



St. Mary's Catholic High School, Dubai – Muhaisnah

FIRE SAFETY MANAGEMENT & EVACUATION POLICY

Written by:	Health and Safety Team	Reviewed:	November 2019
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Approved by:	Board of Governors		

FIRE SAFETY MANAGEMENT AND EVACUATION POLICY

Policy Statement

- Emergency evacuation procedure is designed to egress from an area (that contains an imminent threat, an ongoing threat or a hazard to lives or property) as quickly as possible in an orderly manner (calmly and no running).
- SMM is committed to protecting its staff, students, parents, visitors and contractors from the danger of fire by regularly assessing, reducing and controlling the risk of fire.
- All the staff are expected, on evacuation, to close all the doors but not to lock them and not to fight the fire should there be any risk.

Objectives

- To develop fire safety guidelines and procedures as part of the Emergency Management Plan
- To ensure that all the staff, students, visitors and contractors obtained appropriate understanding of fire safety policy
- To ensure that fire risk assessments are up-to-date
- To ensure that fire prevention and fire-fighting equipment (fire alarms, smoke detectors, fire hose reels and fire extinguishers) are in good order by regular inspection, testing and maintenance
- To appoint competent staff (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (fire-fighting and evacuation)
- To provide regular fire safety trainings for the staff
- To carry out fire drills and contact emergency services as needed
- To maintain clear emergency routes and exits, signs and notices and emergency lightings.

Practices and Procedures

- **Always be prepared.** It is the responsibility of the Health & Safety team to make sure that all staff of SMM received a copy of the action plan and briefed on their responsibilities.
- **Review Fire Safety Policy.** The prevention of fire at SMM is an ongoing process and should be reviewed regularly. Staff need to familiarize themselves with the plan and are encouraged to read it regularly so that they are prepared to act appropriately in the event of a drill or an emergency.
- **Know your school/workplace.** Fire alarms and extinguishers must be appropriately placed throughout the school. All staff should know the location of the fire exits, fire alarms, and fire extinguishers
- Assembly point must be clearly marked, visible, and must be known to all staff and students.
- Ensure clear access to alarms and exits. Throughout the day, keep a vigilant eye on fire exits, stairwells and alarm stations so that they don't become blocked.
- Evacuation maps are posted in each classroom and other parts of the school. Everyone must be familiar with it. It is the responsibility of the teachers to check it regularly and report if lost for immediate replacement.
- Staff will be trained regularly about fire safety (use of fire extinguisher and fire alarms).
- All teachers are expected to ensure that the students understand the dangers of fire. Explain to the students that fire prevention is also part of their responsibilities.
- Each classroom has its own fire kit that contains whistle, a vest for the teacher, clipboard with the complete list of students of the class, a guidon and two cards (green and red). Class teachers will be responsible to keep the fire kit complete and updated.
- Fire drill will be practiced once each term (one drill with the Civil Defense). Ensure that everyone is familiar with the Fire Drill Guidelines and Procedures.
- Remove or switch off any potential causes of fire when not in use or when leaving the room.
- Report any faulty or missing items of fire protection/fire-fighting equipment immediately.
- Do not overload electrical sockets or tamper plug fuses.
- Make sure that all portable electrical equipment has been tested.
- No students will be allowed to fight a fire.

IF THE FIRE ALARM SOUNDS, EVERYONE SHOULD ASSUME THERE IS A FIRE AND EVACUATE THE BUILDING IMMEDIATELY UNTIL TOLD OTHERWISE.

THERE MAY BE FALSE ALARMS FROM TIME TO TIME. IF THE ALARM SOUNDS FOR ONLY A FEW SECONDS, IT MAY BE IGNORED. A PROLONGED ALARM SHOULD ALWAYS MEAN EVACUATION.

Alarm System

- Fire alarm systems are important in providing the staff, students and visitors prompt warning if a fire occurs. The early detection and warning of fire are the most effective means of preserving life and property.
- Tampering the systems is very dangerous. Sanctions will be applied for those who will do so.
- Location: Automatic fire detection and alarm systems are fitted within the two buildings.
- If the fire alarm sounds in any of the building, it will be triggered in both buildings to ensure that all the staff, students and visitors can be safely accounted for.
- Testing and maintenance of the fire detection and alarm systems should be done regularly with proper documentation.

Fire Extinguishers

Extinguishers are placed at fire points which are clearly signed. They are checked regularly by a contractor. Training in the use of fire extinguishers will be given as appropriate.

Five Classes of Fire recognized within the UAE Fire and Life Safety Code of Practice

Class A	Ordinary combustible materials such as wood, cloth, paper, rubber and plastics
Class B	Flammable liquids and gases such as oils, petroleum, oil based paints, solvents used in chemistry
Class C	Energised electrical equipment
Class D	Combustible Metals such as magnesium, titanium, sodium, lithium and potassium
Class K	Combustible cooking materials such as vegetables/animal oils or fats

There are two main types of extinguisher used in the school: Powder and Carbon Dioxide.

	Class A	Class B	Class C	Class D	Class K
Dry Powder Extinguisher		•	•		
CO2 Extinguisher	•	•	•	•	

Water should never be used on burning liquids or electrical equipment. All extinguishers are checked every 4 months.

Electrical Testing

The Facility Manager is responsible for ensuring that the wiring system is inspected accordingly by a competent person and undertake any remedial work without delay.

Fire Safety Training

Staff receive fire awareness training on an annual basis from a certified training center accredited by Dubai Civil Defense and Dubai Municipality. All fire wardens are required to attend fire safety training course arranged at two year intervals or as required due to changes in organization.

Designated Fire Incident Commander and Fire Wardens

- There will be a Fire Incident Commander and a Response Coordinator who will contact Emergency Services and arrange for appropriate external response (ambulance, fire department or police).
- Each wing of the main building and the EYFS building has designated fire wardens.

Guidance for Teaching and Non-Teaching Staff

- Please see the section for duties and responsibilities and the Fire Drill Guidelines for individual assignments.

Guidance for students in Swimming Class

- Upon hearing the fire alarm, a long blast whistle from the coach must be executed – the signal for the swimmers to get out from the pool.
- Swimmers are instructed to line up by the exit door in an orderly manner. Emergency exit door is located at the back of the changing room.
- Swimmers are counted through the door, let out of the pool area and escorted to the assembly point.

Guidance for Parents, Visitors and Contractors

- Upon hearing the fire alarm, they should exit the building in a calm and purposeful manner by the nearest safe exit to the assembly point (at the back parking of the RTA buses).

ALL CLEAR

No one should attempt to return inside the school building before being cleared to do so by the Fire Incident Commander. Once cleared, everyone should begin to orderly return inside by year level.

Emergencies outside school hours (03:00 pm – 08:00 pm and weekends)

- In the event of the fire alarms sounding after school hours, all persons remaining in the school should go directly to assembly point.
- Staff in charge of after-school activities are responsible for escorting all students taking part on their own activity to the assembly point and report to the _____.

Assessment and Record Keeping

Monthly and Termly HS Checks

This will be conducted as per the HS monitoring. These records are kept by the HS officer.

Fire Log

A fire log which records all fire evacuation, drills, evacuation times and comments is maintained by the Facility Manager.

Staffing and Resources

The HS team is responsible for devising and implementing all the HS procedures for SMM.

The Emergency Response Team (ERT) is made up of all those involved in coordinating a safe evacuation and registration during an emergency. They also have responsibility in advising the Fire Incident Commander of suggested improvements to the evacuation procedures and any other aspects of fire prevention and planning.

All staff and students have responsibilities in alerting the HS team about the fire safety concerns that they become aware of.

Duties and Responsibilities

School Director and Principal

- Ensuring that legislative requirements are met; and that testing, maintenance or repairs are initiated as required.
- Ensuring that all control measures identified in the fire risk assessment are in place and that further improvement actions are completed so far as is reasonably practicable.
- Assigning an appropriate member of the team the responsibility to complete each improvement action.
- Ensuring the College has a Fire Safety Policy and that such a policy is reviewed annually.
- Ensuring that a Fire Risk Assessment is completed and reviewed annually.
- Ensuring staff are notified of the significant findings of the Fire Risk Assessment.
- Recommending actions derived from the Fire Risk Assessment are completed.

- Recommending the maintenance / testing of all firefighting systems and equipment.
- Ensuring that all tests of equipment and evacuation procedures are logged and recorded in the fire log book.
- Ensuring that the College Emergency Plan and Evacuation Procedures are regularly reviewed.
- Ensuring that the College has a Major Incident Evacuation Plan which may include agreements with local providers and additional training for staff.
- Ensuring all students, staff, visitors and others who use the building are made aware of the Fire Safety Precautions and the Fire Evacuation Procedures.
- Ensuring the provision of fire awareness training to all staff.
- Ensuring that an emergency fire drill is undertaken every term.
- Ensuring the preparation of specific personal emergency evacuation plans for staff and/or students with special needs or disability.
- Ensuring the provision of suitable fire safety systems (fire alarm, automatic detection and emergency lighting).
- Ensuring the provision of suitable fire safety equipment such as fire doors, fire signs and firefighting equipment.
- Ensuring any fire prevention officer's recommendations and or enforcement notices are complied with.
- Ensuring that the Database Manager, has a complete list of all staff, designated roles in school and student lists.

Health and Safety Officer

- Lead Emergency Response Team (ERT) in the College.
- Plan and evaluate emergency drills within the HS committee.
- Communication of Fire Safety Management Procedures to all staff and students.
- Maintain records of all fire prevention training, planning and induction in emergency procedures actioned in the school.
- Training staff how to use fire extinguishers for incipient fires. The training should ensure that there are sufficient numbers of staff trained in all aspects of fire prevention, fire protection and evacuation procedures and able to use the appropriate extinguishing equipment.

SLTs and HOKS

- Ensuring all fire prevention methods are established and enforced.
- Maintaining fire registers (through class tutors) to facilitate speedy registration during an evacuation.
- Being knowledgeable of the emergency contact numbers. Training students on evacuation routes and procedures.
- Defining the frequency for conducting emergency drills during the school year (once on each term).

Fire Incident Commander and Fire Wardens

- Assisting in the devising and implementation of fire safety policy.
- Providing data on evacuation timings for Principal and HS Officer.
- Ensure that all fire doors are closed and classrooms marked clear during the evacuation of the building.

Security Guards and Reception

- Be able to identify reported hazards.
- Have control of the gate areas, ensuring entrance is clear for authorities (Civil Defense, Police, and ambulance) directing people and traffic away from the school entrances.
- Be knowledgeable of emergency numbers.
- Have knowledge of the different emergency alarms, how to activate and deactivate the emergency alarms.
- Ensure that visitors and contractors are signed in to the building and are provided with the evacuation procedures.
- Where appropriate, escort visitors and contractors from the building.

- Maintain signing in and out logs (for staff, visitors, and students).
- Liaise with SLT to keep fire roll call sheets readily available.
- Ensure that the list of student and staff absentees is printed daily at 8:00 am so they can be brought to the fire assembly point during evacuation.

Teachers and LSAs

- Learning to recognize and activate the emergency alarm.
- Ensuring they follow the morning and lesson registration procedures.
- Ensuring they have read and can follow the evacuation and registration procedures in the instance that the emergency alarm is sounded.
- Immediately reporting an emergency situation to other teachers and Principal.
- Immediately reporting violations of the fire safety program.
- Acting as fire wardens when evacuating their class from the school buildings.
- Ensuring that their particular classrooms and work areas are kept free of hazards which may block escape routes.
- Ensuring that all electrical equipment used within the classroom have been suitably maintained and have not been brought on site without suitable permission.
- Reporting any hazards (which cannot be dealt with) to the SLT.
- Ensuring that new students are suitably trained in evacuation procedures.
- Ensuring that pupils who attend class with a prohibitive injury are assessed and that a personal emergency evacuation plan is put in place.
- If required, being aware and trained in the major incident evacuation plan which may require escorting the class away from the premises to assembly point.
- Taking part in any fire safety training provided by the school.

Database Manager

- Ensuring that a complete list of staff absentees is circulated to school reception (as part of the daily cover notices).
- Ensuring all form lists and staff lists are kept up to date on the database and that the relevant staff for registration are informed of any changes.

Students and Parents

- Ensuring they are able to recognize and activate the emergency alarm.
- Immediately reporting an emergency situation to teachers.
- Following the evacuation instructions.
- Ensuring that the school is informed of student's absence.
- Registering with school reception if they are late into school.
- Signing out at reception if they leave the school site early.

All Staff and Students

- Not tampering or removing firefighting equipment without authorization.
- Becoming familiar with the procedures set out in the fire evacuation policy and on the fire action notices found in all rooms.
- Ensuring that wherever practicable, electrical equipment is switched off and disconnected from the power supply when it is not in use.
- Ensuring fire exit routes are free from obstruction at all times and fire doors and exits are not locked or propped open.
- Ensuring that all waste materials must be placed in designated bins.
- Ensuring all provided workplaces are kept tidy and free from combustible waste at all times.
- All staff should note that smoking is not permitted anywhere on the school premises or at any site which is under the control of the school.

Review of Policy

The policy will be reviewed annually but additional information will be added throughout the year as appropriate.

Revision and Amendment Register

Date	Page (s)	Revision Details	Author	Revision No.

EMERGENCY NUMBERS

AMBULANCE	998
POLICE	999
FIRE (CIVIL DEFENSE)	997

SMM EMERGENCY RESPONSE TEAM	
School Director	Sr. Teresita Bayona, SPC
Principal	Ms. Karen White
Health & Safety Officer	
SLT	
Head of Pastoral Care Services	Sr. Victoria Lavente
VP Finance	Sr. Maria Cristina Guytingco
Primary School Head	Ms. Ishani Khanna
Secondary School Head	Ms. Mari Ella Villocillo
Fire Incident Commander	Mr. Jonathan A
Fire Marshals	Teachers, LSA and Non-Teaching Staff
Database Manager	
Security Guards	

SMM MEDICAL TEAM	
School Doctor	Part time: Dr. Manisha Kamal
Head Nurse	Ms. Dianne Jeffrey Gavarra
Nurse	Ms. Julie Ann Soriano

SMM FIRST AIDERS – training done, waiting for certificates	
DEPARTMENTS	NAMES
Admin – Receptionist	Ms. Salve Fernandez
Admin - Accountant	Ms. Katherine Kim Aquino
Admin - VP Secretary	Ms. Blessilda Abrau
LSA - Year 1	Ms. Annaliza Martin
LSA - FS 1	Ms. Nadeeka Dilhani
LSA - FS 1	Mr. Mhavir Manundan
Teacher - Science	Ms. Nina Ricci Dalida
Teacher - English	Mr. Ranvill dela Cruz

Fire Drill Guidelines

1. Stay calm when the bell is sounded and the order for evacuation is given. As much as possible, do not talk, nor make noise.
2. Teacher must take the “**fire kit**” provided in every class. (The kit contains a whistle, a vest for the teacher, clipboard with the complete list of students in the class, a guidon & two cards – **green card** should be raised to communicate a sign that students are complete and fine, **red card** should be raised if students are incomplete and there are emergency concerns to settle. Class teachers have the responsibility to keep the “**fire kit**” complete.)
3. To guide the class to the assembly area and reinforce participation, a **guidon bearer** from each class should be selected. He/she carries a small flag bearing the year level and section. It is used to signal to the class.
4. Once alarm is heard switch off fans, lights, A/C etc. and form your lines quietly in the corridor. The **guidon bearer** is first in the line and must know where the exit for the class is. He/she carries the small flag high enough to be visible by all.
5. In mixed classes the teacher writes the year & section/s of the class he/she is currently handling on a laminated A4 paper. If there is no designated *guidon*, the teacher chooses a student to act as one. (The A4 paper must be available at all times in the classroom.)
6. For classes held in another room: Library, Science Lab., Art, P.E., Music, and ICT, the subject teacher brings the “**fire kit**” of the class to the room and returns it after the class.
7. Teachers should ensure that all students leave the classroom in a quiet and orderly manner and proceed to the assembly point in two lines. They ensure that students move fast but not running and not talking.
8. Every class has an assembly point where all students should proceed. Teachers must see to it that all in the class go to that point.
9. Teachers of mixed classes (Arabic, CITI, Islamic Studies and RS) have to bring the students in their class to the assembly point and endorse them to their respective sections, for the purpose of checking the attendance. No one is allowed to go back to their classroom.
10. When in the assembly point the teacher checks the attendance. The **green flag** is raised when all are accounted for, **red** if not complete. The teacher then reports to the **VP** the status of the class attendance in the assembly point.
11. When a red flag is raised marshal will go to the class and verify the reason.
12. Every class should remain and gather together in an orderly manner in the assembly point until there is a clear sign given to move back to the classroom or to another area.
13. Students should be taught and reminded of evacuation procedures and how to follow signs/commands.
14. Teachers should prepare and execute special plans for evacuating disabled students, if any. SEND students should be given special attention in evacuating; they may not understand the process and may get lost.

The Fire Marshalls and their responsibilities:

1. **Mr. Raffy** – to start the alarm, to switch off the main source of electricity, to wait for the signal from the head marshal, Jonathan, to order the alarm switched off, and to take note of the time.
2. **Guards** -- to open the front gates (for fire trucks/ambulance to enter).
3. **Mr. Nasser** -- to open wide the 2 gates of the BB court and the back gate.
4. **Ms. Jaimiely** – to open wide the back gate and ensure there are no obstructions that may block the flow of students.
5. **Mr. Dax**- to open the back door for Years 2A and 2B.
6. **Finance staff: Salve and Cathy** – to calculate the overall attendance from Orison right after the drill.
7. **Cleaners** – to check all bathrooms, classrooms and corridors in their respective areas, and report to the Fire Marshal in their area; cleaners form their lines in the assembly area for checking the attendance.
8. **Marshal 1: Mr. Richard** - to open wide the front door and side door of the Multi-Purpose Hall, switch off lights, sound & AC in the Hall, to ensure the safe and smooth flow of students passing through the Hall and to close all the doors of the Hall after everyone has passed.
9. **Marshals 2 & 3: Sr. Cristina & Ms. Amie** – to prompt visitors in the foyer to leave the building through the front door and out of the campus through the front gate, and to ensure that students coming down the left side of the stairs (facing the stairs) turn left to go out through Entrance 1 into the left driveway, and those coming down on the right side, turn right (facing the stairs) and go out through Entrance 2 into the right driveway.
10. **Marshal 4: Ms. Judy** – to open wide Entrance 1 and Exit 1 and ensure the safe and smooth flow of the students on the Ground Floor left wing, and to check all classrooms in this area

11. **Marshal 5: Ms. Analyn** – to open the swinging doors on the ground floor near the Principal’s Office, to ensure that lights and AC of the offices in the vicinity and ensure the safe and smooth flow of the students coming down and passing Entrance 1 to the left driveway (facing the block), and to give the signal to the head marshal, Jonathan, to inform that the ground floor left wing is safely vacated.
12. **Marshal 6: Mr. Alver** – to open wide Entrance 2 and Exit 2, and ensure the safe and smooth flow of the Year 1 students and to check all classrooms in this area, and to give the signal to the head marshal, Jonathan, to inform that the ground floor right wing is safely vacated.
13. **Marshal 7 & 8: Two Nurses: Ms. Dianne Jeffrey & Ms. Julie Anne** - to carry the First Aid kit from the clinic and proceed straightaway to the assembly point via Entrance 2 down the small ramp to the right driveway and put up a makeshift First Aid area in the assembly point. To switch off the lights and AC of the clinic, to open wide the swinging doors near the clinic and ensure the safe and smooth flow of the students, to help inspect the classrooms in this area.
14. **Marshal 9: Mr. Eris & Mr. Khriztian** - to ensure all gadgets in the ICT office and Library are unplugged, to help keep the students in the Library, Arabic and Islamic Rooms exit properly to Activity Room (AR) Door 2 that leads to the swimming pool side and out to the assembly point
15. **Marshal 10: Librarians – Ms. Teresa & Ms. Cecille** - to switch off lights and AC in the Library and all classrooms in the Activity Room, to help keep the safety and smooth flow of students coming out from Exit 2 towards the assembly point, to close all doors of the Library, and to give the signal to the head marshal, Jonathan, to inform that the Library and Activity Room are safely vacated.
16. **Marshal 11: Ms. Mary Ann** - to man the corridors of the First Floor left wing, ensure safe and smooth flow of the students, to ensure that all classrooms and bathrooms in this area are inspected by the cleaners, and to give the signal to the head marshal, Jonathan, to inform that 1st floor left wing is safely vacated.
17. **Marshal 12: Ms. Shiny** - to man the corridors of the First Floor right wing, ensure the safe and smooth flow of the students, to ensure that all classrooms and bathrooms in this area are inspected by the cleaners and to give the signal to the head marshal, Jonathan, to inform that 1st floor right wing is safely vacated.
18. **Marshal 13: Ms. Marie Fe** - to man the corridors of the Second Floor left wing, ensure the safe and smooth flow of students, ensure that all classrooms and bathrooms in this area are inspected by the cleaners, and to give the signal to the head marshal, Jonathan, to inform that 2nd floor left wing is safely vacated.
19. **Marshal 14: Ms. Jolit** - to man the corridors of the Second Floor right wing, ensure the safe and smooth flow of students, and ensure that all classrooms and bathrooms in this area are inspected by the cleaners, and to give the signal to the head marshal, Jonathan, to inform that 2nd floor right wing is safely vacated.
20. **Marshal 15: Ms. Ishani & Ms. Ella** - to monitor the attendance of all the classes in their levels and to ensure that students form their lines at the assembly point and remain subdued; **Ms. Ma. Angie** to direct classes coming from the swimming pool side and from the BB court side where to assemble.
21. **Marshal 16: Ms. Ampy** - to monitor the cleaners in the first floor and receive reports from them regarding possible untoward incidents.
22. **Marshal 17 & 18: Mr. Joe Prabhu** (left side) & **Mr. Suresh** (right side) - to ensure that students coming from the driveways (left & right) are forming their lines by class in the assembly point (They must be stationed in these areas to give directions to the students coming to this point).
23. **Marshal 19: Mr. Jake** - ensure that students form their lines in the assembly point and remain subdued.
24. **Marshal 20: Ms. Jaimiely** - to ensure that all EYFS students, staff and cleaners safely evacuate the EYFS block, that no one is left in the bathrooms, classrooms and offices, and to give the signal to the head marshal, Jonathan, to inform that the EYFS block ground floor is safely vacated.
25. **Marshal 21: Mr. Dax** - to ensure that all Year 2 students in the First Floor of EYFS safely move to the assembly point, check that all bathrooms are empty, and to give the signal to the head marshal, Jonathan, to inform that 1st floor EYFS block is safely vacated.
26. **Fire Incident Commander: Mr. Jonathan** - is stationed near the back gate: to receive signals from the 9 designated marshals when their areas of responsibility are safely vacated, to receive reports from all Fire Marshals – “All accounted for, Sir,” or “Reporting some casualties in ...,” to report to the Principal that everything is accounted for, or otherwise.

Principal (Ms. Karen) - to announce that all can go back to their classrooms, or go to another area for safety, if for example, fire has developed.

Sr. Cristina – to check the attendance of all cleaners and canteen staff at the assembly point and report to the head marshal.

Mr. Joe Prabhu – to check the attendance of the RTA personnel in the assembly point, if any, and report to the head marshal.

NOTE: Those who are inspecting the classrooms must take note which classrooms had the lights and/or AC on, which had some students or staff left, how many, etc. and report to any marshal. All Fire Marshals will report to the Head Marshal regarding their inspection, “All accounted for, Sir,” if everyone in the class is present, or “Reporting some casualties, Sir,” if any. Specify the place, the person/s involved, what happened, etc. (Casualties might be person/s who do not participate in the drill and hide or simply remain in the classroom, or those who attempt to hide but seen by the marshals).

When all are accounted for, the Fire Incident Commander reports to the Principal, who in turn announces that it is safe to go back to the classroom. He must have with him a checklist of all areas in the building with the corresponding persons to make the signal, or, if not, the floor plans to be able to make the proper judgement. The Fire Incident Commander will make a report and document it in fire log book.

EXIT POINTS

Main door of EYFS Block

- All sections of EYFS 1A-1E, EYFS 2D, 2E, and all staff, cleaners, and workers in the EYFS block ground floor will go out through the main door to the assembly point; staff will go with their respective classes. Cleaners will check the bathrooms and corridors before leaving the block and report any untoward incident to any of the Fire Marshals.

First floor of EYFS Block

- All classes occupying the first floor of the EYFS block years 2A, 2B, will exit through the back door of the building to the assembly point while Years 2D, 2C and 2E will exit the front staircase going to the assembly area.

Ground Floor of the main block

1. **Exit 1** of the Left Block (near the basketball court) -- EYFS 2A, 2B & 2C, Years 3A, 3B & 3C and all offices: Admission, Primary School VP, Director, Arabic secretary, Principal and secretary will use Exit 1, enter the basketball (BB) court and go out of it towards the back gate until the assembly point. All cleaners will form one line in the assembly area for easy monitoring of attendance.
2. **Exit 2** of the Right Block (near the swimming pool) – All Years 1, Art Room 1, printing room, clinic and finance office and reception area will move towards the back gate until the assembly point.
3. **Activity Door 2** (leading to the swimming pool side) -- All classes and offices in the library and activity room will go out and proceed to the back gate until assembly point. [Note: No class uses Door 1, as the passage between the canteen and the BB court is narrow.]
4. **Main Door** – Visitors in the foyer will use the main door and the pedestrian gate to leave the campus.

First Floor of main block

1. **Exit 1** – Years 3D, CITI Room, 4C, & 4D will go down through the back staircases leading to Exit 1, into the BB court to the back gate until the assembly point
2. **Hall down the ramp** -- Years 4A & 4B, Computer Lab, Guidance, SEND & Female Staff Rooms will pass through the Hall, down the ramp to the back gate until the assembly point. [Note: No class will use the door that leads to the canteen as the passage is narrow.]
3. **Exit 2** – All Year 5 sections, Art Room 2, and pantry will go down the back staircase leading to Exit 2, by the swimming pool side, to the back gate until the assembly point.
4. **Hall down the ramp** – HODs, Science Lab, and Arabic B will pass through the Hall, down the ramp and out to the back gate until the assembly point. [Note: No class will use the door that leads to the canteen as the passage is narrow.]

Second Floor of main block

1. **Entrance 1** (front door near the Conference Room) – All sections of Year 6, Years 8C, 9A, 9B, 9C, Arabic Room and Male Staff Room will go down through the front staircase until the ground floor, turn right towards Entrance 1 and out to the left driveway until the assembly point.
2. **Entrance 2** (front door near the printing room) – All sections of Year 7, Years 8A, 8B, Secondary School VP, and Science Lab 2 will go down through the front staircase until the ground floor, turn left towards Entrance 2, and out to the assembly point through the right side driveway.

ASSEMBLY POINT – parking lot of the RTA buses at the back of the school

1. EYFS, and Years 2D, 2E, and 2C who get to the point ahead of the others form their lines (2 to 3 lines per class) right in the middle of the parking lot facing the back gate.
2. Classes coming from the BB court will form their lines next to the classes already in the area, facing the school, regardless of year level. The **class guidon** will stand in front of the line to call the attention of the students belonging to the class.
3. Classes coming from the swimming pool side will form their lines on the other side next to the classes already in the area, facing the school, regardless of year level. The **class guidon** will stand in front of the line to call the attention of the students belonging to the class.
4. Classes coming from the left driveway will form their lines starting on the leftmost side of the parking lot, all facing the school.
5. Classes coming from the right driveway will form their lines starting from the rightmost side of the parking lot, all facing the school.