

**ASSEMBLY POINT 1.** At the back of FS and the Secondary building.



**ASSEMBLY POINT 2.** Beyond the astro pitch at the back of the Primary building.



## **FIRE EVACUATION PROCEDURES**

An Emergency Escape Plan is in every room and general areas of the school. Fire drills take place termly.

- The Fire Bell is a **continuous** siren sound. Any responsible adult will contact the emergency services in the event of a fire.
- On hearing the Fire Bell, pick up your red/green cards and exit from the building via the nearest possible doorway or exit. It is vital that everyone WALKS quietly. Do not re-enter the building to follow another route. Do not take any belongings. Close the classroom or office door as you leave, turn off the light and add the green door handle sign. This will then be cross checked by the fire wardens.

Your route is :

### **Block A - Acacia Building**

#### **Ground Floor**

- FS1 and FS2 (excluding FS2 Storks, FS2 Sparrows) - exit out of FS classroom fire exit doors to the front of the building to **assembly point 1B**.
  - FS2 Storks and FS2 Sparrows – exit out of the back (secondary playground exit) of the building and make your way to the hardcourt and line up with secondary at **assembly point 1A**.

#### **First Floor**

- Y3 Peacocks, Y3 Sunbirds, Y5 Hawksbill, Y5 Jellyfish, Y5 Parrotfish, Y3/5 NN Room, Y3/5 Inclusion Room - exit out of the fire exits stairs at the rear of the building and make your way to the playground and line up with FS at **assembly point 1B**.
- Y3 Flamingos, Y3 Ostrich, Y3 Kingfishers, Y3 Hummingbirds, Y5 Seahorses- exit out of the main stairs of the building (secondary playground exit) of the building and make your way to the hardcourt and line up with secondary at **assembly point 1A**.

### **Block B - Ghaf Building**

#### **Ground floor**

- Y1 Hares, Y1 Sandcats, Y1 Herons, Y1 Honeybadgers and Y1 NN Room - exit from your class fire exit doors and line up at **assembly point 2A**.
- Y1 Jerboa, Y1 Foxes, and Y1 Pikas, and Oasis - exit from your class fire exit and line up at **assembly point 2B**

#### **First floor**

- Y2 Leopards, Year 2 Antelopes, Year 2 Camels, Block B Non-Native Room 1, Block B Non-Native Room 2, Block B Music Room – exit main staircase, out of the playground entrance and walk to the **assembly point 2A**
- Y2 Ibex, Y2 Oryx, Y2 Wolves, Y2 Gazelles, Y2 NN Room – exit using the fire exit to the **assembly point 2B**

### **Block C - Sidr**

#### **Ground floor**

- Secondary - exit by the nearest fire exit and assemble at **assembly point 1A**.

#### **First floor**

- Year 4, Year 6 and Year 4 & 6 Non-Native Room - exit by the nearest fire exit (nearest staircase) and assemble at **assembly point 1A**.

#### **Second floor**

- Secondary - exit by the nearest fire exit and assemble at **assembly point 1A**.

### **Block F - Palm Building**

#### **Ground floor**

- Sports Hall exit from the main exit and assemble with secondary at **assembly point 1A**.
- Swimming exit from the nearest exit and assemble at **assembly point 2A**.

#### **First floor**

- Science exit from the back exit and assemble at **assembly point 2A**.
- Library and Arabic Classrooms exit from the main exit and assemble with secondary at **assembly point 2A**.

#### **Second floor**

- Design Technology and Examination rooms exit from the main exit and assemble with secondary at **assembly point 1A**.

### **Block E - Olea Building**

#### **Ground & First floor**

- Administration building staff will assemble at **assembly point 1B**.
- Children with the nurse to assemble at **assembly point 1A**.

### **Procedures**

- Please line up by your year group sign (in register order for secondary students).
- There should be a quick head count followed by a register check. The receptionist will bring out the printed registers. Teachers should inform the Principal, Head of Primary and EYFS, Head of Secondary or Phase Leaders if children are all present and correct, by raising a green card which will be hung up on a hook next to the classroom door.
- A red card should be held up if children are not accounted for.
- In the event of any child/member of staff being missing, the Principal will initiate a safe search of the premises. If the Principal is off-site, this role will be taken over by the Vice Principal, Head of Primary and EYFS, Head of Secondary or phase leaders.
- The School should not be re-entered until an 'all-clear' message is given by the Principal, Head of Primary and EYFS, Head of Secondary or Phase Leaders.
- All Fire Drills are timed and a report is completed. Findings from the report help to improve the school evacuation procedure.
- **Please periodically check to ensure you have red/green cards in your area. If not, please report to Facilities [Arbab Anwer](#)**

<b>1A</b>	<b>1B</b>	<b>2A</b>	<b>2B</b>
<b>ExLT Liaison</b>			
<b>Kate P &amp; Ouassila</b>	<b>Charlotte &amp; Sam R</b>	<b>Kate W &amp; Liz BC</b>	<b>Emma &amp; Katrina</b>
FS2 Storks FS2 Sparrows	Nursery Butterflies Nursery Ladybirds	Y1 Hares Y1 Sandcats	Y1 Jerboa Y1 Foxes

<p>Y3 Kingfishers Y3 Ostrich Y3 Flamingos Y3 Hummingbirds Y5 Seahorses Y4 Falcons Y4 Houbaras Y4 Kestrels Y4 Swifts Y4 Eagles Y6 Dolphins Y6 Whales Y6 Manta Rays Y6 Sharks Y7 Dinah Y7 Merawaah Y7 Shelaylah Y7 Maryah Y8 Das Y8 Reem Y8 Futaisi Y9 Nurai Y9 Jubail Y10 Samilayah Y10 Hodayriat Y11 Aryam Y11 Dalma Y12 Saadiyat Y13 Yas</p> <p>Y3/4 Non-Native Room Y5/6 Non-Native Computer Room Y5/6 Non-Native Room 1</p> <p>Secondary colleagues</p> <p>Any Arabic colleagues who are teaching these classes line up with the class you are teaching.</p> <p>Arabic colleagues who are in your room line up here</p> <p>Nurse and children</p>	<p>Nursery Butterflies FS2 Ducks FS2 Owls FS2 Pipits FS2 Doves Y3 Peacocks Y3 Sunbirds Y5 Jellyfish Y5 Hawksbill Y5 Parrotfish Y3/5 NN Room Y3/5 Inclusion Room</p> <p>Any Arabic colleagues who are teaching these classes line up with the class you are teaching.</p> <p>Administrative staff</p> <p>Housekeeping 4 persons</p>	<p>Y1 Herons Y1 HoneyBadgers Y1 Family Room Y2 Camels Y2 Antelopes Y2 Leopards Y2 Gazelles Swimming Boys Swimming Girls Library Bio Lab Chem Lab Physics Lab Y1 Non-Native Room 1 Y2 Non-Native Room 1 Block B Music Room</p> <p>Any Arabic colleagues who are teaching these classes line up with the class you are teaching.</p> <p>Nurse</p> <p>Housekeeping 2 Persons</p>	<p>Y1 Pikas Y2 Ibex Y2 Wolves Y2 Oryx Oasis Y2 Computing Room Y1/2 Inclusion Room</p> <p>Any Arabic colleagues who are teaching these classes line up with the class you are teaching.</p> <p>Housekeeping 1 person</p>
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Housekeeping 1 Person			
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[Fire Wardens list 2024-2025.docx](#)