



**PEARL**  
BRITISH ACADEMY

# Pearl British Academy Fire Evacuation Plan

<b>Policy</b>	Fire Evacuation Plan
<b>Service Pillar</b>	Operations   Operational Risk
<b>Policy Number</b>	SG-OP-OR-101   v4.0
<b>Assessment Cycle</b>	Annual or as required
<b>Author</b>	VP and OSM
<b>Effective Date</b>	February 2025

## Introduction

Health and safety is the number one priority for Aldar Education. In order to facilitate the safe evacuation of all persons, the following fire evacuation plan has been developed for Pearl British Academy. The plan has been developed based upon the UAE fire and life safety code, NFPA and ADEHSMS requirements. The plan must be reviewed on an annual basis or following an emergency event. Additional guidance can also be found within the UAE fire and life safety code and NFPA standard 101.

### Premises Information

Building size	10,481.76
Number of floors	2
Maximum occupancy of all staff and children	900
Current occupancy of all staff and children	868
Number and description of swimming pools	1
Number and location of fire assembly points	1 (Astroturf at the front of the school)
Access information for emergency services	Fire Gate B & Ambulance Gate C

### Summary of 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 alarm sounds like a siren with an announcement.
- Flashing beacons total: 2 )- Music Room and Clinic each have one flashing red light.
- Emergency lights have individual back-up batteries. They come on automatically.
- FM200 (control panel) is located in server room in the admin corridor
- Types of fire extinguisher – 1 foam (fire pump room), 42 CO2, and 40 dry powder (all around the school).
- 193 smoke detectors
- 9 fire hose reels (5 are on the ground floor and 4 are on the first floor)
- Panic Buttons – 05nos
- Evacuation Chair - 01

## Roles and Responsibilities

### OSM

- Ensures that this policy is kept up to date and reviewed annually or following an emergency event.
- Ensures that this policy is displayed within the staff room, classrooms (within the emergency pack) and within administration areas.
- Ensures that this policy is communicated to all relevant stakeholders.
- Ensures all fire and life safety systems are tested and maintained in accordance with Aldar Education/local requirements.
- Ensures that all employees and support staff are provided with suitable fire training.
- Ensures that all new joiners are provided with a copy of this policy upon joining the school. If the plan is updated, a new copy of the plan must be communicated.
- Ensures that any corrective fire and life safety system works are conducted in a timely manner.
- Conducts weekly fire inspection checks and monthly health and safety checks. These must then be submitted to the risk department.
- Ensures that all fire-related training within the school is current and that valid certificates are available.
- Ensures adequate numbers of fire marshalls are appointed and that they receive suitable training (with the VP).
- Ensures a suitable number of designated employees (30%) must receive certified fire training by the civil defense of their selected representative. The OSM will hold a copy of this list.
- During an emergency, provides 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. Ensures building drawings and supporting documentation are provided to the emergency services when arriving at the scene.
- Following an emergency event, write a suitable report and communicate this to the Risk Department after approval by the Principal.
- In the absence of the OSM, the Principal will fulfil the role.

### Vice Principal (Incident Commander)

- Ensures that this policy is kept up to date and reviewed annually or following an emergency event.
- During an emergency, it facilitates the safe evacuation of all persons from the school.
- Identifies any missing children or teachers and communicate this to the OSM.
- Provides regular updates to the OSM throughout the emergency.
- Supports in compiling information to be included in the report after the event.
- The Assistant Principal will fulfil the role of the Vice Principal in his/her absence.

### Principal

- Ensures that this policy is kept up to date and reviewed annually or following an emergency event.
- Ensures the fire drill exercises are conducted on a termly basis and that one exercise per year is conducted in partnership with the civil defense.
- Ensures that this policy is communicated to all relevant stakeholders.
- Following an emergency event, ensures a suitable report has been written and approves this before sent to the Risk Department.
- Principal alerts in the CIRP a fire emergency.
- Principal telephones the police in a fire emergency.

- In the case of a secondary evacuation, the Principal telephones the Islamiya School and approves evacuation.
- The Vice Principal will fulfil the role of the Principal in his/her absence.

#### **Assistant Principal**

- In the case of an evacuation, the Assistant Principal takes all paper registers from the reception on to the Astroturf to physically give a copy to each class teacher as quickly as possible.

#### **Head of Inclusion**

- Ensures provisions are made for POD students requiring a PEEP. This involves trained staff (PEEP facilitators) evacuating the students to the main entrance, by use of the Emergency Evacuation chair.
- Supports POD children with the evacuation chair, along with the maintenance staff and back-up staff where required.
- Liaises with the OSM throughout an emergency.

#### **Inclusion Assistant**

- In the case of an evacuation, the IA remains with the child they support at all times – including if an evacuation chair is required should they need it.

#### **Head of Security**

- Briefs contractors coming onto site about the emergency procedures to follow.
- In the case of an evacuation, facilitates the safe evacuation of all persons from the building. If safe to do so, ensures all areas have been checked (toilets, back of house areas etc.)
- In the case of an evacuation, prevents people from re-entering the building until it has been given all clear from civil defense or Principal.
- At the end of an evacuation, will coordinate the 'all clear' announcement, following approval from the Principal.

#### **Male Security Guard**

- In the case of an evacuation, takes a roll call of security staff, bus supervisors, hard FM team, soft FM team, IT, reprographics, nurses and visitors.

#### **Female Security Guard**

- In the case of an evacuation, manages traffic flow and supports access for emergency service vehicles.

#### **Teachers**

- As per the Attendance Policy, all registers are taken on iSams between 7.45am and 7.55am.
- Ensure that escape routes from their classroom/areas remain free from obstruction at all times.
- Report any fire and life safety defects within their class/area to the OSM in a timely manner.
- In the case of an evacuation, wear fire jacket and ensure the safe evacuation of the children they are teaching at the time of a fire alarm in a timely and silent manner.
- Take the register of the children on the Astroturf and show red/green card to Vice Principal.
- Ensure children remain seated in silence until the 'all clear' is given.

### **Fire Marshall**

- Are trained to use fire equipment in the school. If required, the fire marshal should use available fire equipment to extinguish a fire if in immediate danger.

### **Receptionist**

- Every day at 8.00am, the receptionist prints a paper copy of all class registers.
- After 8.00am, any children arriving late are marked physically on this paper register as well as on iSams.
- Takes a daily roll call for the administration staff.
- In the absence of the receptionist, the attendance officer will fulfill this roll.

### **HR Officer**

- Ensures all staff joining the school (after the Induction Week) have received the Fire Evacuation Plan and are clear of the fire exit routes in the school.

### **Nurse**

- Provides basic medical care to any injured persons where urgent.

### **Contractors, Hard FM, Soft FM, Reprographics and Food Nation**

- 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.
- 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 civil defense at a cost.
- In the case of an evacuation, should evacuate to the designated area on the Astorturf for visitors.
- In the case of an evacuation, do not return to the building until instructed to do so.
- In the case of an evacuation, should reporting any missing colleagues to the OSM.
- In the case of an evacuation, contractors should report to the male security guard.
- Switch off any equipment that is in use.
- Evacuate the building following the above initial procedure
- Meet at designated evacuation point and await registration process.

### **Group Head Operational Risk (Head Office)**

- Ensures a detailed report is submitted following the event.
- Supports on the development or the delivery of specific internal fire training programmes.
- Provides adequate policies and procedures to support effective health and safety within the schools.

## Sweeper

- Carries out a sweep of their designated area as per the below, if it is safe to do so, and reports the status of their designated area to the OSM by giving the green/red card.
- In the case if you find a child, telephone the OSM or shout for help.

Location	Sweeper (Cover in case of Absence)
Admin corridor all offices Staffroom Staff toilets Visitor toilets Year 1 shared area Year 1 Topaz, Beryl, Opal and Garnet Classrooms	PA (Admin Assistant)
Year 2 Turquoise, Carnelian, Jasper and Emerald classrooms Music room MOE1 MOE2 Inclusion Office MOE 3	Accountant (Admin Assistant)
First floor girls' toilets Year 3 Sphene, Tourmaline, Alexandrite and Moonstone Teacher office Head of LKS2 office First floor boy's toilet	Finance Officer (Admin Assistant)
Year 5 Peridot, Quartz, Crystal and Onyx Head of UKS2 Office Year 6 Tanzanite, Year 6 Malachite, Year 6 Sapphire Year 5 shared area Reprographics Office	Reprographics (Admin Assistant)
Year 4 Citrine Year 4 Amethyst Year 4 Cobalt Resources room	IT (Mariam) Please ensure the training is done for Evac Chair (Ops Manager to ensure) **IA should be trained for the particular child ( in

Reprographics Nursery Coral Clinic Evacuation chair (top of marble stairs)	case Evac Chair is needed)
FS2 shared area FS2 classrooms FS2 toilets Year 4 Boys' Toilet Year 1 toilet	Registrar (Mariam)
Year 1 Ametrine Piano room Therapy / Counsellor room Learning Hub and Inclusion Hub / MO3 Sensory Room Year 6 toilets Prayer Rooms	Nouf (Mariam)
PE Hall Hall toilets Up spiral stairs to book storage room and IT room	Librarian (Mariam)

## Fire Evacuation Procedure

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

- Immediately activate the closest fire alarm.
- If safe to do so, rescue any persons who are in immediate danger.
- Notify the Incident Response Team who will attend the site and assess the situation. The Incident Response Team will determine the need for emergency response and notify the emergency services.
- When trained as a fire marshall, and if safe to do so, attempt to tackle the fire. 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 way to the designated fire assembly point.
- Principal to notify CIRP.
- Principal to telephone the police.

In the event of **hearing a fire alarm**, the following procedure must be followed:

- Children should quickly be lined up (in a classroom) and exit using the fire evacuation route.
- Adult should place the EVACUATED door sign on the door handle or hooks as you leave the room.
- Doors and windows should be closed.
- Teachers put on their high visibility jacket as they leave the room.
- All persons leave the room in an orderly fashion, in silence, and make their way to the nearest safest fire exit and onto the fire assembly point.
- Administration staff must commence the evacuation of the reception.
- Once at the fire assembly point, teachers should receive the paper register and red/green card from the Assistant Principal and take a roll call.
- If all children are present in the roll call, the **green card** must be displayed to the Vice Principal.
- If any persons are identified as missing, the **red card** must be shown as quickly as possible to the Vice Principal.
- If a **red card** is held up, the Vice Principal will find out which student/s is missing and report this immediately to the OSM. The OSM will liaise directly with the emergency services.
- **No member of staff should reenter the building once an evacuation is complete.**
- Sweepers check designated areas and ensure EVACUATED door sign is hung on the door handles or hooks. Sweepers report to the OSM with a **red/green** card.
- Children remain on the Astroturf in silence.
- The OSM will report to the Principal to give the all clear, or alternatively will liaise with the civil defense.
- In the case where the building is safe to return, the Principal will direct the head of security to activate the 'all clear' announcement on the tannoy system.
- All persons may return to the building as directed by the Vice Principal.

## **General Evacuation Rules**

**DO NOT run;** walk to the nearest stairway or exit

**DO NOT** use elevators, as you may become trapped in the elevator due to malfunction as a result of the fire.

**DO NOT** stop collecting your personal belongings.

**DO NOT** re-enter the building until authorised to do so.

## **Fire Evacuation Drills**

- The Fire Evacuation Procedure must be tested each and every term as a minimum.
- In addition, it is an Aldar requirement to have at least one exercise completed annually in partnership with the civil defense.
- A drill can be announced or unannounced.
- Unannounced drills should not be prepared for in advance ie the drill should serve as a 'real life' practice. No accommodations should be made in advance to prepare either the site or the staff.
- Some drills are used to practise what would happen if an exit were blocked or a child were missing.

## **Fire Evacuation Inspection Requirements**

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

- Monthly health and safety inspection – Via AVA system
- Monthly fire inspection checklist – Via AVA 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 Risk Department will monitor compliance.



## Secondary Fire Assembly Points

Islamiya English School next door is our secondary assembly point in the case an off site evacuation. This will be determined by the Principal and communicated to the Vice Principal, who will inform the staff.

Principal contacts Islamiya English School (026417773) and updates CIRP of a secondary evacuation.

Head of Hard FM and Head of Soft FM liaise with their teams to organise supervision on the road.

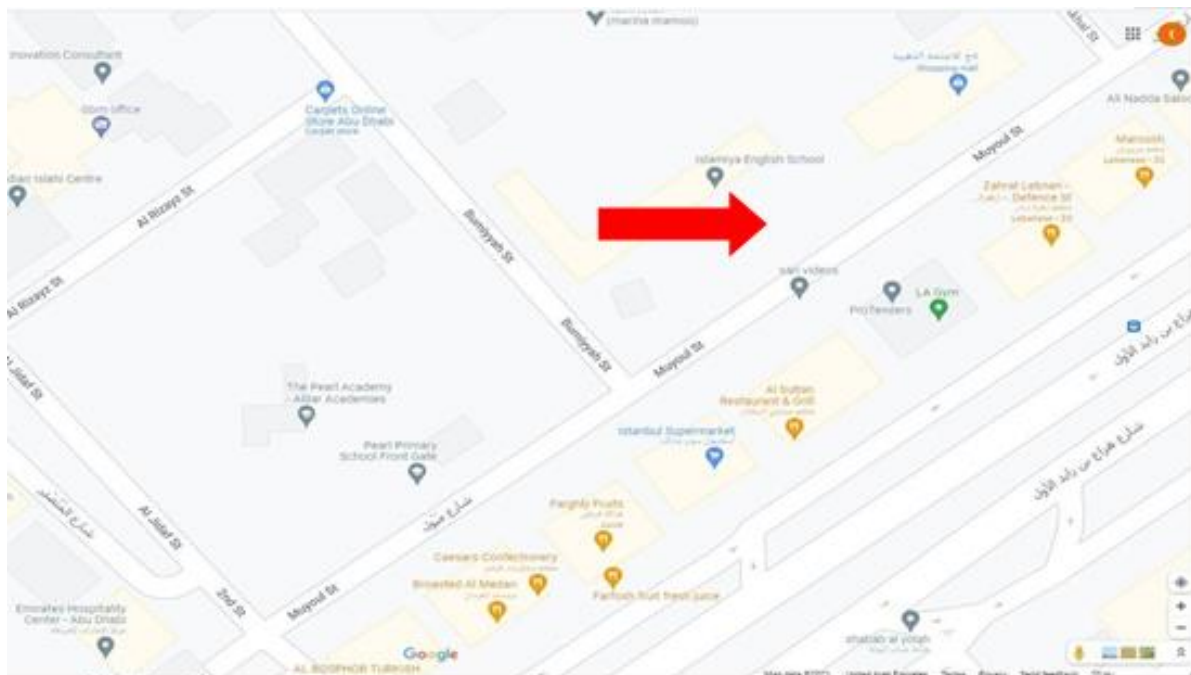
All children and staff exit through Main Gate C and walk to Islamiya English School.

OSM stays to liaise with civil defense.

Principal and Vice Principal go to Islamiya School.

Parents are informed when children are returned to school.

If unsafe to return to school, CIRP will provide guidance.



## Contact Telephone Numbers

### Emergency Numbers

#### Incident Response Team

Designation	Name	Contact Number
Operations & Support Services Manager (OSM) (IRT Lead)	Amelia Baybay	0501472552
Principal (IRT Supervisor)	Amy Coleman	0501943278
Vice Principal	Samantha Hughes-Lewis	0564914246
Emergency Team Member 2	Darren McAleese	0565759461
Emergency Team Member 3	Maha Jallad	0506159092

#### Level 1 - Bronze - Incident Response Team

Designation	Name	Contact Number
Operations & Support Services Manager (OSM) (IRT Lead)	Amelia Baybay	0501472552
Principal (IRT Supervisor)	Amy Coleman	0501943278
Vice Principal	Samantha Hughes-Lewis	0564914246
Emergency Team Member 2	Darren McAleese	0565759461
Emergency Team Member 3	Maha Jallad	0506159092

#### School Fire Marshalls

No.	Name	Role	Expiry
1	Heba Al Qablan	Admin	Aug 26
2	Asil Sharaf	Admin	Dec 26
3	Jennibeth Domaya	Admin	Dec 26
4	Simi Ummer	Admin	04-Jan-28
5	Muhammed Aslam Parammal	Admin	04-Dec-27
6	Ahlam Jabarin	Admin	04-Jan-28
7	Cindy Ocile	Classroom Assistant	Aug 26
8	Angeline Alsonado	Classroom Assistant	26-Nov-26
9	Mary Tricia Dizon	Classroom Assistant	26-Nov-26
10	Eman Abdelaziz Ahmed	Classroom Assistant	26-Nov-26
11	Amani Yafai	Classroom Assistant	22-Aug-26
12	Ambika Walia	Classroom Assistant	22-Aug-26
13	Amelia Cobar	Classroom Assistant	22-Aug-26
14	Shaima Alharthi	Classroom Assistant	26 Nov 2026
15	Lourdes Santos	Classroom Assistant	22-Aug-26
16	Ma Cristina Ongpico	Classroom Assistant	22-Aug-26
17	Rowena Bangkiling	Classroom Assistant	22-Aug-26
18	Dineshan Nambiar	Security	16 Aug 2026
19	Bobina Chetri	Librarian	26-Nov-26

20	Farhat Ismail	Teacher	
21	Nouf Alameri	Social Worker	
22	Sharllot Eyong	Swim Coach	
23	Andrea Joson	Lifeguard	
24	Eleanore Barker	Teacher	
25	Maja Elias	Teacher	
26	Jonathan Marcroft	Teacher	
27	Cliodhna Blake	Teacher	
28	Rachael Wah	Teacher	
29	Marie Colquhoun	Teacher	
30	Jasmine Biju	Nurse	26 Nov 2026
31	Yoon Me Kyaw	Repro	16 Aug 2026