsibilities to test the plan and put in place procedures to remedy any inadequacies. The Fire drill in charge keeps a record of fire drills and monitors any required actions.

Visitors, contractors and those unfamiliar with the school site

Visitors and contractors are required to sign in at reception where they are issued with a badge. Staff responsible for visitors/contractors should ensure that they vacate the premises on hearing a fire alarm and escort them to the assembly area. Contractors working during school holidays are given instruction on escape routes and the location of the assembly point.

An announcement is made at the start of events that involve a large number of visitors to advise of the nearest fire exits and the assembly point

Evacuation of disabled persons

Disabled persons must be evacuated to a place of safety.

Wheel-chairs should be used to evacuate disabled persons but only if necessary. Site staff are aware of wheel chair locations. All site staff and relevant members of staff have been trained in their use.



4. Fire safety measures

Emergency lighting

Emergency lighting, where installed, is routinely tested in-house by the maintenance team. Records of all tests and maintenance activities are kept by the Maintenance Manager.

Fire escape routes

These include all fire escape corridors and staircases. They must be kept clear at all times. Any member of staff finding a fire escape route blocked or obstructed should report it immediately to the Maintenance or a member of the site staff. Under no circumstances should flammable substances or combustible materials be stored in an escape corridor or in an escape stairway.

Fire Equipment/Extinguishers

Extinguishers may be found at fire points which are clearly signed and usually located on exit routes. They are checked regularly by a competent contractor who services them on an annual basis. Training in the use of extinguishers will be given as appropriate.



5. Safety information records

Termly health and safety monitoring checklist: The termly health and safety checklist acts as a formal system of internal inspection to supplement the formal annual external audit. All checklists are held by the health and safety Officer.

Fire evacuation record: A record of all fire evacuations, including drills, detailing evacuation times and comments is kept by the Health and safety Officer.

FIRE EMERGENCY PLAN

1. The purpose of the emergency plan

This document sets out the St. Mary's Catholic High School fire emergency plan and details the action to be taken in the event of a fire, the evacuation procedure and the system for assembly and registration. The purpose of the plan is therefore to:

- Ensure that people on our premises know what to do if there is a fire.
- Ensure that the premises are safely evacuated.



All staff (including temporary staff) should familiarise themselves with the procedures which are also summarised in the health and safety induction booklet and on the fire action notices found in all rooms. There is an annual refresher of these procedures given to staff. Temporary staff and contractors are briefed on core fire safety procedures when they start.

2. Procedures for the main school site

Warning people of a fire

The main school site is fitted with an automatic fire alarm system which is tested every Tuesday morning. The alarm sounds throughout the buildings.

Raising the alarm on discovering a fire

Anyone who discovers a fire should raise the alarm by operating a break-glass fire alarm call point. These are located on evacuation routes and are usually adjacent to a fire exit.

The front office will summon the fire and rescue service unless the member of site team in charge of monitoring the fire panel when the alarm is activated advises within two minutes that it is a false alarm. It is the policy of the fire and rescue service only to respond once a fire has either been confirmed or there is a reasonable suspicion that there is a fire (eg a smell of smoke).



The Security guard or a member of the site team will be stationed at the front of the school to meet the fire services and will provide them with the on-site information.

Evacuation of premises

On hearing the alarm, everyone should use their nearest exit to proceed to the fire assembly point which is the football pitch for girl's side and In front of the Church adjacent to the main hall building.

Staff should direct pupils to leave the building in an orderly manner (i.e. no running and in silence) and should leave the room last, closing the door and windows without putting themselves at risk. Staff should be vigilant and check where practical that evacuation of the area in which they are, is being carried out. The priority of staff is the safe evacuation of pupils.

Fire evacuation routes

Evacuation routes are identified by fire exit signs and colour coded arrows.

Staff are instructed to keep fire evacuation routes clear.

Action during a fire

Staff should contain the spread of smoke and fire by closing doors and windows, where there is no risk to their own safety. Staff should only attempt to fight the fire if it is necessary to escape and if it is safe to do so.

Instruction for medical staff

If medical staff require assistance in vacating a person with restricted mobility, they should seek help on the cell phone to the Fire drill in charge who will make the necessary arrangements.

Assembly point and roll call

All staff and pupils should go to the assembly points either on the boy's side or Girls side, taking care and following any instructions from the fire marshals. At the assembly point members of staff responsible for checking each area will undertake a roll call. Once this has been completed, the results should be communicated immediately to the Fire drill in charge or in his absence the Health and safety Officer who will be standing in a prominent position and wearing a fluorescent jacket. The Fire drill in charge's responsibility at this stage will be to ensure that everyone on site is accounted for.



All clear

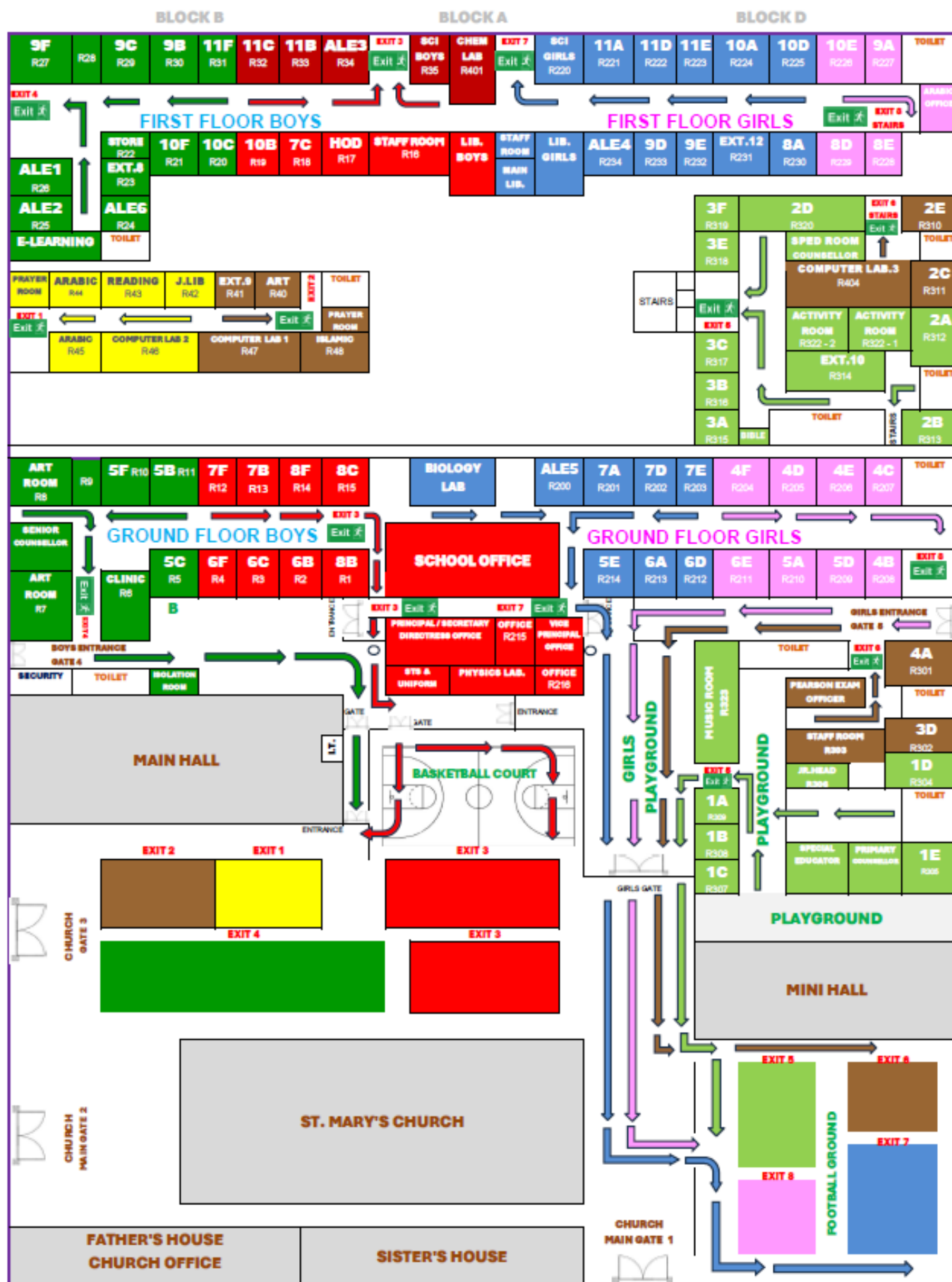
No one is to return to the school buildings before cleared to do so by the Principal and Vice- Principal, on confirmation received by the Fire drill in charge; that the buildings are safe and that the fire alarm has been re-set. The School will be reoccupied in an orderly fashion as directed by the Principal and Vice-Principal.

If premises are evacuated for a fire, they should not be re-entered until the fire and rescue service has advised that it is safe to do so.



September 2025

Date for Review: June 2026



Updated On : 21st January 2025