



Title	:	Fire & Safety Plan & Policy
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FIRE AND SAFETY PLAN AND POLICY

1. Purpose

The purpose of this Fire and Safety Plan is to ensure the protection of life and property in the event of a fire or other emergencies. This policy establishes procedures for fire prevention, evacuation, and emergency response, in compliance with local fire safety regulations and best practices.

2. Scope

This policy applies to all students, staff, faculty, and visitors at The Royal Academy Private School. It covers fire safety measures, evacuation plans, drills, and roles and responsibilities during emergencies.

3. Objectives

- To prevent the outbreak of fire through safety protocols.
- To ensure that all students and staff are trained in emergency procedures.
- To facilitate a safe and timely evacuation in case of fire or other emergencies.
- To protect life, property, and the environment.

4. Fire Prevention and Safety Measures

4.1. Fire Safety Inspections

- **Regular Inspections:** Fire safety inspections will be conducted regularly by the school's health and safety team, Civil Defense, UAE and external fire safety staff.
- **Maintenance:** Fire alarms, extinguishers, emergency lighting, smoke detectors, and sprinkler systems must be inspected and maintained according to legal requirements and manufacturer guidelines.

4.2. Fire Extinguishers

- **Locations:** Fire extinguishers is located in key areas, including hallways, classrooms, laboratories, kitchens, and offices.
- **Training:** Staff will receive training on the use of fire extinguishers, and instructions will be clearly displayed next to each extinguisher.



4.3. Fire Exits and Escape Routes

- **Clear Signage:** All fire exits and escape routes will be clearly displayed in all classrooms, corridors, laboratories, MP Hall, play area.
- **Unobstructed Routes:** Fire exits, and escape routes must be kept clear of obstructions at all times.

4.4. Electrical Safety

- **Regular Testing:** All electrical equipment and installations will be regularly tested and maintained by RGMC electricians.
- **Usage Restrictions:** Unauthorized electrical devices and overloaded circuits will be prohibited to reduce the risk of electrical fires.

4.5. Hazardous Materials

- **Safe Storage:** Hazardous materials, such as chemicals used in science labs, will be stored in accordance with safety guidelines, in locked cabinets.
- **Disposal:** Proper disposal procedures for hazardous materials will be followed to minimize fire risk.

5. Emergency Evacuation Plan

5.1. Evacuation Procedures

- **Alarm Activation:** When a fire alarm sounds, all students, staff, and visitors must evacuate the building immediately.
- **Assembly Points:** Designated assembly points will be established outside the school building, away from any potential hazards. Each classroom or office must know its assigned assembly point.
- **Evacuation Routes:** Evacuation routes will be displayed in each classroom, corridor, and public area. Maps showing routes to exits and assembly points will be updated as needed.

5.2. Evacuation Roles and Responsibilities

- **Fire Marshals:** Trained staff members will act as fire marshals, responsible for ensuring that their designated areas are safely evacuated. Fire marshals will check washrooms, classrooms, and common areas to ensure everyone has left the building.
- **Teachers:** Teachers are responsible for guiding their students to the nearest safe exit and ensuring a calm, orderly evacuation. Teachers must also take the class register to account for all students at the assembly point. Teachers have to show the green card when all students are present as per the attendance of the day. If not, they will show the red card to notify the Safety team.



- **Admin Staff:** Administrative staff are responsible for assisting with the evacuation of visitors, parents, and anyone unfamiliar with the school's procedures.
- **School Nurse/First Aiders:** The school nurse and designated first-aiders will be on standby at the assembly point to handle any injuries or medical emergencies.

5.3. Special Needs and Accessibility

- **Assistance Plans:** Individual evacuation plans will be created for students or staff with disabilities or special needs. These plans will ensure that they receive the necessary assistance during an evacuation.
- **Evacuation Chairs:** Evacuation chairs will be provided for students or staff with mobility issues, and designated staff will be trained to operate these.

6. Fire Drills and Training

6.1. Fire Drills

- **Frequency:** Fire drills will be conducted at least twice in an academic session. These will be unannounced to test the effectiveness of the evacuation procedures.
- **Evaluation:** After each drill, the fire safety team will meet to evaluate the evacuation process, identifying any areas for improvement. A report will be compiled, and necessary changes will be implemented.

6.2. Fire Safety Training

- **Staff Training:** All staff will undergo fire safety training once per year, covering the use of fire extinguishers, emergency protocols, and their specific responsibilities during an evacuation.
- **Student Awareness:** Teachers will educate students on fire safety at the beginning of each school year, covering evacuation procedures and safe behaviour during an emergency.
- **Visitor Protocols:** Visitors and contractors must be briefed on fire safety procedures upon arrival at the school.

7. Incident Response

7.1. Fire Alarm Activation

- When a fire alarm sounds, it must be treated as an emergency. All occupants will evacuate immediately, following designated routes to assembly points.

7.2. Emergency Services Contact

- **Fire Department:** The school's administrative team or a designated fire marshal will contact emergency services (Civil Defense) immediately upon activation of a fire alarm.



- **Communication:** A designated staff member will liaise with emergency services upon their arrival, providing information on the building layout, fire location, and any missing persons.

7.3. First Aid and Medical Assistance

- **Injuries:** Any injuries sustained during the evacuation will be treated by the school nurse or first aiders until emergency services arrive.
- **Medical Emergency Plans:** In the event of a serious injury or medical emergency, the student or staff member's emergency contact will be notified immediately.

8. Post-Incident Review

- **Incident Reporting:** A full report of the fire incident or drill will be prepared, detailing the cause (if known), evacuation process, and any injuries or damage. This report will be reviewed by the school's leadership team.
- **Debriefing and Feedback:** After a fire or emergency, the school will hold a debriefing session with staff, students, and relevant authorities to identify lessons learned and improve safety protocols.
- **Support for Students and Staff:** Counseling and emotional support will be offered to any students or staff who experience trauma or distress following a fire or other emergency.

9. Roles and Responsibilities

9.1. School Leadership

- The school leadership team is responsible for implementing and maintaining the fire and safety plan, ensuring that all safety regulations are followed, and allocating resources for necessary safety equipment and training.

9.2. Fire Marshals

- Fire marshals are responsible for ensuring that their designated areas are evacuated during an emergency, conducting regular safety checks, and leading fire drills.

9.3. Teachers

- Teachers are responsible for ensuring that their students understand evacuation procedures, managing the evacuation process during an emergency, and taking attendance at the assembly point.

9.4. Students



- Students must follow the fire safety instructions provided by their teachers and staff, evacuate calmly and safely, and refrain from using elevators or returning to the building until it is declared safe.

10. Monitoring and Review

- The fire safety plan will be reviewed annually by the school's health and safety committee to ensure compliance with the latest fire safety regulations and to incorporate any feedback from fire drills or actual incidents.
- Any updates or changes to the fire safety plan will be communicated to all staff, students, and parents in a timely manner.

11. Communication

- This fire and safety policy will be made available to all staff, students, and parents via the school's website and internal communications. Regular reminders will be provided to ensure everyone is familiar with the procedures.

Approved By

Principal