



Emergency Evacuation Policy

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Document Approval	Stewart J Cowden
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Review Date	To be reviewed annually on 30th September

1. INTRODUCTION

1.1 Purpose

The procedures within contain information necessary to allow a quick and effective evacuation of the buildings when the need arises.

If the need arises for an emergency evacuation of the school, through a fire or some other cause, all school personnel must be fully aware of the correct procedures to minimise the risk of danger or injury. Teaching staff are required to read the detailed policy on this matter and explain in full to students the evacuation procedures

The purpose of this plan is to minimise the impact of crises on students, teachers, support staff, parents and visitors in the event of an emergency. It aims to deal with the school’s response to all forms of emergency in which evacuation is required. The Head of Administration will review this policy annually with advice being requested from staff and students.

1.2 Aim

This policy aims to enable:

- Evacuation of all students, staff, parents and visitors in an organised and controlled movement from a threatened danger area to a safe area,
- Evacuate everyone from school building to the safe area in the minimum possible time,
- Ensure that exposure to danger and the possible risk of injury are minimised.

Within these aims it is hoped that this policy provides support in effecting evacuation of the school buildings in a manner which:

- prevents harm to staff and students of The English Academy,
- minimises damage and loss to school property,
- minimises destruction to students’ property,
- minimises panic, fright and trauma to staff and students,
- is safe, quick and efficient.



FIRE DRILL NOTICE - ROOM 420

Exit the class using STAIRWELL 1	Exit the building using GATE 1	Go to Assembly Point 1
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FIRE DRILL PROCEDURE

Upon hearing the fire alarm students must be instructed to leave the building in a silent, single line.

The person in charge of each class must indicate the exit route to be used and everyone must be directed to a predetermined assembly point.

Both sides of the stairwell will be used by students as they enter & descend the stairs.

No running is to be permitted. Running can lead to panic.

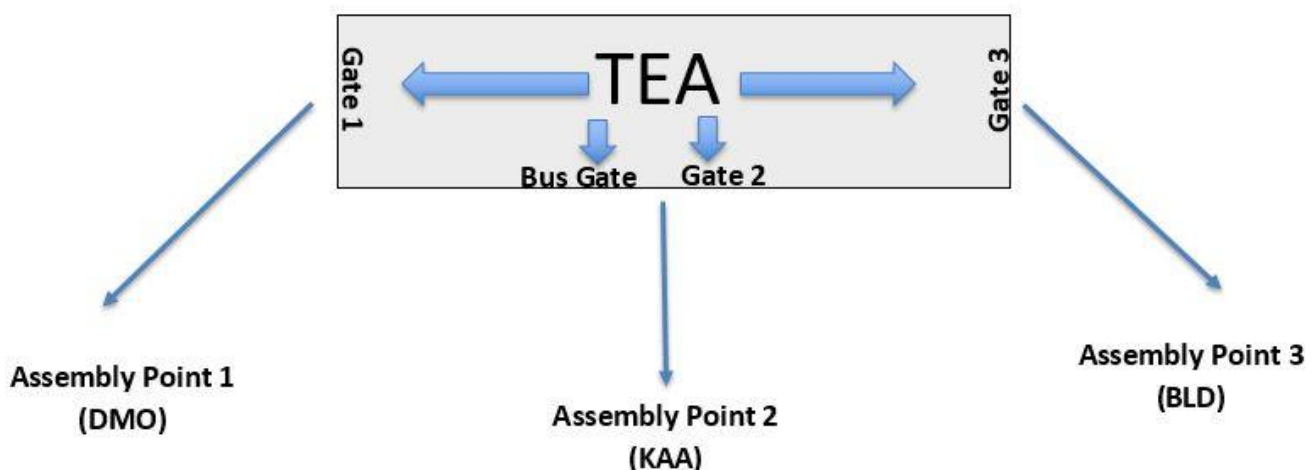
Lifts must not be used.

Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.

No one must be allowed to re-enter the building until told to do so by the fire service in attendance, or, in the case of a fire evacuation drill, the senior person in charge.

DESIGNATED EVACUATION ASSEMBLY POINTS

The class teacher will confirm that all students who were present in the class are accounted for having exited the building by raising the green card.





Fire Marshals

GATE 1 - MFA [Mai] / Security Guard [Sadeq]

To ensure all Gate 1 doors are opened upon the alarm being sounded.

From the bottom of the steps of Gate 1 direct students & staff to assembly point 1.

Place the barrier on the road to prevent traffic accessing the road.

GATE 2 - JDS [Joslin]

To ensure all Gate 2 doors are opened upon the alarm being sounded.

From the bottom of the steps of Gate 2 direct students & staff to assembly point 2.

Place the barrier on the road to prevent traffic accessing the road.

BUS GATE - Pradeep

To ensure all BUS Gate doors are opened upon the alarm being sounded.

From the bottom of the steps of BUS Gate direct students & staff to assembly point 2.

Place the barrier on the road to prevent traffic accessing the road.

GATE 3 - SMO [Safaa]

To ensure all Gate 3 doors are opened upon the alarm being sounded.

From the bottom of the steps of Gate 3 direct students & staff to assembly point 3.

Place the barrier on the road to prevent traffic accessing the road.

Each fire marshal is in possession of a hi-viz jacket that needs to be worn whenever the fire alarm is heard including KAA, BLD, DMO & RAS (9 in total).

Corridor Checkers

Basement - Shaheed

Upon the alarm being sounded check that all rooms are empty of students & staff & then close the door to each room. Report to RAS upon exiting the building - RAS based at Assembly Point 2.

Corridor 1 - VEA [Veeda]

Upon the alarm being sounded check that all rooms are empty of students & staff & then close the door to each room. Report to RAS upon exiting the building - RAS based at Assembly Point 2.

Corridor 2 - DMO [Des]

Upon the alarm being sounded check that all rooms are empty of students & staff & then close the door to each room. Report to RAS upon exiting the building - RAS based at Assembly Point 2.

Corridor 3 - NEV [Neena]

Upon the alarm being sounded check that all rooms are empty of students & staff & then close the door to each room. Report to RAS upon exiting the building - RAS based at Assembly Point 2.



SECRETARIES ROLE

Fatima Saleh - fas@tea.edu.kw

To ensure that all teachers assembling in Designated Evacuation Assembly POINT 1 are issued with a green card. The green card is to be raised by the class teacher when all students in the class have been accounted for. A red card is also to be raised by the class teacher when a student is missing. FAS to confirm that all teachers have raised their green card, & proceed to report to RAS who will be based at Designated Evacuation Assembly POINT 2.

Noha Zarka - noz@tea.edu.kw

To ensure that all teachers assembling in Designated Evacuation Assembly POINT 2 are issued with a green card. The green card is to be raised by the class teacher when all students in the class have been accounted for. A red card is also to be raised by the class teacher when a student is missing. NOZ to confirm that all teachers have raised their green card, & proceed to report to RAS who will be based at Designated Evacuation Assembly POINT 2.

Amina Al Thefery - amk@tea.edu.kw

To ensure that all teachers assembling in Designated Evacuation Assembly POINT 2 - in the grounds of the apartment block opposite GATE 2 are issued with a green card. The green card is to be raised by the class teacher when all students in the class have been accounted for. A red card is also to be raised by the class teacher when a student is missing. AMK to confirm that all teachers have raised their green card, & proceed to report to RAS who will be based at Designated Evacuation Assembly POINT 2.

Ghada Al Talleh - ght@tea.edu.kw

To ensure that all teachers assembling in Designated Evacuation Assembly POINT 3 are issued with a green card. The green card is to be raised by the class teacher when all students in the class have been accounted for. GHT to confirm that all teachers have raised their green card, & proceed to report to the RAS who will be based at Designated Evacuation Assembly POINT 2.

RESETTING THE FIRE ALARM

The resetting of the fire alarm will be undertaken by a group of 3 comprising of:

Pradeep Chandana - pradeep@tea.edu.kw

Osman

This group is led & managed by Madam Randa - ras@tea.edu.kw



TEA FIRE EVACUATION DRILL

Note: Actual Fires or false alarms involving full evacuation may be recorded as a Drill

Date	Persons / Section taking part	Evacuation Time	Details of Deficiencies and Action Taken	Name (print)
12/02/23	Whole School	7 minutes 08:25 to 08:32	The fire alarm was set off by a student during a PE lesson. This was an unplanned fire drill. Some students & staff did not assemble in the designated assembly point - stood on the road. Matter to be addressed with: STAFF At weekly staff meeting STUDENTS At morning registration. There was difficult	Randa
22/2/23	Whole school	5 minutes 11.15 to 11.20	The fire alarm was planned to go off as a practice. Again, some students & staff did not assemble in the designated assembly point. More practice will be carried on and feedback shared with staff via staff briefing and students via line up	Randa
12/3/23	Whole School	7 minutes	The fire alarm was planned to go off as a practice. The evacuation time took 7 minutes due to some staff using the wrong exit. A review of the exit/assembly points will be reviewed. A request to use red cards to indicate any missing EYFS/KS1 & KS2 students was also suggested.	Randa



Critical Incident Procedure

Action To Be Followed

1. Alert: Activate the emergency alarm system [Tannoy System - code 101] to signal the lockdown.
2. Secure doors and windows: Teachers and staff immediately secure access to classrooms and offices by placing a desk / object behind the door to prevent entry.
3. Silence and Communication: Instruct students and staff to remain quiet and turn off electronic devices.
4. Attendance and Accountability: Teachers take attendance and ensure all students are accounted for.
5. If appropriate seek shelter: Instruct students and staff to move to the nearest secure location.
6. Lockdown Procedures: Follow specific lockdown procedures, including turning off lights, closing blinds, and staying away from windows and doors.
7. Communication and Updates: Provide regular updates and instructions to staff and students using PA systems or other communication channels.
8. Stay in Place: Remain in secure locations until an official "all-clear" signal is given by authorised personnel.
9. Cooperation with Authorities: Fully cooperate with law enforcement or emergency responders on the scene.
10. Debriefing and Review: Conduct a debriefing session with staff to review the effectiveness of the lockdown procedure.

This is a clear and concise overview of the steps involved in the Academy's lockdown procedure.