

OAKTREE PRIMARY SCHOOL

An Athena Education School

FIRE SAFETY POLICY

Policy Title	Fire Safety Policy
Institution	Oaktree Primary School
Operator	Athena Education
Applies To	All staff, pupils, governors and contributors to teaching, learning and operations
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1. Policy Statement

Oaktree Primary School, as part of Athena Education, is committed to providing a safe and secure environment for all pupils, staff, visitors and contractors. The School recognises that effective fire safety is a fundamental responsibility and is committed to preventing fires wherever reasonably practicable, reducing the risk of injury or loss of life, and ensuring that appropriate arrangements are in place to respond effectively to a fire or other emergency.

The School will maintain appropriate fire prevention measures, fire detection and alarm systems, firefighting equipment, emergency evacuation procedures and clearly identified assembly arrangements. All members of the School community will be provided with appropriate information, instruction and training to understand their responsibilities and respond promptly and safely in the event of a fire.

This policy sets out the School's commitment to effective fire prevention, preparedness, emergency response and ongoing monitoring. It applies to all areas of the School premises and to all pupils, staff, visitors, contractors and other persons who may be present on site. It reflects the requirements of UAE legislation and Civil Defence requirements, the Knowledge and Human Development Authority (KHDA), relevant health and safety standards, and the policies and expectations of Athena Education.

2. Purpose

The purpose of this policy is to establish clear arrangements for the prevention, detection and management of fire risks at Oaktree Primary School and to ensure the safety and wellbeing of all pupils, staff, visitors and contractors.

The policy aims to:

- Minimise the risk of fire through effective prevention, maintenance and safe working practices.
- Ensure that suitable fire detection, alarm, firefighting and emergency equipment is provided and maintained.
- Establish clear procedures for raising the alarm, evacuating the premises and accounting for all persons during a fire or emergency.
- Ensure that staff and relevant members of the School community understand their roles and responsibilities in relation to fire safety.
- Provide appropriate fire safety training, information and evacuation practices.
- Give particular consideration to pupils and individuals who may require additional support during an evacuation.
- Ensure that fire safety arrangements are regularly inspected, tested, reviewed and improved.
- Ensure compliance with applicable UAE legislation, Civil Defence requirements, KHDA expectations and Athena Education standards.

3. Scope

This policy applies to all pupils, staff, visitors, contractors, volunteers and other persons who enter or work on the premises of Oaktree Primary School. It covers all areas of the School, including classrooms, offices, specialist rooms, communal areas, kitchens, storage areas, outdoor spaces, parking areas and other facilities under the School's control.

The policy applies to all activities and operations that may affect fire safety, including teaching and learning, events, maintenance, catering, storage, electrical equipment, contractors' work and the use of School facilities outside normal operating hours.

All members of the School community have a responsibility to follow fire safety procedures and report any fire hazards, damaged equipment, blocked emergency exits or other concerns promptly. Specific responsibilities are assigned to the Principal, Senior Leadership Team, Facilities and Operations staff, designated fire wardens, employees and other relevant personnel.

The policy also covers fire prevention, risk assessment, emergency preparedness, alarm and detection systems, firefighting equipment, evacuation procedures, assembly arrangements, staff training, fire drills, emergency assistance for individuals requiring additional support, incident reporting and the monitoring and review of fire safety arrangements.

The policy will be implemented in accordance with applicable UAE legislation, UAE Civil Defence requirements, Knowledge and Human Development Authority (KHDA) expectations and the policies and standards of Athena Education.

4. 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:

- Fire maintenance and rectification works are conducted with Fireco Technical Services LLC
- Type of Alarm – Sounder
- There is one Fire Panel present in the school at the Administration office (Reception) beside the principal's office.
- Emergency lighting is located throughout the building and each light is individually lit/powered.
- Type of Fire Extinguishers
 - Carbon Dioxide
 - Dry Chemical Powder
- There are nine fire hose reel cupboards incorporating fire extinguishers located throughout the building and are marked as per the following locations.
 1. Admin office near the reception desk
 2. FS Block corridor near the playground at the center of the block
 3. Primary Block Ground Floor corridor between Y2 C (G3) and Y2 D (G4)
 4. Primary Block Ground Floor corridor near the clinic, opposite the playground
 5. Primary block Ground floor corridor near Music Room (G7) and G8
 6. Primary block First Floor corridor near Arabic and Islamic classes (Between F3 and F4)
 7. Primary block First Floor corridor near the library, near the handicapped washroom
 8. Primary block First Floor near Inclusion room (F8), near the washroom
 9. Primary block First Floor near Oasis (F18), near the Resource room.

5. Roles and Responsibilities

5.1 Principal

The key person responsible for the effective management of health and safety is the principal who will ensure the effective implementation of this policy by ensuring:

- 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 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 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 KS Leaders or the Operations Manager will fulfill the role of the Chief Fire Marshal in the absence of the principal.

5.2 Operation Manager

The Operations Manager has specific responsibility for:

- Ensuring all fire and life safety systems are tested and maintained in accordance with Athena Education/local requirements.
- Ensuring that any corrective fire and life safety system works are conducted promptly.
- 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.
- The Admin Officer/Facility Coordinator will fulfill the role of the Operations Manager in his/her absence.

5.3 Security Personnel

Security personnel have specific responsibility for:

- Facilitating the safe evacuation of all persons from the building.
- If safe to do so, ensure all areas have been checked (toilets, back of house areas, etc.).
- Managing traffic flow and supporting access for emergency service vehicles.
- Preventing people from re-entering the building until it has been given all clear from civil defense or the principal.
- Brief contractors coming onto the site about the emergency procedures to follow.
- Head security will keep the incident commander updated on the progress of the building sweeps and advise once all sweeps are concluded.

5.4 Key Stage Leaders

The Key Stage Leaders have 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.
- Liaising with teachers once at the assembly point to determine if
 - o There are any suspected missing persons & what is their last known location
 - o Any disabled persons have been left in the building at a designated refuge area.
- Provide regular updates to the principal throughout the emergency.

Support in compiling information to be included in the report after the event.

5.5 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 a green/red emergency card, updated student register, and hi-visibility 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 phase leader. If all the people are present the green card must be displayed.
- Provide information to the phase leader 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, Principal, or Operation Manager gives all clear.
- Once the emergency is over, ensuring that is safe to do so, return all children to their correct 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 Operation Manager promptly.

5.6 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 MSO/AMSO. This includes reporting any potential missing persons.
- If designated, support the safe evacuation of any persons with disabilities.

5.7 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. At OPS, this individual is the Operations Manager.

5.8 Contractors and Support Staff

Contractors and support staff have specific responsibilities for:

- Upon hearing the alarm, evacuate 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 Facilities Supervisor, who in turn reports this to the Operations Manager.
- Taking part in regular school fire exercises.
- For temporary contractors, must ensure that they sign into and out of the school accordingly.

5.9 First Aiders/School Doctor & Nurse

First aiders have specific responsibility for:

- Providing basic medical care to 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. This will be provided via a laptop brought out by the HR administrator.

5.10 Health and Safety Office

The HSO has specific responsibilities 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.

6. Fire Drill Marshalls

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

Designation	Area/Room Check	Responsibility
Ms. Olivia - School Principal	All	Chief Fire Marshal - Responsible for all adults and children at Oaktree Primary School.
Ms Vanesa Receptionist 1& 2	Admin - Reception	Open all exit doors in the reception area. Take both the visitor's logbook and the staff sign-in book. Ensure all individuals are accounted for and present at the fire assembly point located at the Astro Turf.
Mr Arun - Facility Coordinator.	All	Activate the alarm and ensure that all exit doors are opened to the Assembly Check Point. Contact the local authorities, police, ambulance, and civil defense in case of any emergency.

Mr. Mohammad Shahzad - Inventory & Store Incharge		
Mr. Abdulla Abdulwahab Abdulrahim - Operation Assistant	Admin - Rooms + Restrooms	To check all Admin rooms and the reception area to ensure no one is inside. Once the areas are confirmed to be clear, update the status and place the "ROOM CHECKED" sign.
Mr. Munir Momin - Senior Accountant	Assembly Area - Astro Turf/Gate 3	Ensure that children and staff are monitored during assembly point, support general health and safety in and around, and manage any traffic hazards by going directly to the assembly area.
Security Team	Gate 1, 2 & 3	Security Supervisor Mr. Shah and his team will control the situation and make way for rescue teams. Mr. shah
Mr. Shah - Security Supervisor Mr. Ahmed Kandel Mahmoud Kandel - PE Male Teacher, GEHAD RAJAB ALI ABDALAZIZ - PE Female Teacher	Swimming Pool & Gate 2 Fs Gate Walkways	To check the inside and outside areas of the swimming pool and walkways in the FS/Greenhouse area to ensure that no one is inside/outside. Update the status once the areas are confirmed to be clear. If the PE staff are not in class duty, they must check these areas otherwise the security supervisor will cover them.
Dr. Namra- School Doctor	Astro Turf	Take the first aid kit to the Primary assembly point and provide support for any medical concerns. (In case of a major incident, contact Rashidiya Government Hospital Dubai.)
Ms. Aswathi Mani - School Nurse	Fs Assembly Point	Take the first aid kit to the FS assembly point and provide support for any medical concerns.
Ms. Beauty Mudavanhu - Head of EYFS	K6-FS2 C, Water play area, K7, K8-FS2 D, K8.B-Head of EYFS Room, K9-Fs Store room, Shaded indoor ship play area, Restrooms	Open all exit doors in the FS area. To ensure that no one is inside, it's important to check all assigned rooms and play areas. Once the areas are confirmed to be clear, update the status and place the "ROOM CHECKED" sign.
Mr. Shiyas Siju - Operations Manager	K1-FS2 A, K2-FS2 B, K3-FS1 B, K4-FS1 A,K5, Restrooms & Fs outside play areas/walkway	To ensure that no one is inside, it's important to check all assigned rooms and Fs outside play areas. Once the areas are confirmed to be clear, update the status and place the "ROOM CHECKED" sign.
Head of Inclusion	Inclusion, sensory room, and other classroom areas for special needs students are available if required.	To ensure that the SEN team is present and that all children with determination are present, along with shadow teachers. Ensure that PEEP is followed for any identified

		student, mark attendance, and update all safe.
Ms. Maisaa- Khda Coordinator	G1-Y2 A, G2-Y2 B, G3-Y2 C, G4-Y2 D	To ensure that no one is inside, it's important to check all assigned rooms. Once the areas are confirmed to be clear, update the status and place the "ROOM CHECKED" sign.
Ms Ilham Vice Principal	G5-Islamic A, G6-Head of inclusion/MOE/Assessment Room, G18-store room & Adventure play ground	To ensure that no one is inside, it's important to check all assigned rooms and primary inside play areas. Once the areas are confirmed to be clear, update the status and place the "ROOM CHECKED" sign.
Ms.Vidhya Mahesh - HR Officer	G7-Canteen, G7.B-Music, Restrooms, G8-Y1 F, G9-Y1 E, G10-Y1 D	To ensure that no one is inside, it's important to check all assigned rooms. Once the areas are confirmed to be clear, update the status and place the "ROOM CHECKED" sign.
Ms Jenilyn Cashier/Accounts	G15-Y1 A, G16-Y1 B, G17-Y1 C & Secret Garden & Bus area exit	To ensure that no one is inside, it's important to check all assigned rooms and primary inside play areas. Once the areas are confirmed to be clear, update the status and place the "ROOM CHECKED" sign.
School Clinic	G11- Main Door & Exit door opening Astro side	House Keeping Staff +
Ms. Shahabana STEM Teacher	G12-Islamic B, G13-STEM, G14-Isolation/exit door, Restrooms, G19, exit door opening	To ensure that no one is inside, it's important to check all assigned rooms. Once the areas are confirmed to be clear, update the status and place the "ROOM CHECKED" sign.
Mr. Shibili - IT Engineer	F1-Arabic A, F2-Y5 B, F3-Y5 A, F4-Y6 A, F5-PPA Room, F6- Hop	To ensure that no one is inside, it's important to check all assigned rooms. Once the areas are confirmed to be clear, update the status and place the "ROOM CHECKED" sign.
Head of Assessment	F7-Science Lab, F8.B-Sensory Room, F8-Inclusion Room, F15-Y4 A, F16-Y4 B, F17-Y3 D	To ensure that no one is inside, it's important to check all assigned rooms. Once the areas are confirmed to be clear, update the status and place the "ROOM CHECKED" sign.
Male Class Assisstant	F11-Y3 C, F10-Y3 B, F9-Y3 A & Restroom	To ensure that no one is inside, it's important to check all assigned rooms. Once the areas are confirmed to be clear, update the status and place the "ROOM CHECKED" sign.

Ms. Fatima Salem Al-Shukry - Class Assistant	F12-ICT LAB, F13, F14-Library, Restrooms, F19-Server Room	To ensure that no one is inside, it's important to check all assigned rooms. Once the areas are confirmed to be clear, update the status and place the "ROOM CHECKED" sign.
Ms. Anuja Sivathanu Pillai - Admission Registrar	F18-Oasis Hall, Prayer Room - Boys & Girls, store rooms, Restroom & F20 staff resource room	To ensure that no one is inside, it's important to check all assigned rooms. Once the areas are confirmed to be clear, update the status and place the "ROOM CHECKED" sign.
Mr. Mohammad Hussain Al Balooshi - Emirates Transport Incharge	Bus Area, Gate 3 & Driver Room & Toilet	Mr. Mohammad and Mr. Omar will evacuate the driver's room and ensure that every driver reaches the assembly point.
Ms. Hifza - Team Leader, Isnaad Group	All	All the housekeeping staff are responsible for checking their respective toilets. If any students are inside, quickly evacuate and return to the assembly point. FS housekeeping staff can stay at the FS assembly point and the remaining staff can stay at the Astro side. Ms. Hifza checked and evacuated the housekeeping staff from all areas, and reached the assembly point. Mr Mumtaz male staff needs to support outside areas, especially in bus areas and gate 3 side.
Ms. Ghoma / Mr. Omer / Mr. Hadim	School Canteen (Union Catering)	If any of the canteen staff is available on site, they need to check the canteen and evacuate all students directly to the assembly point.

- FS Assembly point (fs play area)
- Main Assembly point (Astro Turff)

All the fire marshals will report to the operation manager after the evacuation at the assembly point.

7. Emergency Contacts

NAME	CONTACT NUMBER	DESIGNATION
Olivia Rumah	056-5380584	Principal
Shiyas Siju	050-7245471	Operations Manager
Beauty Mudavanhu	0589033583	Head of FS
Ilham	052-9992117	Vice Principal
Vidhya Mahesh	055-2252359	People & Culture Partner
Munir Momin	050-1069643	Senior Accountant
		HOD Inclusion
Arun	050-2515168	Facility Supervisor
Aswathi Mani	050-3614955	School Nurse
Dr. Namra	0582683981	School Doctor

Shah Zeb Haider	0543281829	Security Officer
Ambulance	998	
Fire	997	
Police	999	

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, classrooms (within the emergency pack), and administration areas.

9. Training requirements

All staff must be provided with 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. A suitable number of designated employees (20%) must receive certified fire training by the civil defense of their selected representative. The MSO will hold a copy of this list. The termly fire drill exercise will be classed as ongoing 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.

10. Testing of the plan

The fire evacuation procedure must be tested each term as a minimum. In addition, Dubai requires at least one exercise completed annually in partnership with civil defense.

11. Inspection requirements

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

1. Monthly health and safety inspection
2. Weekly fire inspection checklist

The findings from the report must be communicated to the principal for review. Any actions must be identified and rectified in 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.

In the event of an emergency, contractors will follow the standard evacuation policy and congregate in the specified area at the assembly point.

13. Procedures:

Please ensure you are clear about these procedures and have rehearsed them thoroughly.

Make yourself familiar with and memorize the nearest emergency exit route from the classrooms.

14. The Assembly Point is the Astro Turf Area

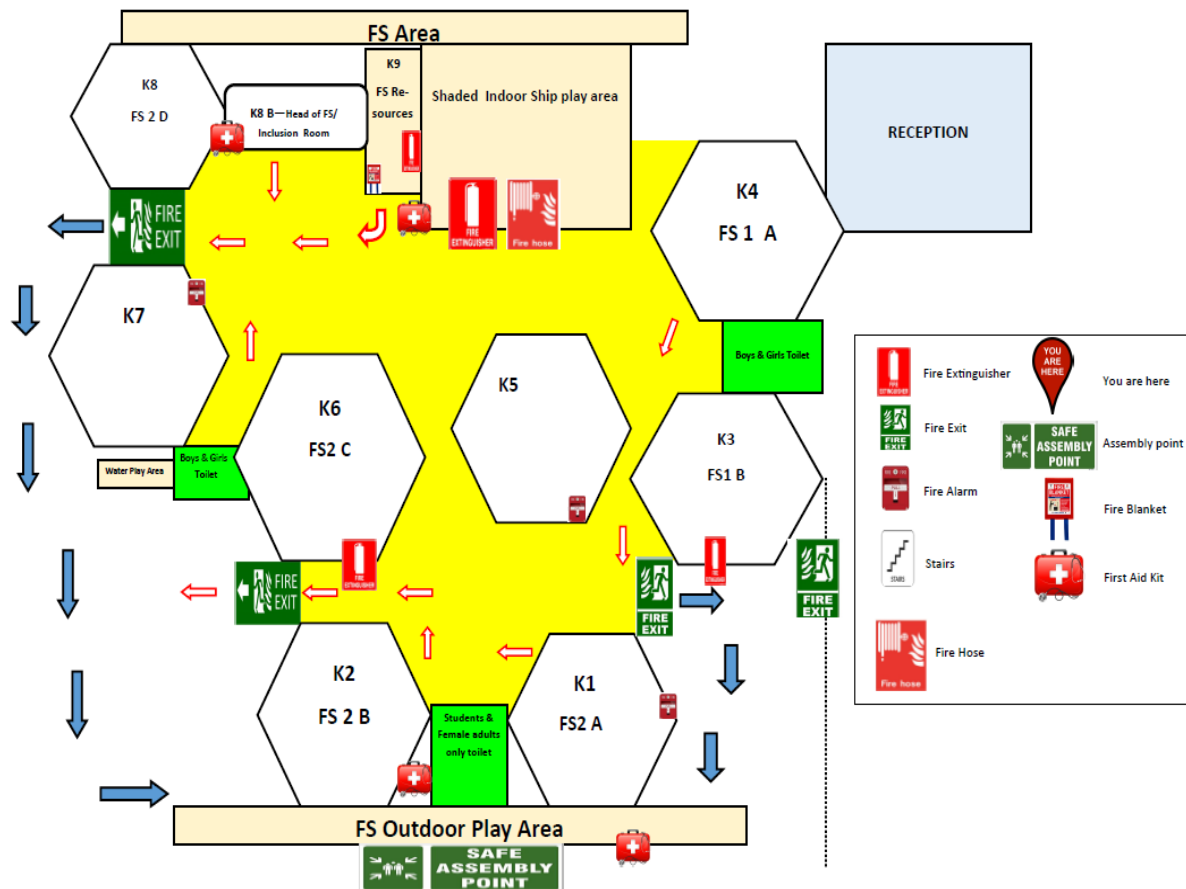
- On hearing the fire bell, a long continuous ringing, ensure the class is silent and line them up ready to leave the classroom, activity area, or office. All fire marshals wear their vests and carry out their responsibilities.
- Teachers are to take the laminated red and green A4 card with them, this should always be on the inside door handle. Take your paper register hanging on the clipboard next to your classroom door with you. Ensure the children do this quickly and do not take anything with them. Children who are swimming may collect their towels and footwear only.
- On leaving the classroom, check all the children have left, switch off the lights and close all doors. When you leave your room, please stick your 'ROOM CHECKED' sign on the outside of the door, this informs the school that the room has been checked and is empty of people.
- Line up classes, as quietly as possible, at the designated area. If all of your class are present, please hold up your green card, if any children or adults are missing, hold up the red side of your card.
- Teaching Assistants are to stay with their designated class and assist the teacher.
- Learning Support Assistants are to stay with the child they are responsible for.
- Non-contact staff (all staff that is not in classes working with children) are to evacuate the building by following the emergency exit signs carrying out their designated responsibilities and meet at their fire assembly point which will be clearly signed.
- Only Marshals wear high-vis jackets, carry out their duties thoroughly and gather at the front quickly and clearly holding up their numbered green or red cards.
- Support Staff and cleaning staff are to evacuate the building by following the emergency exit signs and meeting at their fire assembly point which will be clearly signed.
- Security Guards move outside of the building but stay in their designated areas.
- Parents and Visitors to the school are to follow emergency exit signs and meet at their fire assembly point which will be clearly signed.
- Civil Defense Procedures will communicate with the Operations Manager.
- Do not return to the building until you have been instructed by the principal or deputizing Lead. (Key Stage Leaders or Operations Manager)

15. Maps

Reception Area



Foundation Stage



Primary First Floor



Primary Ground Floor

