

SWISS
INTERNATIONAL
SCIENTIFIC SCHOOL
— DUBAI —

Emergency Evacuation Procedure Whole School

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SPEAR'S
2022
SCHOOLS
INDEX



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1. Scope

- Purpose and Objectives of Evacuation Procedures
- Assembly Points
- Standard Fire Procedures: Immediate Response Priorities
- Evacuation Sequence
- Duties:
 - Emergency Coordinator (Facilities Engineer – Chethan)
 - Security Staff
 - Teachers/Assistants
 - Receptionist (Complete and print register by 8:45am)
 - Academic secretaries to update staff list.
 - Floor Wardens
 - School Principal, Head of Operations, Head of Facilities

2. Purpose - Emergency Response Planning

- To establish the procedures for the evacuation of Swiss International Scientific School Dubai premises.
- To establish the responsibilities for clearing the school premises.
- To educate personnel on the evacuation format.

3. Objectives of Emergency Planning

- To ensure the minimizing of injuries and the saving of lives in cases of emergency.
- To ensure proper procedures are followed in any emergency situation.
- To ensure that all persons including staff, students, contractors and visitors are accounted for during an evacuation.
- To ensure protection of SISD property and assets.
- To ensure the maintenance and support of activities for responding to emergency situations.
- To indicate what should be done if a fire is discovered or there is a warning of a fire.
- To stipulate the duties and responsibilities of staff members appointed to supervise the evacuation.
- To stipulate how occupants are accounted for during an evacuation.

4. Immediate Response Priorities

- Safety of lives is always the first priority.
- Report the Incident.
- Render medical assistance if necessary.
- If the alarm rings, follow evacuation procedures.
- Once the building has been evacuated, do not return until the “All Clear” has been given.

5. Standard Fire Procedures

- If you discover a fire, **DO NOT PANIC**.
- Evacuate in **SILENCE**.
- Remove anyone from immediate danger; this means from the room/ office of origin or in the immediate vicinity of the fire, if it is safe to do so.
- If the fire is small and contained, locate the nearest fire extinguisher and use it (if you know how to use it).
- Locate the nearest fire alarm/ break glass point and activate it.
- Close the door of the room of origin, without taking personal risks.
- Alert people in the surrounding rooms/offices.
- Leave the building by the nearest emergency exits.
- DO NOT try to use the elevators as a means of leaving the building.
- Report to the Assembly Point (Appendix A & C).

6. Gas Leak Procedure

- If you discover gas leak by smell, **DO NOT PANIC**.
- Immediately shutoff the gas supply to your room by pushing the emergency push button switch located next to the main door.
- Evacuate the room in **SILENCE**.
- Report to the security desk.
- If you hear the alarm please follow the standard fire procedure.

IDENTIFY AND FAMILIARISE YOURSELF WITH YOUR NEAREST FIRE EXIT AND ESCAPE ROUTES AS SOON AS POSSIBLE. ALL FIRE EXITS AND ESCAPE ROUTES ARE CLEARLY MARKED WITHIN SISD PREMISES.

7. Duties and Responsibilities

7.1 Security Staff and Security Supervisor (Control Room Security Staff)

If a Fire Alarm is activated:

- The alarm should only be silenced once this has been established to be a false alarm and can only be authorized by Head of Facilities.

Note: The Security Supervisor will investigate and will be responsible for the Call Back from Civil Defense. Civil Defense will call on the number provided by us, each and every time the Fire Alarm is activated, to confirm the cause of the fire alarm e.g. false or real alarm.

At this point the Security Supervisor should inform Civil Defense that they are in the process of investigating the fire. Civil Defense will then call back in 5 minutes.

- Ascertain, from fire panel, the exact location of alarm. CCTV can also be used to identify and monitor the location of the incident.
- Security Supervisor will inform the Security Staff.
- Security Officer will investigate.
- Security officer remains at Fire Alarm Control Room.
- Security team report whether it is a false alarm or a real fire.
- False alarm – Security Supervisor to reset fire alarm control panel when authority given by Head of Facilities/Head of Operations.
- Actual fire – Security Officer will determine seriousness and put out the fire using extinguishers.
- Note detail down for Incident Report.
- If it is serious – Security Officer sounds the “EVACUATION ALARM”
- Call 997 (see below).
- Security Supervisor to respond to the Call Back from Civil Defense to inform them the fire alarm is a real emergency.
- Emergency Coordinator will liaise with Dubai Civil Defense on-site.
- Evacuate the building in SILENCE.

The Security Supervisor will be responsible for ensuring the 'Visitors' book and Registers on clipboards in firebox at security desk are taken to the 'Assembly Point' and that all Visitors and Contractors are accounted for. He will report to Head of Facilities. The Security Supervisor is also responsible for maintaining up to date registers for the whole school every day.

It is Security Supervisor's responsibility to make sure drinking water is always available at the security gate house for staff and students.

Sample of information to provide on 997 call:

| | |
|--------------------------|---|
| Nature of the emergency: | Fire, bomb threat, etc. |
| Your Name: | e.g. Andy Smith at Swiss International School Dubai. |
| Address: | Dubai Healthcare City Phase 2, Al Jaddaf, Dubai. |
| Makani No: | 3195 889006. |
| Call Back Number: | Control Room Number and mobile number of Emergency Coordinator. |
| Extent of the Fire: | e.g. Fire out of control on 1st Floor, spreading rapidly. |
| Entry Points: | Main and Service Entrance. |
| Parking: | Park in front of building. |

7.2 Teachers/Assistants and ASA Teachers

On hearing the fire alarm:

- **PRY & SEC Teachers** will be responsible for the evacuation of the students in their class from the building to the designated 'Assembly Point' (Appendix A - the Green Line on the map shows the various exit routes to the Assembly Point) in SILENCE.
- **PE Teachers** will be responsible for the silent evacuation of the students from the sports building to the designated 'Assembly Point' (Appendix C - the Yellow Line on the map shows the various exit routes to the Assembly Point). Please note, when the PE teachers are taking their class from Primary & Secondary buildings to the sports facility it is their responsibility to pick up the Attendance Register for the class they are taking to the sports facility, Attendance Register are available at the Primary and Secondary building reception desk. At the event of fire alarm activation in the sports facility; it is their responsibility to ensure they take all the Attendance Registers with them to undertake the 'Roll Call' of their respective classes. (Please return the attendance register back to reception when you come back to the Primary or Secondary building).
- **Swimming Pool Teachers** to ensure that all students are out of the swimming pool

and quickly have their towels & flip flops on. Students to form a single line in silence and when instructed by the PE Teacher in charge to take the nearest available fire exit and report as per the 'Teaching Staff Reporting Hierarchy' (detailed in below) at the 'Assembly Point'.

- **ASA Teachers** will be responsible for the evacuation of the students in their class from the building to the designated 'Assembly Point' (Appendix A - the Green Line on the map shows the various exit routes to the Assembly Point) in SILENCE. Once they complete their roll call they should inform the security supervisor and or facilities team.
- **Teachers** not with students must leave the building by the nearest fire exit and report as per the 'Teaching Staff Reporting Hierarchy' (detailed in below) at the 'Assembly Point'.
- **Students** should leave in single line in SILENCE when instructed by the Teacher in charge of the class. They should leave by the nearest available fire exit. The last person to leave the classroom must close the door.
- If a student is not in a classroom when the alarm sounds, he/she must walk to the 'Assembly Point' leaving the building by the nearest marked fire exit.
WALK QUICKLY IN SILENCE- DO NOT RUN OR STOP TO COLLECT BELONGINGS.
- On arrival at the 'Assembly Point' students must stand in their class groups in silence while Teachers check their attendance register (roll call). The attendance registers will be provided by the Receptionist or Security, however, if the register should still be with the Teachers then it will be their responsibility to take them to the 'Assembly Point'. The result of the roll call must be reported as per the 'Teaching Staff Reporting Hierarchy' (detailed below) as soon as it is completed.

Note: Each classroom will have an A4 card by the entry door. The card will be red on one side and green on the other. This card is to be taken by the Teachers upon exiting their classroom and taken to the 'Assembly Point'. Once the roll call is completed, each Class Teacher will raise their card face forward. The Green side of the card means that the roll call is completed and all students are accounted for.

The Red side of the card means that there is someone missing.

This will ensure that management can see at a glance if there are any issues.

It is everyone's responsibility to maintain a social distance and encourage the students to follow the same.

7.3 Receptionist

On hearing the fire alarm:

- Receptionist(s) should print the register latest by 8:34am.
- The Primary Receptionist(s) should make their way to the 'Assembly Point' (Appendix A).
- It is their responsibility to ensure they take all the Attendance Registers with them to provide the Teachers who will undertake the 'Roll Call' of their respective classes. They must also take the parent contact list with them in case the building is uninhabitable and the students need to be sent home.
- It is their responsibility to bring absent teachers list and hand it over to the security to update the department heads folder for teacher's head count.

7.4 Floor Wardens

- The Floor Wardens will be allocated an area of responsibility.
- On hearing the fire alarm, once the Teachers/Students/Staff have evacuated, it will be their responsibility to sweep their respective areas to ensure everyone has left.
- Floor wardens should ensure that in the event of their absence the Standby Floor Warden is available to take over their duties. (Floor Wardens detailed below).
- They should then make their way to the Assembly Point and report to the Head of Facilities (Assembly Point Coordinator).

List of Floor Wardens:

| Area of School | Floor Wardens | Standby Floor Wardens |
|--|-------------------|-----------------------|
| Admin 2 nd Floor PRY Building | Manoj Mohan | Shibil Samad |
| Admin 3 rd Floor PRY Building | Femees Valakettil | Shahanas Abdul Azeez |

Note: Rest of the campus buildings are sweep by security team who will report to the Head of Facilities at the assembly area.

7.5 Summary of Duties and Responsibilities

| Job Role | Duties and Responsibilities |
|--|---|
| <p style="text-align: center;">School Principal (Yellow Jacket)</p> | <ul style="list-style-type: none"> ▪ Liaise with Head of Sections to ensure all persons have been evacuated and are at the Assembly Point. To be positioned in central location with high visibility jacket on. ▪ To check off each complete register as received from Head of Section. ▪ To check off when received zone clearance and confirmation from Head of Facilities. ▪ To instruct Head of Sections to initiate re-entry to the building in an orderly fashion, once confirmation received from Head of Facilities that it is safe to do so. |
| <p style="text-align: center;">Head of Operations (Assembly point Coordinator) (Yellow Jacket)</p> | <ul style="list-style-type: none"> ▪ Liaise with Head of Facilities to ensure all buildings are cleared and all admin and services staff have been evacuated and are at the Assembly Point and also for safe to return update. ▪ Update the School Principal |
| <p style="text-align: center;">Head of Facilities PIC to coordinate with DCD (Emergency Coordinator) (Orange Jacket)</p> | <ul style="list-style-type: none"> ▪ Liaise with Dubai Civil Defense outside the building have fire alarm. ▪ Liaise with Head of Operation to ensure all persons have been evacuated and are at the Assembly Point Carry full campus floor plans for DCD ▪ Inform the School Principal and Head of Operations when it is safe to re-enter the building. |
| <p style="text-align: center;">Facilities Officer (Assembly point Coordinator) (Yellow Jacket)</p> | <ul style="list-style-type: none"> ▪ Liaise with Head of Operations, Floor Wardens, and Security Staff to ensure all persons have been evacuated and are at the Assembly Point. To be positioned in central location with high visibility jacket on ▪ Coordinate with Head of Facilities. ▪ Coordinate with security supervisor on investigation. |

| | |
|---|---|
| <p style="text-align: center;">Head of Section (Yellow Jacket)</p> | <ul style="list-style-type: none"> ▪ Ensure Teachers have reported the safe evacuation of their classes/students. ▪ Completed register taken to the School Principal & checked. ▪ Ensure teachers are located in correct point. ▪ To maintain silence from children during evacuation and orderly lines outside all evacuation point. ▪ To instruct and coordinate orderly re-entry of building for students in their section (once instructed to do so by School Principal). ▪ Ensure Teachers are counted as per the list provided by department Coordinators and report to the School Principal. |
| <p style="text-align: center;">Specialist Department Coordinator Deputy Head of Sections (Yellow Jacket)</p> | <ul style="list-style-type: none"> ▪ Ensure all the Specialists Teachers have reported the safe evacuation. ▪ Ensure teachers are located in correct point. ▪ Completed register taken to the School Principal & checked |
| <p style="text-align: center;">Specialist Department Heads Arabic & Islamic Art & Music Library & Inclusion</p> | <ul style="list-style-type: none"> ▪ Ensure all the Specialists Teachers & Staff have reported the safe evacuation. ▪ Completed register taken to the Specialist Department Coordinator & checked ▪ Report to Deputy Head of Sections |
| <p style="text-align: center;">Teachers/Assistants (Yellow Jacket)</p> | <ul style="list-style-type: none"> ▪ Responsible for the evacuation of their Class Groups. ▪ Undertake 'Roll Call' at the Assembly Point of class and complete register. ▪ Relay information to their respective Head of Year and coordinators by holding green/red. ▪ Ensure students remain silent throughout the evacuation. |

| | |
|--|--|
| <p style="text-align: center;">School Nurse</p> | <ul style="list-style-type: none"> ▪ Responsible for taking the 'First Aid Box' to the 'Assembly Point'. ▪ Responsible to take any students to their class / home base and stay with the student. ▪ If nurse have any sick student in the clinic then they can be moved to the security gate house at the parking entrance. Nurse must inform the assembly point coordinator. ▪ If nurse have anyone in the isolation then they should make sure to keep them well distanced from the others at the assembly point. Seek assistance from the HSE department. |
| <p style="text-align: center;">Security Officer Main Security Office (Yellow Jacket)</p> | <ul style="list-style-type: none"> ▪ Ensure Visitors and Contractors registers are taken to the Assembly Point and all are accounted for. ▪ Relay information to Head of Facilities. |
| <p style="text-align: center;">Floor Wardens (Yellow Jacket)</p> | <ul style="list-style-type: none"> ▪ Sweep their areas of responsibility. ▪ Confirm zone clear to Assembly point Coordinator (Head of Facilities) at the assembly point. |
| <p style="text-align: center;">PYP, MYP and EY Coordinator (Yellow Jacket)</p> | <ul style="list-style-type: none"> ▪ All the Coordinators are responsible for completing the register of the Primary, Secondary and Early Years staff. ▪ Take register of teachers and highlight any not present to Head of Departments. ▪ Return completed register to Head of Departments. |
| <p style="text-align: center;">Security Supervisor (Yellow Jacket)</p> | <ul style="list-style-type: none"> ▪ Responsible for investigating the cause of the alarm. ▪ Identifying real/false alarm and following the respective procedure. ▪ Responsible for 'Civil Defence Call Back'. ▪ Report to Head of Facilities |
| <p style="text-align: center;">Any other Specialist teachers / those without children</p> | <ul style="list-style-type: none"> ▪ Evacuate to 'Admin Staff' evacuation point. ▪ Report to your department head |
| <p style="text-align: center;">Receptionist</p> | <ul style="list-style-type: none"> ▪ Update all class registers in the Fire Box daily. ▪ Ensure phone system is diverted and evacuate to 'admin staff' point. ▪ Ensure Attendance Registers and Parent Contact Lists are taken to the 'Assembly Point'. ▪ Ensure iPad with the access to iSams is taken to the 'Assembly Point'. |

| | |
|----------------------------------|---|
| Car park security(Yellow Jacket) | <ul style="list-style-type: none">▪ Ensure barrier immediately down.▪ Ensure no cars move throughout the evacuation.▪ Ensure safety of children within the car park.▪ Ensure fire truck access is clear. |
|----------------------------------|---|

Note: All staff members should ensure they delegate their duties and responsibilities in case of their absence.

As per Dubai Civil Defense advice the jackets colours are very important, it is your responsibility to make sure you have correct colour jacket available at all times.

List of HSE Team Members:

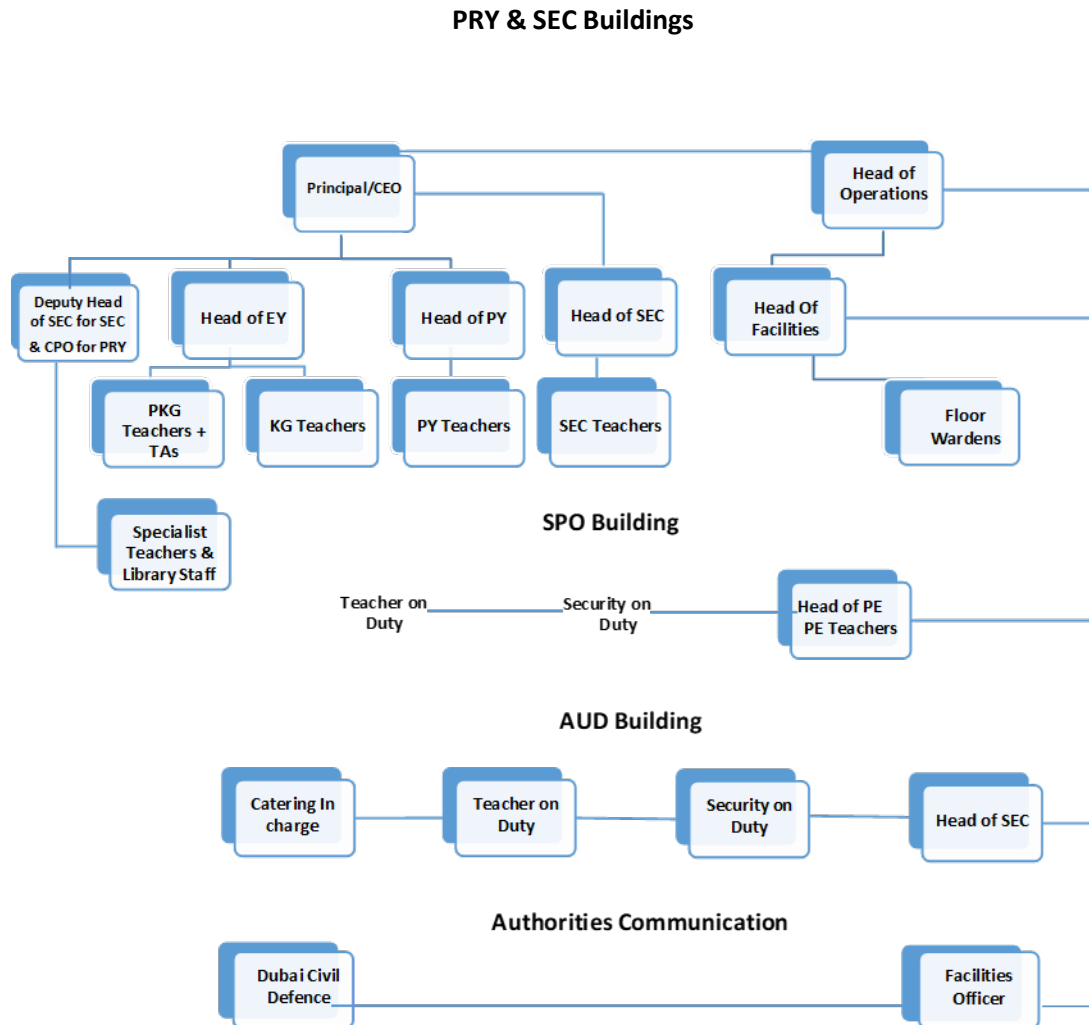
- a. Ruth Burke (Principal)
- b. Rania Hussein (Deputy Head of School)
- c. Alexander Varghese (Head of Operations)
- d. Ashfaq Khan (Head of Facilities and HSO)
- e. Dr. Yamein Ahmed (School Doctor)
- f. Kristine Ignacio (School Head Nurse)
- g. Caroline Millman (Head of HR)

In case of an emergency, you can call the following numbers while anywhere in the UAE

- | |
|--|
| <ul style="list-style-type: none">• 999 for Police.• 998 for Ambulance.• 997 for Fire Department (Civil Defence)• 996 for Coastguard.• 991 for electricity failure.• 922 for water failure. |
|--|

8. Reporting Hierarchy:

The School Principal will liaise with the Head of Operations to confirm all staff/students are accounted for.



9. Floor Wardens:

At the time of emergency evacuation SISD Security team will sweep the entire campus including; classrooms, toilets, offices, labs and common area and report to the Head of Facilities.

The building must not be re-entered until staff are notified it is safe to do so by the School Principal.

10 Bomb Threats, Chemical Spills

10.1 Bomb Threat

Bomb threats can be received by various means including over the telephone, post, fax or email. Should you receive a threat by telephone then we require you to complete the Bomb Threat Checklist (Appendix B), as soon as possible, in order for you to recall the conversation as accurately as possible. You can print the form from the public folder in the SISD server. Please familiarize yourself with this form to ensure what information you should be noting. Once completed please hand it to the SISD Facilities Manager. Should a threat be received by post, fax or email please hand it over to the SISD Facilities manager immediately.

If the SISD Facilities Manager is unavailable then you should alert the Head of Operations immediately. The decision to evacuate the building is the responsibility of the SISD Facilities Management Department.

The standard fire evacuation procedure should be followed.

10.2 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.

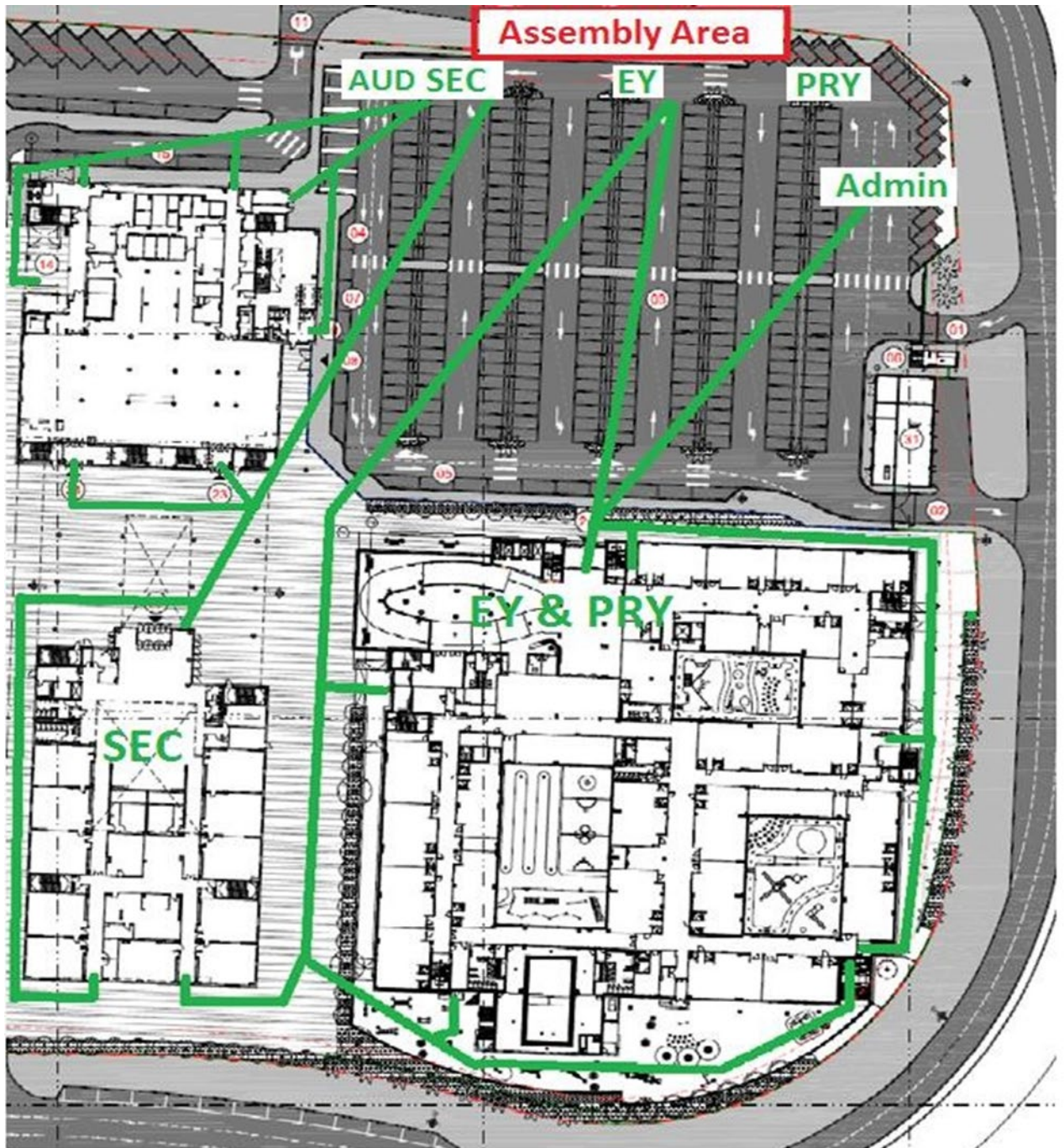
It may be necessary to evacuate the room. Ensure windows are opened.

If the spill is severe, evacuate part or all of the building, using the standard fire evacuation procedure.

If severe spill is immediately **outside** the building:

- Contain all persons 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.
- Call Dubai Civil Defence on 997

APPENDIX A
Assembly Point Location



Drinking water will be available at the security gate

APPENDIX B

**Bomb Threat
Checklist**

| | | | | | |
|---|--|---------------------------------------|---|--|--|
| Time Received: | | Caller's Voice (Tick off) | | | |
| Time Ended: | | | | | |
| Caller No: | | <input type="checkbox"/> Calm | <input type="checkbox"/> Loud | <input type="checkbox"/> Whispered | <input type="checkbox"/> Ragged |
| Date: | | | | | |
| EXACT WORDING OF THE THREAT | | <input type="checkbox"/> Angry | <input type="checkbox"/> Laughter | <input type="checkbox"/> Nasal | <input type="checkbox"/> Clearing Throat |
| | | <input type="checkbox"/> Excited | <input type="checkbox"/> Crying | <input type="checkbox"/> Stutter | <input type="checkbox"/> Cracking Voice |
| | | <input type="checkbox"/> Slow | <input type="checkbox"/> Normal | <input type="checkbox"/> Lisp | <input type="checkbox"/> Disguised |
| | | <input type="checkbox"/> Rapid | <input type="checkbox"/> Distinct | <input type="checkbox"/> Raspy | <input type="checkbox"/> Accent |
| | | <input type="checkbox"/> Soft | <input type="checkbox"/> Blurred | <input type="checkbox"/> Deep | <input type="checkbox"/> Familiar |
| | | If familiar, whom does it sound like? | | | |
| Questions to ask the Caller | | | Background Sounds (Tick off) | | |
| 1. When will the bomb explode? | | | <input type="checkbox"/> Voices | <input type="checkbox"/> Clear | <input type="checkbox"/> Animal Noises |
| 2. Where is the bomb? | | | <input type="checkbox"/> Music | <input type="checkbox"/> Static | <input type="checkbox"/> House Noises |
| 3. What does it look like? | | | <input type="checkbox"/> Street | <input type="checkbox"/> Booth | <input type="checkbox"/> PA System |
| 4. What type of bomb is it? | | | <input type="checkbox"/> Motor | <input type="checkbox"/> Local | <input type="checkbox"/> Office Machinery |
| 5. What will cause it to explode? | | | <input type="checkbox"/> Crockery | <input type="checkbox"/> Long Distance | <input type="checkbox"/> Factory Machinery |
| 6. Did you place the bomb? | | | <input type="checkbox"/> Other: | | |
| 7. Is there only one bomb? | | | Threat Language (Tick off) | | |
| 8. Why did you plant a bomb? | | | <input type="checkbox"/> Well Spoken (Educated) | | <input type="checkbox"/> Foul |
| 9. Where are you now? | | | <input type="checkbox"/> Taped | | <input type="checkbox"/> Irrational |
| 10. What is your name? | | | <input type="checkbox"/> Message Read by Threat Maker | | <input type="checkbox"/> Incoherent |
| 11. What is your address? | | | IMPORTANT: | | |
| | | | Ensure the call is reported to the | | |
| | | | Facilities Manager (00971 55 591 2393) | | |
| | | | Security Emergency Number (00971 55 570 4689) | | |
| Characteristic of Caller | | | PERSON RECEIVING THREAT | | |
| Sex: | | <input type="checkbox"/> Male | <input type="checkbox"/> Female | Date: | |
| Race: | | Age: | | Name: | |
| Remarks: | | | Position: | | |
| Number at which the call was received: | | | Phone Number: | | |
| Signature | | | Remarks: | | |

APPENDIX C

Assembly Point Location

