

**GEMS Cambridge International School**  
**EVACUATION PLAN**  
**HS FORM 4**

**GEMS Cambridge International School**

**DEVELOPED BY: Mr. Deepak Mathew**

**REVIEWED BY: Mr. Kelvin Hornsby**

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## 1. **Introduction**

Health and safety is the number one priority for GEMS Education, in order to facilitate the safe evacuation of all persons, the following fire plan has been developed for (GEMS Cambridge International School). The plan has been developed based upon the UAE fire and life safety code, NFPA and AD EHSMS requirements. The plan must be reviewed on an annual basis or following an emergency event.

Refer to the fire policy HSMGT 2 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 – 261,393 Sq Feet

Number of floors – Ground + 2 Floors

Maximum occupancy – 4000 Members

Current occupancy – 3800 (Approx.) Members

Number and description of swimming pools – 2 Swimming Pools

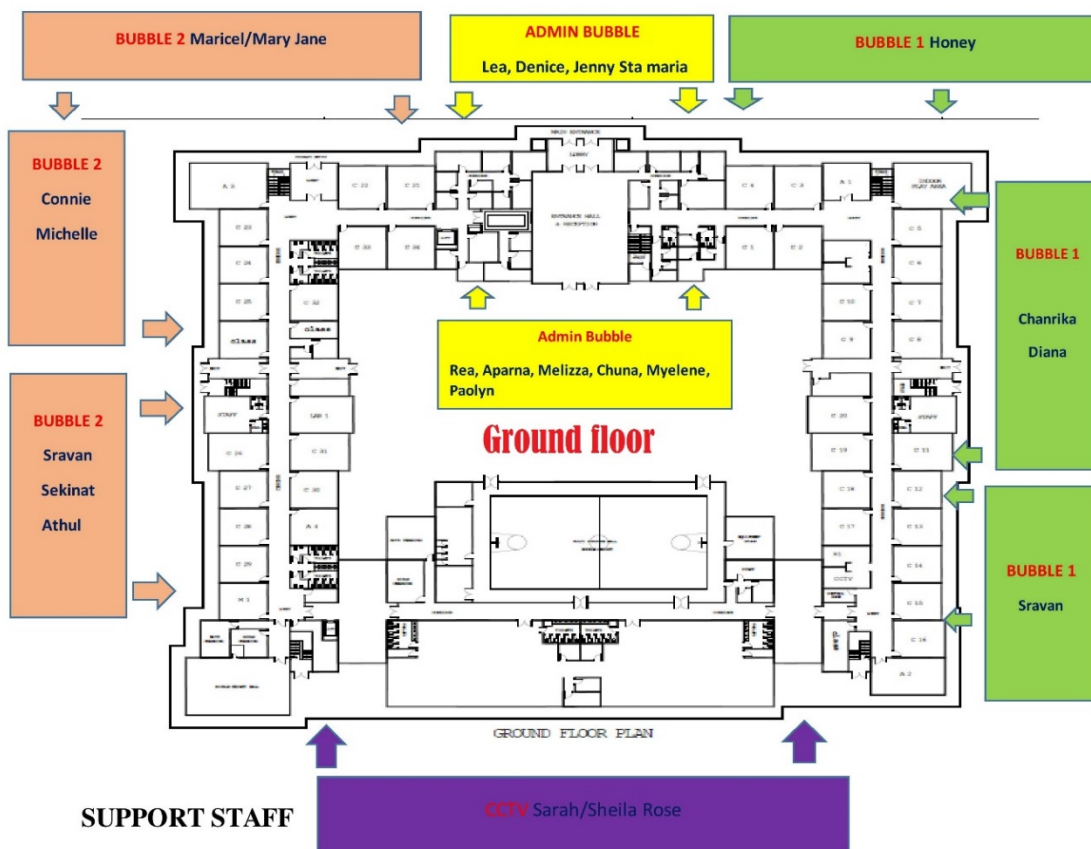
Number and location of fire assembly points – Astroturf Zone 4 behind the school is allocated as assembly point.

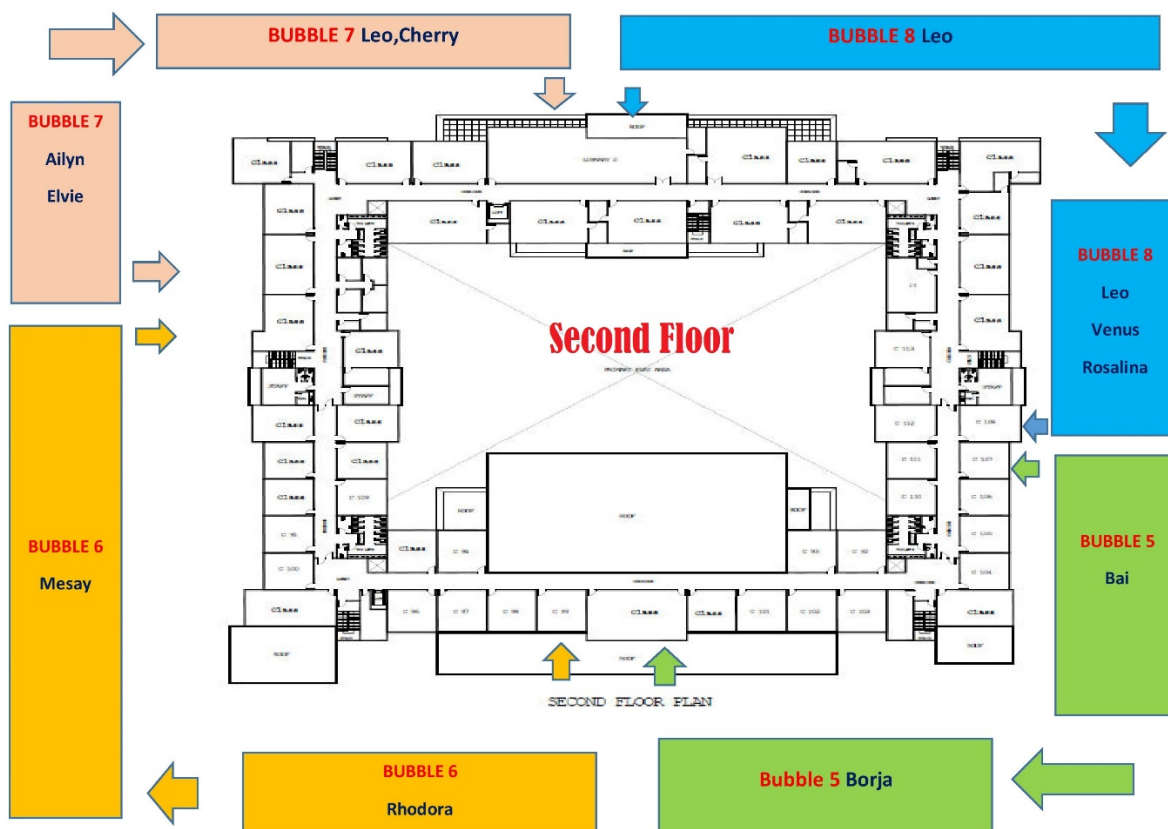
Access information for emergency services – Gate 1, 2, 3 & 4 is allowed for emergency vehicles.

## 3. **Bubble System**

Gems CIA implemented Bubble system during pandemic situation to control student's movement and reduce close contact between students, teaching staff and other employees.

Each zone further divided into bubbles and movement between bubbles are prohibited during school hours. Employees, the members of facility team are assigned for each bubble for the administration assistance.





#### 4. Summary of the fire and life safety systems

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

1. Fire panel are installed at Zone 02 - Ground Floor and Zone 02 – First Floor.
2. Premises are installed with illuminated Exit lights / Smoke detectors / Heat detectors / sprinkler system / Fire Blankets / gas detection system and FM 200 according to the requirements.
  - a. 590 no: of Smoke detectors are installed ion ceiling in all area including corridors and class rooms.
  - b. 15 no: of Heat Detectors is installed in canteen kitchen and chemical labs.
  - c. Sprinkler system is installed in all corridors, classrooms & offices.
  - d. Gas Detection system is installed in all chemical labs.
  - e. FM 200 system is installed in LV room / server rooms and MDF room.
  - f. FCAP are located at reception, First floor Zone 2 and Security cabin.

- g. All rooms are occupied with emergency lights (Total No: 408)
- 3. Emergency lights and Fire system is connected to the central battery system installed in Zone 03 – Ground Floor which will activate during power failure.
- 4. School premises are equipped with 126 units of CO2, 126 units of Dry chemical Powder fire extinguishers, 8 units of foam fire extinguishers, 2 units of wet chemical extinguishers, 3 units of FM-200 fire extinguishers, 17 units of fire blankets, 26 units of fire boxes and 28 landing valves.
- 5. During the Fire system activation all electronic doors will be opened automatically and lift will be left open on ground floor since this is interfaced with fire evacuation system.
- 6. All Exits are occupied with exits lights. There are 112 in our school.

## **5. Roles and responsibilities**

### **School 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 1 exercise per year is conducted in partnership with the civil defence.
- 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 health and safety 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 School Facility Manager 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 persons re-entering the building until it has been given the all clear from civil defence 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 defence and emergency services throughout the emergency.
- Provide information to the emergency services, such as, number of persons, details of persons with disabilities 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 documentations are provided to the emergency services when arriving at the scene.
- Provide regular updates 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.
- Collecting the emergency pack for the classroom, this should contain, green/red emergency card, current register 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 persons 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 defence or the principal give the all clear.
- Once the emergency is over, ensuring that is safe to do so, all children returned to their relevant class.
- Ensuring that escape routes from their classroom/areas remain free from obstruction at all times.
- 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, supporting on 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. **The school has selected Mr. Dhanesh (Accounts Officer) and his assist will be Yousuf (CSR- BBT)**

### **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).
- 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 on 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.

## **6. List of fire marshals**

The school has identified the following persons 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	LOCATION/RESPONSIBILITY
Huda / Nada	Reception Area Zone 02 / Ground Floor
Dhanesh / Ann Cherian	Admin Office Area Zone 02 / Ground Floor
Richard Orme / Michelle Cronin	Zone 03 / Ground Floor
Ryan Howell	Zone 04 / Ground Floor / Canteen
Laura Murphy	Zone 01 / Ground Floor
Renjith / Tinu	Swimming Pool
Lady Guard	Centre Court
Tammy Elimlahi / Nicola Smith	Zone 01 / First Floor
Ryan Critchlow / Linda Duddy	Zone 02 / First Floor
Suzy Lunny / Carl Bourke	Zone 03 / First Floor
Hazel Govender / Tinu Thampi	Zone 04 / First Floor
Josie Wood / Islam Ashraf	Zone 01 / Second Floor
Nadia Qureshi / Arun Kumar Rajendran	Zone 02 / Second Floor
Georgina O'Connor / Foued Mahouachi	Zone 03 / Second Floor
Alan Robinson / James Hyland	Zone 04 / Second Floor
Kelvin Hornsby / David Craggs	External Play Ground / Assembly Point Lead
Divya Marshall / Maria Magtibay	Responsible for student register
Leo George	Girls Canteen
Sabras Samarudeen	Boys Canteen
Deepak Varughese Mathew	Fire Control Panel 1 / Incident Commander
Tom George	Fire Control Panel 2
Unni KK	Visitors register
Mukesh Murali	Bus Conductor and Contractors on site
Yusuf Abdulazeez	Bus Drivers on site

## 7. Emergency contacts

NAME	CONTACT NUMBER	POSITION
Dino Varkey	00971 50 6535648	CEO
Elmarie Venter	00971 50 5385339	Chief Operations and Marketing Officer
Mr. Kelvin Hornsby	00971509601929	Cluster VP-Education
Mr. Deepak Mathew	00971529940039	Cluster MSO
Nishikanth Neerati	00971 52 4506700	Operations Director
Santosh Hadinaru	00971 56 2242702	Head of HSE
Hamdan Alraisi	00971 55 9441111	SVP- Government Relations
Nic Beesley	00971 50 4573121	SVP – P&O
Jonathan Bramley	00971 52 7579993	VP- Communications
<b>Gems CIA Emergency Contacts with site specific details</b>		
<b>Mr. Kelvin Hornsby</b>	00971509601929	<b>PRINCIPAL &amp; CEO / VP Education</b>
<b>Mr. Deepak Mathew</b>	00971529940039	<b>Cluster School Operations Manager</b>
<b>Mr. Tom George</b>	00971526928953	<b>Asst Manager School Facility</b>
<b>Mr. Mukesh Murali</b>	00971506693239	<b>Facility Supervisor</b>
<b>Mr. Jerald</b>	00971545318771	<b>School Nurse</b>
<b>Security Gate</b>	00971556741683	<b>24 hrs Security @ CIA</b>

## 8. 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, class rooms (within the emergency pack) and within administration areas.

## **9. 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 locations (s) of fire assembly points.
- As per UAE requirements, a suitable number of designated employees must receive certified fire training by the civil defence of their selected representative. The MSO will hold a copy of this list. This will vary from Emirates but is essentially 20 or 30% of the employees.
- 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, location of assembly points, alarm sound etc.
- Additional fire marshal training can be obtained via the civil defence at a cost.
- All teaching and admin staff are required to complete the fire and emergency procedure e learning training.

## **10. Testing of the plan**

The fire evacuation procedure must be tested each and every term as a minimum. In addition, it is Dubai requirements to have at least one exercise completed annually in partnership with the civil defence. As per the UAE fire and life safety code, the exercise should be conducted within the first 30 days of each new term.

## **11. Inspection requirements**

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

- Monthly health and safety inspection – Via Phoenix HSE system
- Weekly fire inspection checklist – Via Phoenix HSE system
- 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.

## 12. 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.

Manu – Appointed engineer for CIA by CMC (Contact Number – 0556847068)

## 13. Children with disabilities

A personal emergency evacuation plan or PEEP must be developed for all persons that may not be able to evacuate the premises in a timely manner. This may be required for those with permanent disabilities or those with temporary injuries which may restrict the timely evacuation. Specific details can be found within document HSMGT01 and the supporting form HSFORM3. The following persons have been identified as requiring a temporary PEEP:

NAME	AGE	IDENTIFIED STAFF MEMBER AND DEPUTY	SUPPORT AND	CONTACT NUMBER

## 14. Procedure

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

- Immediately raise the alarm by activating the nearest manual call point (MCP).
- If safe to do so rescue any persons who are in immediate danger.
- 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 waste paper bin should be left to trained emergency personnel.
- 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.

## 15. Secondary fire assembly points

- a. Movement of assembly point from primary to secondary will be made by the CEO or commanding officer on site.
- b. Once the decision is made then the road will be blocked by the FM team and all student and members of school including the visitors and supplier will be moved to secondary assembly point.
- c. Traffic will be managed by the security on site at bus parking.





## 16. Appendix

Include site specific info into this section, for example, layout drawing etc.....

