



LITTLE FLOWER ENGLISH SCHOOL DUBAI

FIRE AND SAFETY PLAN

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MS. ANNIE MATHEW
Role	PRINCIPAL
Date of review	18-03-2024
Date of next review	18-03-2025
Signature	

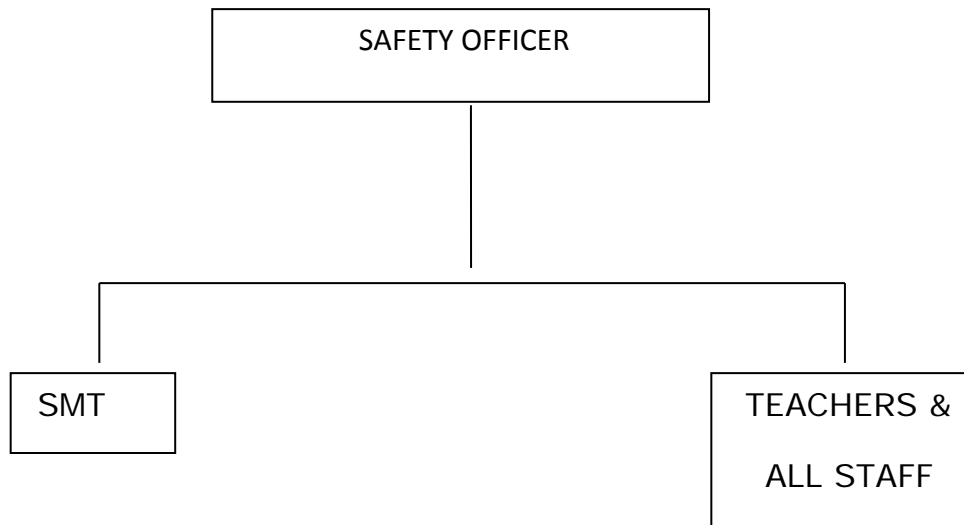


FIRE AND SAFETY PLAN

Objectives of the plan

1. To provide simple, basic emergency procedures for the safe evacuation of building occupants.
2. To ensure effective utilization of building fire protection system during an emergency.
3. To provide instruction and guidance on other matters of fire safety.
4. To ensure proper scheduled maintenance of fire protection system as required by the Dubai Municipality
5. To provide a healthy and safe environment whilst on the school premises and during all school related activities

RESPONSIBILITY FLOW CHART



CLASS ROOMS AND STUDENTS

Number of Classrooms	: 28
Number of Offices, Storage Rooms, etc.	: 6
Approximate No. of Students	: 940
No of staff	: 71
Number of Physically/Developmentally Challenged Person (s) in the School	: 1 as of April 2023
Name:	: Eman Fatima
Location:	: Grade 6-Ground Floor

The School Principal and other Supervisory Staff as appointed by the Principal, are responsible for:

- Supervising the evacuation of the students, including physically/developmentally challenged students to a safe stairwell if they are unable to leave the building.

Teacher is responsible for:

- Ensuring that physically/developmentally challenged persons are moved out of the school or to a safe stairwell as per the school plan.

EMERGENCY PROCEDURES

The actions to be taken by students in emergency situations will be prominently posted on each floor area and will read as follows:

IN CASE OF FIRE

Upon Discovery of Fire:

- Leave fire area immediately
- Close doors
- Inform nearest staff
- Leave building via nearest exit

Upon Hearing Fire Alarm:

- **Leave building via nearest exit**
- **Close doors behind you**

The floor plan, fire exit plan and Assembly points will be put up in the most visible manner and at strategic points.

CAUTION

If smoke is heavy in the corridor, it may be safer to stay in your area. Close door and attempt to seal the base of the door with a wide roll of tape.

If you encounter smoke in the stairway, use alternate exit.

Meet outside at a pre-determined location.

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

In the event of a small fire, ensure that the fire alarm and emergency procedures have been activated. A small fire may be extinguished by the use of a portable fire extinguisher, only if the smoke or fire does not present danger to the operator, and the operator is trained. If smoke or fire presents a danger, or a person is not trained in the use of a portable extinguisher, the fire can be confined by closing the door (s) in the area, leaving via the nearest safe exit and activating the fire alarm.

SYSTEMS IN PLACE

- Civil Defence approved contractors are appointed to maintain the firefighting equipment and the fire alarm system.
- Compliance is monitored internally by the Safety Officer and externally by Civil Defence.
- Fire fighting equipment including hose reels and extinguishers are positioned at recommended locations around the school premises. Both sites are inspected periodically by Civil Defence and issued with a fire safety certificate to confirm compliance.
- The school is linked to 24/7 response, which is a direct link to the emergency services in the event of an alarm sounding.
- Access and egress routes are monitored to ensure they are always free from obstruction and clearly signed
- Fire Procedures are displayed at various locations around the site, together with fire action posters advising the location and evacuation route.
- Evacuation procedures are practised termly, with at least one drill per term in conjunction with Civil Defence. Evacuation drills are reviewed and any issues highlighted are acted upon promptly.
- Permanently on site there is 24/7 security with at least 1 caretaker with in-depth knowledge of the buildings and systems
- Moat staff are trained in fire extinguishing procedures and hold certificates for the same.

GENERAL SAFETY PROCEDURES

- Close supervision of students at all times.
- Arrival and dispersal of students are closely monitored by SMT, teachers and student leaders.
- Breaks and playtimes are monitored and supervised at all times by staff
- Weather temperatures are monitored and dictate outside activities and play.
- All staff including volunteers are security approved.
- Daily registers are taken and absences monitored.
- Guidelines and procedures are in place for drop off and collection of children from the primary school.
- Guidelines and procedures are in place to ensure safety of students during school trips, events and activities.
- Health and Safety site walks and inspections are carried out at regular intervals.
- Department guidelines on safe methods of working in a teaching environment are adopted and adhered to
- A fully equipped Clinic which is staffed according to Dubai Health Authority (DHA) regulations.
- Medical declaration forms and parental permissions are completed and submitted by parents.
- Suitable and sufficient locked storage for medicines are provided.
- The administration of medicines is controlled and documented.