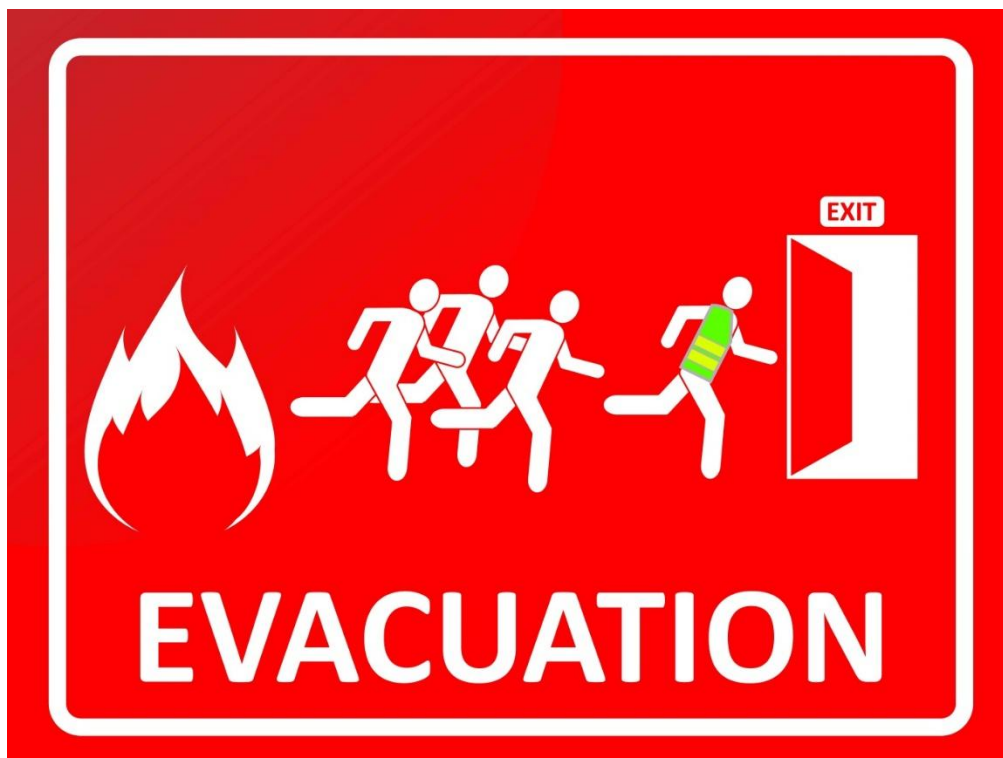




# The Springfield Primary School



## Evacuation Plan

|                    |                        |
|--------------------|------------------------|
| Name of the Policy | <b>Evacuation Plan</b> |
| Date Approved      | <b>April 2022</b>      |
| Date of Review     | <b>March 2026</b>      |



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## 1. Scope:

The scope of this *Evacuation Plan* is limited to the premises of The Springfield Primary School only. The objective of this document is to ensure that, in the case of undesired event, all the staff react and respond in a sensible and planned manner, without creating any panic, to keep the situation under control.

## 2. Roles and Responsibilities

### Principal:

Principal will be the Focal Point for controlling and coordinating all actions in the event of any Emergency.

### Administrative Officer:

The admin. officer will be the coordinator at the Assembly Point and should move to the Assembly point, with the Mobile, whenever the Fire Alarm is raised.

### Teachers and all other staff:

All teachers and all other staff are responsible for safe evacuation of children to the Assembly Point, whenever the Fire Alarm is raised.

### Security Guard

The Security Guard is responsible to extinguish the fire using Fire Extinguisher.

## 3. Procedure for Reporting of Emergencies

- a) Any staff who detects fire or smoke in the premises shall rush to the nearest *Manual Call Point* and raise the Alarm and also *inform* the principal and other nearby teachers and staff about the fire.
- b) The *principal*, will immediately verify the incident by checking the place of reported incident, and on confirmation of the event, will call the *Emergency Help Line* at **999**. In case the reported event is not correct then the principal will inform all teachers and the admin officer about the situation.
- c) The step "b" is applicable in case the Fire Alarm rings due to self-activation of the Smoke Detectors.
- d) In case of absence of the principal the responsibilities of the Headmistress will be taken over by the Assistant Headmistress.

## 4. Occupant and Staff Response to Emergencies

- a) On hearing the Alarm, all teachers shall gather the children from their respective classes and send them to the Assembly point, if necessary (see point 3 a & b).
- b) The admin. officer shall move to the Assembly Point immediately on hearing the Fire Alarm and will supervise all the gathered children.
- c) One of the staff will immediately move to the gate to enable the Security Guard to go to the site of fire and try to extinguish it using Fire Extinguisher.



- d) The Security Guard will rush to the site of fire and try to extinguish the fire using Fire Extinguisher.
- e) After evacuating the building two trained staff will come back to the building, if possible without putting themselves in danger, to fight the fire using fire extinguishers.
- f) If the fire or smoke is detected in an occupied room, then the Teacher shall send the children immediately to the common area for further evacuation to the assembly point.

## 5. Systematic Evacuation

- a) On hearing the Alarm, all teachers shall gather the children in their respective classes, near the door, without any belongings like bags, water bottles etc., and be ready to move them to the Assembly point.
- b) If the fire is confirmed by the Headmistress / Focal Point, or if smoke is visible, then each teacher will lead her group of children to the Assembly Point. Not all classes need to evacuate at the same time. It will create stampede, and may result in bigger incident. The classes close to the affected area will evacuate first, followed by other classes in a sequence.
- c) The Teacher whose class has moved out first will remain at the exit to help and guide the other children will follow. The last two teachers will check all the rooms to ensure no child is left behind, especially in the bathrooms.
- d) The Headmistress / Focal Point will also check all the rooms to ensure no child is left behind, especially in the bathrooms.
- e) At the Assembly point the Head Count will be carried out by each teacher, to ensure that all the children in her group are present. In case of any missing child the Headmistress / Focal Point must be informed immediately to carry out thorough search in the premises.

## 6. Assembly Point (Muster Point)

- a) After gathering at the Assembly Point, the teachers shall ensure that all the children remain grouped at the assembly point. In case of real fire further action will be as directed by the Civil Defence personnel.
- b) Out of the two main gates, the *front gate* will be reserved for entrance of the Civil Defence Personnel. One staff will stand outside the main gate to guide the Civil Defence vehicle.
- c) The second main gate shall be reserved for further evacuation of the children, using buses and vans, or as directed by the Civil Defence personnel.
- d) Apart from the Civil Defence Vehicles, other vehicles, including school busses, Vans and personal vehicles shall not be allowed to enter the premises to ensure safety of the children.

## 7. Fire Drills

Fire drills will be conducted by the Principal in the beginning of every term.



## **Objective**

This manual aims to standardise emergency response procedures across educational institutions, including kindergartens, public and private schools, educational centres, and universities, upon receiving emergency alerts. It seeks to ensure the safety of students and educational and administrative staff, and to enhance rapid response in accordance with instructions issued by the competent authorities, by organising evacuation or shelter-in-place procedures within the facility based on the nature of the emergency.

### **First: Preventive Preparedness (Before Any Emergency)**

- 1- Familiarise yourself in advance with emergency exits and evacuation routes within the educational facility.
- 2- Identify designated assembly points outside the building.
- 3- Ensure that corridors and evacuation routes are free from obstacles at all times.
- 4- Be aware of the locations of safety equipment and fire extinguishers.
- 5- Adhere to the approved safety instructions within the facility.
- 6- Train educational and administrative staff on evacuation and shelter-in-place procedures.
- 7- Educate students on basic emergency response guidelines appropriate to their age groups.

### **Second: Upon Receiving Emergency Alerts (National Warning System)**

- 1- Immediately stop all educational activities and remain calm.
- 2- Follow instructions issued through the National Warning System and relevant authorities.
- 3- Comply with directions from the school administration and safety officers within the facility.

### **Third: Determining the Appropriate Action (Evacuation or Shelter-in-Place)**

The appropriate action is determined based on the nature of the emergency:

. In case of danger inside the building (e.g., fire):

Immediate evacuation must be carried out.

. In case of external danger (e.g., security or environmental threat):

Remain inside the building (shelter-in-place) in safe areas.

. In all cases:

Strictly follow the instructions of the competent authorities and avoid individual decision-making.

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## Fourth: During Evacuation

- 1- Leave the building immediately through designated routes without delay.
- 2- Do not return to collect personal belongings.
- 3- Use stairs only; do not use elevators.
- 4- Move calmly without running or pushing.
- 5- Students should proceed directly to designated assembly points.

## Fifth: Responsibilities of Educational and Administrative Staff

- 1- Organise the safe and orderly evacuation of students.
- 2- Ensure all classrooms and facilities are fully evacuated.
- 3- Account for all students at the assembly point.
- 4- Immediately report any missing or delayed student.
- 5- Reassure students and provide necessary support.

## Sixth: In Case Evacuation is Not Possible (Shelter-in-Place)

- 1- Move to the nearest safe location away from the source of danger.
- 2- Stay away from windows and glass facades.
- 3- Close doors where possible to reduce risks.
- 4- Follow instructions issued by the competent authorities.

## Seventh: Dealing with Different Groups

### Kindergarten Children:

- Ensure continuous supervision and do not leave children unattended.
- Provide psychological support and reassurance.

### School Students:

- Follow instructions without pushing or crowding.
- Move in an organised manner in groups.

### University Students:

- Follow issued instructions and avoid using unsafe routes.

# Safety and Precautionary Evacuation Guidelines Manual for Educational Institutions During Emergencies and Exceptional Circumstances

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## **Eighth: Upon Reaching the Assembly Point**

- 1- Proceed directly to the designated assembly point.
- 2- Remain at the location until the headcount is completed.
- 3- Do not leave the area unless officially instructed.
- 4- Report any emergency or injury immediately.

## **Notice**

The instructions contained in this manual relate to safety procedures in educational institutions during emergencies and exceptional circumstances. This manual serves as a complementary reference to previously approved procedures for conventional evacuation situations, such as fires and similar incidents.

## **Finally: Safety is a shared responsibility**

Safety is a collective responsibility. Your commitment to following instructions, maintaining calm behaviour, and cooperating with the competent authorities help protect lives and ensure the safety of all. Be a role model in awareness and preparedness; proactive safety awareness is the first line of defence.