



# Fire Safety Procedures & Evacuation Policy

Version 1.5 | September 2025

**First Implementation date** | September 2020  
**Review period** | Annually  
**Date last reviewed** | September 2025  
**Document reference** | PL3.2  
**Responsible person** | Zoe Woolley and Uriah Johnson

## GENERAL EMERGENCY PROCEDURES

### FIRE EVACUATION

#### 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 manual call point. They should then notify a senior member of staff (SLT), a member of the Operations Team or fire marshal of the exact location of the incident. SLT will always be outside and should always be informed, regardless of whoever has already been informed.

### FIRE FIGHTING

- 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 at risk**, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Firefighting equipment is available for use throughout the school, but staff should be aware of the type of firefighting equipment and how to use it before attempting to do so.

#### ON HEARING THE FIRE ALARM:

- All staff, students & occupants of building must respond to alarm activations.
- The fire alarm is a siren, which sounds continuously.
- All staff with a radio must switch the channel to #2 to communicate as required. All Fire Marshals must use their mobile phone to communicate via the Fire Marshal WhatsApp Group.
- The Operations Team will check the fire panel and, **if safe to do so**, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- The Operations Team will summon the emergency services (**DIAL 9999**) as necessary.
- Staff will supervise / affect the evacuation of students/visitors to the designated assembly point(s) on the school playground. Grades 2-12 on the main playground next to the Basketball Court, KG & Grade 1 students in the KG Garden.
- Those with Special Evacuation Needs due to reduced mobility should proceed to a place of safety in line with the evacuation procedures in Appendix 1.
- Staff not with students, visitors and contractors must leave the building by the nearest exit and report directly to a senior member of staff at the assembly point next to the Main Gate.
- Students should leave in single file when instructed by the teacher in charge of the class. Students should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Students should walk in their subject / Homeroom groups and go to their Homeroom teacher at the assembly point. **Classrooms must not be locked.**

- Students should not collect any belongings but should walk quietly out of the building.
- Designated fire marshals will help to usher students and staff out of the building as quickly as possible, reminding them of the lining up procedures as they leave and check safe refuges for occupants. Fire marshals will sweep each floor and inform the SLT when their floor is 'clear'.

### **A calm orderly exit is essential**

#### **Walk quickly – DO NOT RUN or stop to collect belongings**

- Staff should ensure that the windows in their working areas are closed.
- Staff on non-contact periods should aim to reach the playground area as quickly as possible so as to receive the students as they arrive and so as to help in the quick organisation of them.
- 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 escape route.
- Students using the Library or Canteen at the time of a fire alarm will make their way to the main playground as normal.
- On arrival at the assembly area students must stand in their Homeroom groups while staff check their registers. Registers, visitors' book etc. will be taken out to the assembly point by office staff (specifics below). The result of this check must be reported to the Executive Principal / senior member of staff as soon as it is completed, by the Homeroom Teacher holding up a green card if everyone is present and accounted for, or a red card if someone is missing.
- Designated office staff will hand out teachers' registers as they enter the playground area. Teachers should organise their class lines and register their own group as quickly as possible. It is the teacher's responsibility to keep their class orderly and to register them in silence.
- Any absentees should be reported to the designated SLT person/team, so that this information can be checked. Teachers should remain with their Homeroom Groups at all times, holding up their red card to highlight absences to the SLT member checking.
- In the event of an alarm at break or lunchtime, students should be instructed to line up in their Homeroom Groups. Evacuation and assembly principles are the same; except that students may be dismissed to complete their free time when the alert is over. If the alarm sounds before school has commenced, there will be an evacuation to the main playground but not a full registration.
- Catering staff should assemble on the playground next to the Main Gate.
- Fire marshals are responsible for ensuring corridors/buildings are cleared and designated areas are checked where safe to do so.

- The Executive Principal (or one of SLT in his/her absence) will be positioned in the centre of the evacuation area on the main playground. All staff will have designated roles (see below).
- No-one should re-enter the building until instructed by the Executive Principal (or Head of School in his/her absence). Groups will then be accompanied by their teachers/staff back into the building and return immediately to the teaching room that they should be in at that time.
- The Operations Manager will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade / Executive Principal / senior member of staff / Operations Manager. This includes the KG and Grade 1 students – the Executive Principal / senior member of staff will radio when safe to enter the building.
- If the building cannot be reoccupied following an evacuation, arrangements will be made to contact parents.

### **EVACUATION DURING OUR OF HOURS USE OF THE BUILDING**

- Both before and after school hours, it is likely that staff and students will be using the school facilities for work/learning, including participation in extra-curricular activities
- On hearing the alarm, all users must leave via the nearest exit following the normal procedures as described above on hearing the fire alarm.
- All occupants should report to the Basketball cage in the main playground
- Where occupants are known for planned activities, staff should conduct registers and alert SLT staff in the event of anyone known to be missing
- Operations Staff will conduct a sweep of the building whilst investigating the alarm activation to check for any occupants remaining
- Re-entry will only be granted once all clear given by the Operations Team

### **EVACUATION DURING PUBLIC EXAMINATIONS**

In the event of an evacuation during a public examination, the Examination Evacuation Policy at Appendix 2 should be followed.

### **BOMB THREATS**

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

The normal evacuation procedure will be followed, though the bomb evacuation muster point will be the off-site car park located on the other side of Al Marafah Street.

### **GAS LEAKS**

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

- Open all doors and windows
- Extractor units are present in key locations where gas is used. If gas is in use or is detected, the extractor units should be switched on immediately to expel and particles in the air

- Notify the Executive Principal / Operations Manager / senior member of staff of the incident
- Call Operations Manager
- In the event there is a gas leak, gas detectors are installed in key areas and will automatically trigger an alarm and a solenoid shut-off valve, which will cut off the all gas supplies
- Check that all gas appliances are switched off
- If the gas detector system has not been activated for any reason, shut off the gas using the emergency control valve located in each science room; the Operations Team will shut off the main gas valve as appropriate
- Evacuate part or all of the premises as necessary
- If gas continues to escape, telephone Emergency Services on 9999

## **CHEMICAL SPILLS**

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

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

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

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

If severe spill is immediately outside the building:

- Follow procedures to 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

## DESIGNATED ROLES FOR STAFF

<p><b>Absent Staff</b></p>	<p>If a designated member of staff is absent the person standing in for them must take responsibility for that persons role within the Fire Procedure</p>
<p><b>Executive Principal:</b> Zoe Woolley</p>	<p>To bring out Radio. Conduct Radio and WhatsApp Group Check by making contact with Operations Team ASAP. To remain in the centre of the evacuation area, coordinating evacuation procedure. To liaise with Operations Team by radio/WhatsApp. To give the final all clear for everyone to return to the building.</p>
<p>Isobel Russell</p>	<p><b>To supervise KG and Grade 1.</b> To work with designated team of staff to identify absentees and report these to Executive Principal.</p>
<p>Joanna Singleton</p>	<p><b>To supervise Grades 2-5.</b> To work with designated team of staff to identify absentees and report these to Executive Principal.</p>
<p>James O'Reilly</p>	<p><b>To supervise Grades 6-12.</b> To work with designated team of staff to identify absentees and report these to Executive Principal.</p>
<p>Denise Hill</p>	<p><b>To supervise students with PEEPs.</b> To work with designated team of staff and fire marshals to identify students in safe areas, absentees and report these to Executive Principal.</p>
<p>In the event of SLT absence – the following to cover as required to enable SLT to re-allocate roles</p>	<p><b>KG and Grade 1 – Khloud Al Balushi to cover</b>  <b>Grades 2-5 – Trevor Okoroafor to cover</b>  <b>Grades 6-12 – Antony Murphy to cover</b>  <b>Executive Principal – Amira Al Zadjali to take role</b></p> <p>Uriah Johnson to do final sweep of all floors</p>

<b>FLOOR WALKERS/FIRE MARSHALS</b>	
<p><b>Second Floor</b></p> <p>Vee Spiderali</p>	<p>To conduct WhatsApp Group check by making contact with Operations Team ASAP. To usher students and staff out of the building as quickly as possible, reminding them of the lining up procedures as they leave. To check that everyone has left. To check for/assist disabled or immobile students to the safe zones on their floors. To check toilets. To WhatsApp Operations Team when their floor is clear and disabled/immobile students are positioned in safe zones. To report via WhatsApp, the names and locations of anyone in safe refuges.</p>
<p><b>First Floor</b></p> <p>Ibrahim Arafa</p>	<p>To conduct WhatsApp Group check by making contact with Operations Team ASAP. To usher students and staff out of the building as quickly as possible, reminding them of the lining up procedures as they leave. To check that everyone has left. To check for/assist disabled or immobile students to the safe zones on their floors. To check toilets. To WhatsApp Operations Team when their floor is clear and disabled/immobile students are positioned in safe zones. To report via WhatsApp, the names and locations of anyone in safe refuges.</p>
<p><b>Ground Floor &amp; Back Hall</b></p> <p>Ali Abubakar, Ground Floor Classrooms and Back Hall</p> <p>Atheer Al Lawati, Administration Corridor</p>	<p>To conduct WhatsApp Group check by making contact with Operations Team ASAP. To usher students and staff out of the building as quickly as possible, reminding them of the lining up procedures as they leave. To check that everyone has left. To check for/assist disabled or immobile students to the safe zones on their floors. To check toilets. To WhatsApp Operations Team when their floor is clear and disabled/immobile students are positioned in safe zones. To report via WhatsApp, the names and locations of anyone in safe refuges.</p>

<p><b>Basement</b></p> <p>Joe Fraser</p> <p>Ampily Prasad</p>	<p>To conduct WhatsApp Group check by making contact with Operations Team ASAP. To usher students and staff out of the building as quickly as possible, reminding them of the lining up procedures as they leave. To check that everyone has left. To check for/assist disabled or immobile students to the safe zones on their floors. To check toilets. To WhatsApp Operations Team when their floor is clear and disabled/immobile students are positioned in safe zones. To report via WhatsApp, the names and locations of anyone in safe refuges. Ampily Prasad to turn off gas supply.</p>
<p><b>Early Learning Centre</b></p> <p>Rasha</p> <p>Khlood Al Balushi</p>	<p>To conduct WhatsApp Group check by making contact with Operations Team ASAP. To usher students and staff out of the building as quickly as possible, reminding them of the lining up procedures as they leave. To check that everyone has left. To check for/assist disabled or immobile students to the safe zones on their floors. To check toilets. To WhatsApp Operations Team when their floor is clear and disabled/immobile students are positioned in safe zones. To report via WhatsApp, the names and locations of anyone in safe refuges.</p>
<p><b>Main Road/Front of School</b></p> <p>Yusuf Al Balushi, Khamis Al Siyabi, Abdul Vahab, Khamlesh Yadav, Yarub</p>	<p>To supervise the road at the front of the school, and to stand on the corner of Al Marafah Street to direct emergency vehicles. To supervise the vehicle gate to the main playground. This will ensure that only emergency vehicles can enter or leave the site at this time. In cases of bomb threat and evacuation to the off-site car park, to open Gate 2 and supervise students crossing Al Marafah Street.</p>
<p><b>Evacuation Chairs</b></p> <p>Usman Ahmed &amp; Naeem Mohammed</p>	<p>Fire Marshalls and trained staff to clear refuge areas using evacuation chairs. If a person is not accompanied and has reduced mobility the Fire Marshall must supervise them and inform Executive Principal/Operations Team of the situation.</p>

<b>TEACHING STAFF</b>	
With classes	<p>To evacuate their class, reminding students to <b>line up in Homeroom Groups</b>. To organise group as quickly as possible. To register Homeroom Group in silence and report any absentees to the designated SLT staff so that this information can be checked. To remain with and supervise group at all times.</p> <p><b>Homeroom Group teaching staff must PRINT their name on the bottom of the register as a method of informing registration they are at the assembly point. They should also add any additional member of staff name who is with them to the list (i.e. TA/LSA)</b></p>
On call staff (at time of evacuation)	To assist with evacuating students and reminding them to line up in Homeroom Groups.

<b>REGISTRATION</b>	
Amira Al Zadjali & Khadija Al Hamdani	Upon hearing the alarm, print Homeroom registers, including visitors and take to main playground. Distribute between staff to complete and collate info. Check staff absences with Ian Lohan and Steven Reid.
Receptionist	Liaise with Executive Principal/Operations Manager regarding any visitors who may be in safe refuges.
Zeena Al Hajri	To act as adult registration oversight and collect names of unaccounted for adults. Coordinate registration of Admin, Operations, and ICT staff. Complete "Fire alarm activation log" and to report to the Executive Principal once registration process has been completed and any unaccounted for staff.
Amira Al Zadjali & Khadija Al Hamdani	To take out all registers and remain positioned in the centre of the evacuation area. To take out list of all student absences relevant for that day/period so that cross-checking can be completed with Heads of School. To notify the Executive Principal when the checking procedure has been completed.
Joe Fraser	During public examinations to follow the examinations evacuations policy and liaise with Executive Principal.

<b>OTHER STAFF</b>	
Operations Team	To respond to the emergency warning /check panel/locate problem. Operations Team to liaise with Executive Principal and contact the emergency services if required/re-set alarm so as to facilitate re-entry into the building.
Christine Callanta: School Nurse	To evacuate Medical Room. To secure a school wheelchair and exit via the front Student Entrance if possible. Advise Executive Principal that clear of building. Stay at the front outside Main Entrance with the wheel chair until the safety areas are clear. Stay with any student that has reduced mobility outside school building and ensure student is registered. If no student with reduced mobility present, await instructions as to which stairwell exit to take the wheelchair to.
Catering staff	To report to main playground, conduct their own registration process and report to Executive Principal any missing staff.
Other staff with no other delegated responsibility above	To proceed to main playground, report to Zeena Al Hajri attendance and then proceed with assisting with the calm and controlled evacuation of the students. To take collective responsibility for the orderly registration of the students.

## Appendix 1

# KNOWLEDGE GATE INTERNATIONAL SCHOOL

## 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 persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff (usually the TA or LSA assigned to that student) will escort those who need assistance from the building.

### **Visual disability**

People with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the persons hand on their shoulder; on level surfaces they should take the helpers arm and follow them.

### **Hearing disability**

People with a hearing disability should be escorted out of the building by staff. In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

### **Visitors to site**

A notice posted at main reception will inform visitors of the evacuation procedures. All visitors are the responsibility of the member of staff they are visiting, and this member of staff must ensure that their visitor is fully aware of evacuation procedures and provisions.

### **Temporary reduced mobility**

All students and staff should report any reduced mobility to the Head of School and the School Nurse on returning to school. They will then be instructed on their temporary evacuation procedure by Denise Hill using the printed details below. They can then keep a copy of the Procedure.

The procedure requires that they and a buddy make their way to a place of safety, either a refuge or the front exit of the school. Once in a place of safety they must give their Amended Fire Evacuation Procedure in cases of Reduced Mobility card to any member of staff who will then register them with the appropriate Homeroom Teacher on the main playground. The member of staff will then notify the Fire Marshal to assist in their evacuation. The card is revoked once the student/ staff member has returned to full mobility.

A log of issued cards is kept and used a check for the location of anyone missing once registration is complete.

# **Fire evacuation procedure** **in cases of Reduced** **Mobility**

**A member of staff will explain this to you and make sure you can locate the stairwell safety refuges**

- 1 Do not use the lift
- 2 You may take a buddy with you
- 3 Depending on your location please use one of the following options:
  - a) make your way out of the front of the building
  - b) go to any of the refuge locations where a Fire Marshal can assist you

## **Refuge locations are situated at the following points:**

Second floor  
Room 201

First floor  
Room 101

Ground Floor  
Room G01

Basement  
Music Room

- 4 Write your safe location on your Amended Fire Evacuation Procedure card and hand this to any member of staff, who will give it to the nearest Fire Marshal or to the officer in charge of the field who will arrange your evacuation from the safe location.
- 5 Listen to and respond to any instructions given you by an adult; if you are unable to walk down the stairs then a marshal will assist you.

In the case of a fire evacuation please give this card to the Fire Marshal or officer in charge of the field. Please note where you were when given this card and the name of anyone else staying in the refuge with the person named below.

Student.....  
Buddy.....  
Location.....

Card No .....

Issued on.....

Due to reduced mobility this student is unable to evacuate the building and is currently in a safe refuge.

Please register them and pass this card to the officer in control of the field so that rescue can be initiated if required.

### **Permanent Reduced Mobility**

It is recognised that certain members of the school community and visitors to the site may have reduced ability to evacuate in the case of a fire emergency. In order to counter this elevated risk, identified students and staff with a permanent disability will have a Personal Emergency Evacuation Plan, and visitors will be made aware of provisions for their safety when they sign in at the reception desk. All staff will be made aware of provisions for all visitors including those with reduced ability to escape unaided. Students/staff with a temporary disability will be catered for with an Amended Fire Evacuation Procedure for reduced mobility.

## Evacuation Procedure for Those with PEEPS

Anyone with a PEEP who is unable to escape to their designated fire point should follow the requirements of their Personal evacuation Plan

### Identifying those requiring PEEPs

On joining the school community, students and staff will be assessed by Katie Dillane to identify if they have an impairment which would make it difficult for them to follow the school's Evacuation plan. Every such person will then have a Personal Emergency Evacuation Plan (blank copy shown below) completed for them by the Katie Dillane and Uriah Johnson (listed below). This plan will include means of escape to a place of safety if necessary, contact with Operations Team, rescue from the place of safety, medical requirements, training of accompanying staff (including records of training), annual review date and findings.

Blank form

<b>PEEP No</b>	<b>for</b>	<b>Date</b>
<b>Means of escape</b>		
<b>Contact with Operations Team</b>		
<b>Rescue from the refuge location</b>		
<b>Medical/ disability requirements</b>		
<b>COVID-19 Precautions</b>		
<b>Training of accompanying staff</b>		
<b>Annual review date &amp; findings</b>		

Those currently requiring PEEPs are listed below. This is an ongoing table which will be updated as and when anyone requiring a PEEP joins or leaves the school community

<b>Name</b>	<b>Position/PEEP</b>	<b>Date of Entry</b>	<b>Date of Review</b>	<b>Notes</b>
Uriah Johnson	Operations Manager	1 January 2020		
Essa Al Hadhrami	PEEP 1	12.01.2021		Reviewed by SENDCo
Abdullah Al Kindi	PEEP 2	12.01.2021		Reviewed by SENDCo
Manar Al Farsi	PEEP 3	12.01.2021		Reviewed by SENDCo
Saud Al Naamani & Hashim Omar Hashim	PEEP 4	12.01.2021		Reviewed by SENDCo

## Current PEEPs

### PEEP No 1 for Essa al Hadhrami Date 12/01/2021 (revised 14/9/21)

#### Means of escape:

- Essa should follow the school evacuation plan if possible
- In the case that Essa cannot escape the building by the normal routes he should proceed to a refuge location with assistance
- Once in the refuge location, Essa should remain with a member of staff, preferably his allocated LSA Theoney Harris until a fire marshal or assistance arrives
- A fire marshal will check on the occupation of the refuge locations before leaving the building and confirm with the Operations Team.
- If the Operations Team deem it unsafe to stay in the refuge location rescue will be coordinated.

#### Contact with Operations Team:

- Essa will wait in a refuge location if he cannot exit the building safely and fire marshals will be aware of his needs
- Fire Marshall will notify the Operations Team via WhatsApp upon arrival

#### Rescue from the refuge location:

- If the Operations Team deems it unsafe to stay in the refuge location they will coordinate the rescue.
- The School Nurse/Operations Team will be contacted and bring a wheelchair to the base of the refuge stairwell if required
- Essa will be supported down the stairs by any marshals available, in accordance with the training given.
- Essa will be taken to the main assembly area by his allocated LSA

#### Medical/ disability requirements.

- Essa has a cognitive delay and may not comprehend the fire alarm and associated risks in order to evacuate himself.
- Essa will need to be accompanied by his LSA with his PECS book at all times

#### Training of accompanying staff Please see below for those trained in and location of refuge locations

- Katie Dillane
- Theoney Harris
- Vee Spidalieri (Ground Floor)

**PEEP No 2 for Abdullah al Kindi      Date 12/01/2021 (revised 14/9/21)**

**Means of escape:**

- Abdullah al Kindi should follow the school evacuation plan if possible
- In the case that Abdullah cannot escape the building by the normal routes he should proceed to a refuge location with assistance
- Once in the refuge location contact should be made with the Operations Team.
- A fire marshal will check on the occupation of the refuge locations before leaving the building and confirm with the Operations Team.
- If the Operations Team deem it unsafe to stay in the refuge location rescue will be coordinated.

**Contact with Operations Team:**

- Abdullah will wait in a refuge location if he cannot exit the building safely and fire marshals will be aware of his needs
- Fire Marshall will notify the Operations Team via WhatsApp upon arrival

**Rescue from the refuge location:**

- If the Operations Team deems it unsafe to stay in the refuge location they will coordinate the rescue.
- Guidance will be given to Abdullah to follow the evacuation guidelines

**Medical/ disability requirements.**

- Abdullah is hearing impaired and may not hear the alarm sounding
- The relevant teacher will be required to bring Abdullah's attention to the alarm

**Training of accompanying staff Please see below for those trained in and location of refuge locations**

- Katie Dillane
- Vee Spidalieri (Ground Floor)
- Ahmed Mirun

**PEEP No 3 for Manar al Farsi Date 12/01/2021 (revised 14/9/21)**

**Means of escape:**

- Manar should follow the school evacuation plan if possible
- In the case that Manar cannot escape the building by the normal routes he should proceed to a refuge location with assistance
- Once in the refuge location, Manar should remain with a member of staff or a friend until a fire marshal arrives
- A fire marshal will check on the occupation of the refuge locations before leaving the building and confirm with the Operations Team.
- If the Operations Team deem it unsafe to stay in the refuge location rescue will be coordinated.

**Contact with Operations Team:**

- Manar will wait in a refuge location if she cannot exit the building safely due to feeling unwell as a result of unstable blood sugar levels.
- Fire Marshall will notify the Operations Team via WhatsApp upon arrival

**Rescue from the refuge location:**

- If the Operations Team deems it unsafe to stay in the refuge location they will coordinate the rescue.
- The School Nurse/Operations Team will be contacted and bring a wheelchair to the base of the safe stairwell if required
- Manar will be supported down the stairs by any marshals available, in accordance with the training given.
- Manar will be taken to the main assembly area by wheelchair/walking as required

**Medical/ disability requirements**

- Manar is Diabetic and may have difficulty exiting the building if her blood sugar levels are unstable at the time of the evacuation.
- Manar will need access to her Emergency Box during an evacuation in the event of needing to stabilise her blood sugar levels
- Manar has a dedicated Emergency Box for Evacuations that is brought out to the Assembly Point by the School Nurse at the time of an evacuation and can be relocated as required to the location of Manar in the event she isn't able to get to the Assembly Point.

**Training of accompanying staff Please see below for those trained in location of refuge locations**

- Katie Dillane
- Soumya George
- Vee Spidalieri
- Ahmed Mirun

**PEEP No 4 for Saud al Naamani (SN) & Hashim Omar Hashim (HO)  
Date 12/01/2021 (revised 14/9/21)**

**Means of escape:**

- SN & HO should follow the school evacuation plan if possible
- In the case that SN & HO cannot escape the building by the normal routes they should proceed to a refuge location with assistance
- Once in the refuge location, SN & HO should remain with a member of staff or a friend until a fire marshal arrives
- A fire marshal will check on the occupation of the refuge locations before leaving the building and confirm with the Operations Team
- If the Operations Team deem it unsafe to stay in the refuge location rescue will be coordinated

**Contact with Operations Team:**

- SN & HO will wait in a refuge location if they cannot exit the building safely due to feeling unwell as a result of a seizure
- Fire Marshall will notify the Operations Team via WhatsApp upon arrival

**Rescue from the refuge location:**

- If the Operations Team deems it unsafe to stay in the refuge location they will coordinate the rescue
- The School Nurse/Operations Team will be contacted and bring a wheelchair to the base of the safe stairwell if required
- SN & HO will be supported down the stairs by any marshals available, in accordance with the training given
- SN & HO will be taken to the main assembly area by wheelchair/walking as required

**Medical/ disability requirements.**

- SN & HO are Epileptic and may have difficulty exiting the building in the event of a seizure at the time of the evacuation
- In the event of a seizure, inform the School Nurse to deliver first aid if safe to do so, and the Operations Team to make contact with the emergency services
- A fire marshal may move the student if safe to do so when the student comes round after a seizure

**Training of accompanying staff. Please see below for those trained in location of refuge locations**

- Katie Dillane
- Soumya George
- Vee Spidalieri
- Ahmed Mirun



**Appendix 2**

**KNOWLEDGE GATE INTERNATIONAL SCHOOL**

**EXAMINATIONS EVACUATIONS POLICY**

## **Evacuation Procedure Internal & External Examinations**

- When fire bell sounds (a continuous siren) please note the exact time on white board.
- Ask students to stop writing and put pens/pencils down. Remind students that they are still under examination conditions and must not communicate in any way.
- Prepare to evacuate the room. The lead invigilator should nominate a member of the team to stand at the door (if numbers permit) also being aware and making arrangements for students with mobility problems, further invigilators should be assigned to a proportion of the students under examination. **MAKE SURE YOU HAVE THE ATTENDANCE REGISTER WITH YOU WHEN EVACUATING.**
- **REMINDE STUDENTS NOT TO TAKE ANY BELONGINGS AND TO FOLLOW INSTRUCTIONS FROM INVIGILATORS.**
- All rooms should be evacuated from the nearest exit and follow the most direct route to the assembly point, avoiding contact with remainder of school cohort. All invigilators should be aware of the Assembly Point to take examination candidates. This is inside the Astro-Turf cage in the Main Playground.
- The Main Hall should initially be dismissed row by row (depending on the amount in the exam), with an invigilator to supervise at all times.
- Students should remain with the invigilator assigned to them in the astro-turf court and line up in an orderly fashion with no communication. They should not line up with their Homeroom group as is the normal fire practice procedure. An attendance register will be called by the Exams Officer, who will then report back to the Executive Principal.
- When returning to the hall, when the disturbance has finished and the students are ALL sat in the correct position re-start the examination. Ask the students to rule a line (IN RED) under their last question adding the time missed to the end time on the white board.
- Keep a note of the length of time exam was suspended for and notify the Exams Officer, who will inform the Board accordingly and ask for this to be taken into consideration.