

## GEMS FIRE EVACUATION PLAN

### HS FORM 4

*THE WESTMINSTER SCHOOL, DUBAI.*

*DEVELOPED BY:*

*THE WESTMINSTER SCHOOL, DUBAI.*

*REVIEWED BY:*

*KIRAN BHASKER-MSO.*

*INSERT DATE:*

*26.08.2024*

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## 1. Introduction

Health and safety is the number one priority for GEMS Education, to facilitate the safe evacuation of all persons, the following fire plan has been developed for **The Westminster School, Dubai (TWS)** The plan has been developed based upon the UAE Fire and Life Safety Code, NFPA and ADEHSMS requirements. The plan must be reviewed on an annual basis or following an emergency event.

Refer to IMS-MGT 2 Fire Safety policy for further guidance when developing your site-specific fire plan. Additional guidance can also be found within the UAE Fire and Life Safety Code and NFPA standard 101.

## 2. Premises Information

The following points should be included within the plan:

Building size	22278.15 sq.mts.
Number of floors	G + 2
Maximum occupancy	5900
Current occupancy	5742
Number and description of swimming pools	N.A.
Number and location of fire assembly points	4
Access information for emergency services	GATE NOS 1/2/3/4/5/6/7

### 3. Summary of the Fire and Life Safety Systems

The following section provides a summary of the fire and life safety systems that are available within the school:

#### 3.1 Type of Alarm:

SIREN

#### 3.2 How does it Sound:

HUMMING/SIREN

#### 3.3 Flashing and Beacons: 4 (FOUR) Nos.

3 Nos in PRIMARY BUILDING (1 in I.T. SERVER ROOM, 1 Near L V ROOM and 1 in RECEPTION)

1 NEAR FIRE/GAS PANEL – SECONDARY BOYS BUILDING

#### 3.4 Location of Panels: 4 (FOUR) Nos.

Total no of panels – 4 (FOUR)

2 Nos in the RECEPTION LOBBY of the PRIMARY BUILDING. (1 Fire panel and 1 Gas panel)

2 Nos located near to EXIT 9 IN SECONDARY BOYS BUILDING. (1 Fire panel and 1 Gas panel)

#### 3.5 Location and no of FM 200 Systems: 2 Nos.

1 No. in the L.V. ROOM – PRIMARY BUILDING

1 No. IN SERVER ROOM – PRIMARY BUILDING

#### 3.6 Type of Emergency Lights:

SELF CONTAINED – 143 Nos.

#### 3.7 Location of ADCP:

1 No. in the PUMP ROOM – PRIMARY BUILDING

1 No. in the OUTSIDE L.V. ROOM – PRIMARY BUILDING

1 No. in the PUMP ROOM – SECONDARY BOYS BUILDING

4 Nos. in the ELECTRIC ROOMS – SECONDARY BOYS BUILDING

3 Nos. adjacent to the ELECTRIC ROOMS – SECONDARY BOYS BUILDING

3 Nos. in the ELECTRIC ROOM on the ROOF TOP – SECONDARY BOYS BUILDING

**3.8 Types of Fire Extinguishers:**

DCP – 70 Nos.

ADCP – 13 Nos.

CARBON DIOXIDE (CO<sub>2</sub>) – 73 Nos.

**3.9 No of Fire Hose Reels:**

PRIMARY BUILDING - 20 Nos.

SECONDARY BOYS BUILDING – 9 Nos.

**3.10 Fire Lifts: NOT APPLICABLE/NOT AVAILABLE****3.11 MISCELLANEOUS:**

FIRE BLANKETS – 22 Nos.

FIRE SOUNDERS – 49 Nos.

SMOKE DETECTORS – 390 Nos.

MULTI SMOKE DETECTORS – 15 Nos.

HEAT DETECTORS – 3 Nos.

MANUAL CALL POINTS – 33 Nos.

LANDING VALVES – 29 Nos.

BREACHING INLETS – 04 Nos.

EMERGENCY EXIT LIGHTS – 71 Nos.

FM 200 DETECTORS – 7 Nos.

CHAIRLIFTS – 6 Nos.

**3.12 EXIT GLASS DOORS:**

PRIMARY BUILDING – 13 Nos.

SECONDARY BOYS BUILDING – 6 Nos.

**3.13 STAIR CASES:**

PRIMARY BUILDING – 6 Nos.

SECONDARY BOYS BUILDING – 6 Nos.

**3.14 WATER TANK:**

GROUND STORAGE – 2 Nos.

ROOF TOP – PRIMARY BUILDING & SECONDARY BOYS BUILDING – 2 Nos. EACH

## 4. Roles and Responsibilities

### Principal

The school Principal has the specific responsibility for:

- Ensuring that the plan is kept up to date and reviewed annually or following an emergency event.
- Ensuring the fire drill exercises are conducted on a termly basis and that one exercise per year is conducted in partnership with the Civil Defense.
- Ensuring that the plan is communicated to all relevant stakeholders.
- Liaising with external emergency services during an emergency event.
- Ensuring that a suitable report is developed following an emergency event and communicated to the HSE Department.
- Ensuring adequate numbers of fire marshals are appointed and that they receive suitable training.
- Ensuring all employees and Support Staff are provided with suitable fire training.
- The Vice Principal will fulfil the role of the Principal in his/her absence.

### Manager of School Operations (MSO)

The MSO has specific responsibility for:

- Ensuring all fire and life safety systems are tested and maintained in accordance with GEMS/local requirements.
- Ensuring that any corrective fire and life safety system works are conducted in a timely manner.
- Conducting weekly fire inspection checks and monthly health and safety inspection checks. These must then be submitted to the health and safety department.
- When designated, fulfilling the role of the incident commander.
- Ensuring that all fire-related training within the school is current and that valid certificates are available.
- Assistant MSO will fulfil the role of the MSO in his/her absence.

### Security Personnel

Security personnel have specific responsibility for:

- Facilitating with the safe evacuation of all persons from the building.
- If safe to do so, ensuring all areas have been checked (toilets, back of house areas etc).
- Managing traffic flow and supporting access for emergency service vehicles.
- Preventing people re-entering the building until the all clear has been given from Civil Defense or the Principal.
- Brief contractors coming onto site about the emergency procedures to follow.

### Incident Commander

The Incident Commander has specific responsibility for:

- Facilitating the safe evacuation of all persons from the school.
- Identify themselves and liaise with the Civil Defense and emergency services throughout the emergency.
- Provide information to the emergency services such as number of persons, details of persons of determination with mobility concerns and those with short- or long-term mobility concerns and their locations within the building, details of missing persons and their last known location etc.
- Identify any missing persons and communicate this to the emergency services.
- Ensure building drawings and supporting documentation are provided to the emergency services when arriving at the scene.
- Provide regular updates to the Principal throughout the emergency.
- Support on compiling information to be included in the report after the event.

## Teachers

Teachers have a specific responsibility for:

- The safe evacuation of all children in a timely and silent manner.
- To collect the emergency pack for the classroom, this should contain, green/red emergency card, current class list and hi vis jacket.
- Conducting a roll call once at the fire assembly point, if any persons are identified as missing the correct signal (red card) must be communicated as quickly as possible to the Incident Commander. If all the people are present the green card must be displayed.
- Provide information to the Incident Commander relating to any children with disabilities that have been placed at a pre-determined refuge area.
- Ensuring children remain at the fire assembly point until the Civil Defense or the Principal give all clear.
- Once the emergency is over, ensuring that is safe to do so, all children return to their relevant class.
- Ensuring that escape routes from their classroom/areas always remain free from obstruction.
- Reporting any fire and life safety defects within their class/area to the MSO in a timely manner.

## Fire marshals

Fire marshals have specific responsibility for:

- Carrying out a sweep of their designated area, please note that this must only be done if safe to do so, you should never put yourself at risk.
- Reporting the status of their designated area to the incident commander, this includes reporting any potential missing persons to the incident commander.
- If designated, support the safe evacuation of any persons with disabilities.



### Administration staff

Administration staff have specific responsibility for:

- Evacuating the building using the nearest safe available escape route and making their way to the fire assembly point
- Evacuate any parents, visitors etc. who are within the administration areas of the school to the fire assembly point.
- One administration member will be responsible for taking a roll call for the administration staff. **Ms. Philomena Mascarenhas – Executive Secretary, Mobile Number: 052 8430168** and their deputy is **Ms. Saroja Francis – Mobile Number: 052 7858734**

### ➤ Contractors and Support Staff

Contractors and Support Staff have specific responsibility for:

- Upon hearing the alarm, evacuating the building to the designated fire assembly point using the nearest available fire escape route.
- Ensuring they do not return to the building until instructed to do so.
- Reporting any missing colleagues to the Incident Commander.
- Taking part in regular school fire exercises (cleaners, canteen team, MST etc.).
- For temporary contractors, they must ensure that they sign into and out of the school accordingly.

### First aiders/school Doctor & Nurses

First aiders have specific responsibility for:

- Providing basic medical care to any injured persons.
- Ensuring that their first aid qualifications remain valid.
- To have ready access to important personal information (telephone numbers, their next of kin, and medical information) about the staff and students

### GEMS HSE Department

GEMS HSE Department has specific responsibility for:

- Ensuring a detailed report is submitted following the event.
- Supporting the development or the delivery of specific internal fire training programs.
- Providing adequate policies and procedures to support effective health and safety within the schools.

## 5. List of Fire Marshals

The school has identified the following people as fire marshals, there must be a selected deputy for each of the persons identified. The MSO is responsible for ensuring the list remains up to date.

NAME	CONTACT	LOCATION/RESPONSIBILITY
	NUMBER	
KIRAN BHASKER	055 4384773	CHIEF MARSHAL / ASTRO TURF/ Coordination with Sweep Marshals and provide All Clear for TWS Facility- Inform CEO/Principal
Akhil Sudarsanan	058 1147701	At the Fire Panel to know the reason for the alarm- Inform MSO if it is safe to come back to the building
ANEESH CHANDRAN	052 6871402	ASTRO TURF
NEELOFAR SALEM ALI	052 8407469	PRIMARY SECTION – FF AND SF
DHANYA MOHANLAL	056 4323159	LABORATORIES - SECONDARY BOYS SECTION
SWETHA K V	050 2268441	LABORATORIES – PRIMARY SECTION
FATHIMA FAISA	056 7103976	GATE 6/ SECONDARY GIRLS GF
Amandeep Jaiswal	056 2181073	MPH EXIT / PRIMARY SCHOOL
RAUF AZEEZ	055 2723093	GATE 3 / SECONDARY BOYS SCHOOL
MANJIT SINGH – ASST HG	056 1354590	GATE 2 / PRIMARY SCHOOL
ELIUD KIPSANG - HEAD GUARD	050 2102295	ADMIN BLOCK / ASSEMBLY POINT
Conslata Nyanchama	050 235 4651	GATE 1
TAHIR MAHMOOD	056 8514947	GATE 5
ANISH KHATRI	052-6491303	GATE 7
SANDHYA BAIJU	050 1381168	F.S. CORRIDOR AND OLA AREA
DAWOOD MAHADI ALI	055 3647274	SECONDARY BOYS SCHOOL – SF/FF/GF
RAHMAN ALI SHAIK USEN	052 7017129	BUS BAY AREA/SUPPORT STAFF/ASTRO-TURF
GAJALAKSHMI KRISHNAN	055 6683604	SECONDARY GIRLS SECTION - SF
MARSHANIL SINHA ROY	058 9735038	SECONDARY GIRLS SECTION - FF
Rahul Chandran	055 7549629	PRIMARY SECTION - GF
SAMITH SURaweera	054 7507925	MULTIPLUS/AUDITORIUM
KUKKU MATHEW	050 5334896	RECEPTION/PARENTS/VISITORS
PHILOMENA MASCARENHAS	052 8430168	ADMIN OFFICES – STAFF/PARENTS/VISITORS
DEEKSHA FERNANDES	050 8726369	RECEPTION/GUEST WASHROOMS
MANOJ SINGH PANGTI	050 2304379	BASKETBALL COURT
SANDYAKUMARI DISSANAYAKA	055 8061468	SEND/EMERGENCY EXIT PRIMARY BLOCK GF
MUDIYANSELAGE		

ALVIN JOSEPH	052 3849087	BOOKSTORE/CASH COUNTERS
SULOCHANA AMMINI	052 7818026	ART ROOM – PRIMARY SECTION
SUNITH BALAKRISHNAN NAIR	055 3531175	CARPENTRY AREA

## 6. Emergency contacts

NAME	CONTACT NUMBER	POSITION
Dino Varkey	00971 50 6535648	Group CEO
Zafar Raja	00971 50 5574201	COO
Dr. Saima Rana	00971 52 1083366	Chief Education Officer
Ms. Ranju Anand	00971 50 5382478	SVP Education
Bhavna Fudani	00971 55 6384520	HSE Manager
Rowan Bell	00971 50 8640749	SVP - HR
<b>Security Emergency 24X7</b>	00971 50 2102295	Security 24X7
Carl Roberts	050 955 8406	EXECUTIVE PRINCIPAL/C.E.O.
Vijayakumari Sathyan	056 735 6357	HEAD OF SCHOOL / DEPUTY C.E.O.
Kiran Bhasker	055 438 4773	MANAGER – SCHOOL OPERATIONS
Chanda Pant	050 368 1920	ASST PRINCIPAL PRIMARY
Grace Aluoka	050 769 5668	ASST PRINCIPAL SECONDARY BOYS
Ahmed Abdul Wahab	055 545 0105	ASST PRINCIPAL ARABIC & ISLAMIC
Binny Aji Pillai	050 548 7268	ACADEMIC IMPROVEMENT TEAM LEADER
Dr. Ramya Sree Beesa	058 954 2105	SCHOOL DOCTOR - GIRLS
Dr. Suriya Sofi	056 781 0061	SCHOOL DOCTOR - BOYS
Paromita Gupta	050 524 3741	HEAD OF F.S.
Neelofar Salem Ali	052 840 7469	HEAD OF PASTORAL - PRIMARY
Marshanil Sinha Roy	058 973 5038	HEAD OF PASTORAL – SECONDARY GIRLS
Sunu Abrahamphilip	050 510 7536	HEAD OF PASTORAL - SECONDARY BOYS
Nerrissa Villacete	058 2629780	SEND
Sahar Al Mansy	050 458 8858	DEPUTY SAFEGUARDING LEAD
Muhammad Asim	055 478 0190	ASST. MANAGER SCHOOL FACILITIES
Sandhya Baiju	050 138 1168	OPERATIONS CO-ORDINATOR
Head Guard - Eluid	050 210 2295	HEAD GUARD 24X7
Sajith	055 2207488	STS S.D.E
Rehman Ali	052 701 7129	FOREMAN
Sunith Kumar Balakrishnan Nair	055 190 6685	OFFICE ASSISTANT
Manikandan Guruswamy	052 7231938	ASST. FOREMAN
Akhil Sudarsanan	058 1147701	EFS - MST
Pradip Thapa	054 4209981	EFS – CLEANING SUPERVISOR

## 7. Communication of the plan

The Principal will ensure that a copy of the plan is developed and made specific to the school. Once this has been conducted that plan will be shared with all stakeholders, this will include, staff members, support staff, children and visitors. All new joiners will be provided with a copy of the plan upon joining the school. If the plan is updated, a new copy of the plan must be communicated. The plan is to be displayed within the staff room, classrooms (within the emergency pack) and within administration areas.

## 8. Training Requirements

- All staff must be provided with the evacuation procedures for the school. This will include a physical walkthrough of the school to identify emergency escape routes and the location(s) of fire assembly points.
- As per UAE requirements, a suitable number of designated employees must receive certified fire training by the Civil Defense of their selected representative. The MSO will hold a copy of this list. The Civil Defense requirement in Dubai is 20% of all school staff, in Sharjah and the Northern Emirates it is 10% and the GEMS requirement is a minimum of 10% in Abu Dhabi.
- The termly fire drill exercise will be classed as on-going training for staff and students.
- Contractors are to be briefed on the fire evacuation procedures by the security team, this can be kept very brief and should include the location of assembly points, alarm sound etc.
- Additional fire marshal training can be obtained via Civil Defense at a cost.
- All teaching and admin staff are required to complete the Fire Safety and Emergency Procedures GEMS U training.

## 9. Testing of the plan

The fire evacuation procedure must be tested each term as a minimum. In addition, it is Dubai requirements to have at least one exercise completed annually in partnership with the Civil Defense. As per the UAE Fire and Life Safety Code, the exercise should be conducted within the first 30 days of each new term.

## 10. Inspection Requirements

The following inspections are to be conducted by the MSO or appointed deputy at every school:

- Monthly health and safety inspection – via HSE Guard
- Weekly fire inspection checklist – via HSE Guard
- Within the fire alarm checklist there is a requirement to test the fire alarm on a weekly basis.

The findings from the report must be communicated to the Principal for review. Any actions must be identified and rectified within a timely manner. The Health and Safety Department will monitor compliance.

## 11. Contractor/Visitors

All contractors and visitors must sign into the security access point. Only pre-approved contractors are permitted to enter and conduct work. Certain work undertaken by contractors will require a permit to work. The permit to work must be provided to security upon entering the school.

In the event of an emergency, **CONTRACTORS** will be informed and guided by **SECURITY HEAD GUARD** and **INFRACARE MST**.

In the event of an emergency, **PARENTS/VISITORS** will be informed and guided by **Ms. Philomena Mascarenhas (Executive Secretary)** and **Ms. Saroja Francis – RECEPTIONIST**

**12. Persons of determination and persons with mobility concerns, short or long term**

A Personal Emergency Evacuation Plan (PEEP) must be developed for all persons that may not be able to evacuate the premises in a safe and timely manner. This may be required for persons of determination or those with short- or long-term injuries which may restrict their safe and timely evacuation. Specific details can be found within document IMS- MGT 01 and the supporting form, HSFORM3. The following persons have been identified as requiring a temporary PEEP:

Sr.No	NAME	Year & Section	Age	IDENTIFIED SUPPORT STAFF MEMBER AND	CONTACT NUMBER
				DEPUTY	
To Be Updated- Ms. Anju & Ms. Kruthika- By COB 30.08.2024					

**13. Procedure**

In the event of finding a fire the following procedure must be followed:

- a. Immediately raise the alarm by activating the nearest manual call point (MCP).
- b. If safe to do so rescue any persons who are in immediate danger.
- c. If safe to do so, attempt to tackle the fire, please note that you must never put yourself or others at risk. Fires larger than a wastepaper bin should be left to trained emergency personnel.
- d. Evacuate the building safely and smoothly supporting any persons on the way. Make your way to the designated fire assembly point and await roll call.

In the event of hearing a fire alarm, the following procedure must be followed:

- a. Stand down for their immediate duties.
- b. Teachers within classrooms are to collect the emergency pack from their room and put on their high visibility jacket.
- c. Commence the evacuation of their class or areas in an orderly fashion, making their way to the nearest safest fire exit and onto the fire assembly point.
- d. Administration staff must commence the evacuation of the administration areas.
- e. Selected fire marshals must ensure that a sweep of their designated areas is carried out.
- f. Once at the fire assembly point, teachers must conduct a roll call and report the findings to the incident commander.

## 14. Secondary Fire Assembly Points

The secondary fire assembly point could be needed in the event of real fire occurring, with a risk of heat/smoke transfer into the initial fire assembly point.

Secondary Fire Assembly Location outside of the school boundary: **Woodlem Park School**

Procedures for Evacuating to the Secondary point;

**Emergency Gates for Evacuation:** GATE NOS 1/5/6/7

**Location:** Service Road near gates 1/5/6/7

**Assembly Point:** Access to the Astroturf and visitor car parking area will be from Gate no 2 and 3 of the Woodlem Park School.

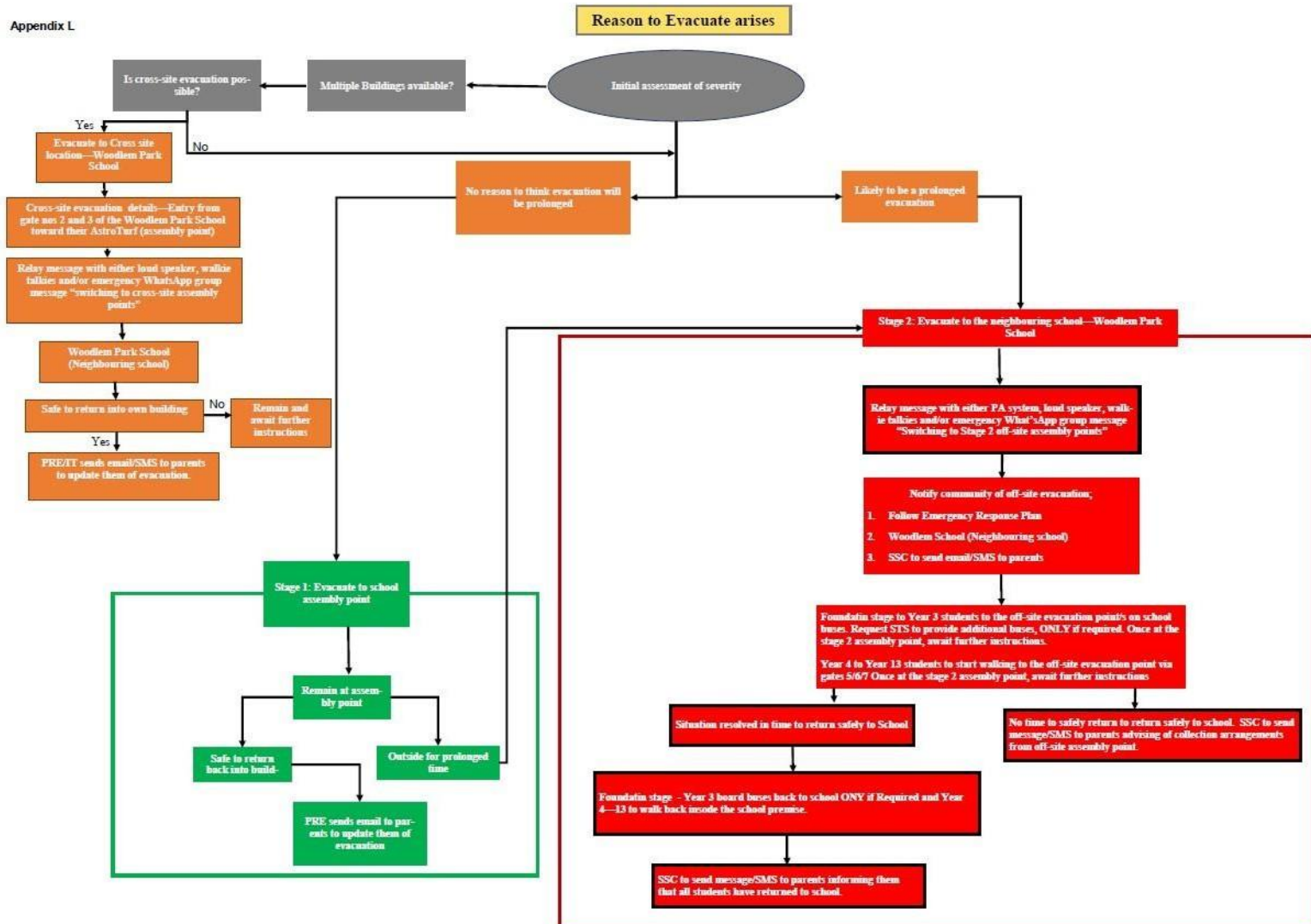
**Traffic Management:** Roadblocks will be placed at both ends to stop any traffic movement either way by the security team for school students to enter Woodlem Park School premises. Traffic diversion will be in effect with assistance from Woodlem Park School security for traffic management.

**Communication with Parents:** PRE and I.T. will ensure SMS/email communication will be sent to parents with the support of GCO and as per Emergency Response Plan.

**Site-specific procedure:** Administration Manager and Security Personnel of Woodlem Park School will assist and guide students and staff towards their assembly points.



Appendix L



15. Appendix

Please find below site specific Fire Evacuation Plan



**خطة الإخلاء أثناء الحريق  
FIRE EVACUATION PLAN  
FIRST FLOOR**



**\* IN THE EVENT OF FIRE \***  
FOLLOW GREEN ARROWS TO EXIT THEN PROCEED TO THE ASSEMBLY POINT

نقطة اتصال يدوية <b>MANUAL CALL POINT</b>	الخروج من المبنى من أقرب مخرج <b>USE STAIRCASE</b>	التواجد في نقطة التجمع <b>ASSEMBLY POINT</b>
خزانة خرطوم الحريق <b>FIRE HOSE CABINET</b>	لا توقف لجمع المتعلقات الشخصية <b>DO NOT STOP TO COLLECT PERSONAL BELONGINGS</b>	<b>FOR EMERGENCY ASSISTANCE</b> FIRE : 997 AMBULANCE : 998 POLICE : 999
مطفاية الحريق <b>FIRE EXTINGUISHER</b>		

**خطة الإخلاء أثناء الحريق**  
**FIRE EVACUATION PLAN**  
**SECOND FLOOR**



**\* IN THE EVENT OF FIRE \***  
FOLLOW GREEN ARROWS TO EXIT THEN PROCEED TO THE ASSEMBLY POINT

<b>نقطة اتصال يدوية</b> <b>MANUAL CALL POINT</b>	<b>الخروج من المبنى من أقرب مخرج</b> <b>استخدام الدرج</b> <b>USE STAIRCASE</b>	<b>التواجد في نقطة التجمع</b> <b>RESPOND TO POLICE</b>
<b>خزانة خرطوم الحريق</b> <b>FIRE HOSE CABINET</b>	<b>مطافئة الحريق</b> <b>FIRE EXTINGUISHER</b>	<b>FOR EMERGENCY ASSISTANCE</b> FIRE : 997 AMBULANCE : 998 POLICE : 999

**Updated on 05.10.2024**