

NOOR AL KHALEEJ INTERNATIONAL SCHOOL DOHA. QATAR



EVACUATION POLICY



2023-2024

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VISION

To provide and preserve the highest standards of excellence in quality education.

MISSION

To provide students with opportunities to pursue excellence in education in a multi-cultural environment where they learn universally accepted values and norms that will assist them to become confident, global citizens.

RATIONALE: In the case of an emergency which requires all students and staff to exit the building quickly, a process needs to be in place. The process will allow for the quick and orderly evacuation of the building and a procedure for accounting for all students and staff present at school at the time of the evacuation.



EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

Name of the Person	Extension Number	
Ms Naqvi Principal	8101	33169462
Ms Maysoon Administrative Officer	8102	55458745
Ms Saubiya Deputy Principal		55293268
Mr Wayne Head Teacher	8205	50618281
Ms. Roseline	8103	55316284
Ms. Annette	8209	77036312
Ms. Kumar	8202	55659437
Ms. Nisha	8206	50460822
Ms. Manisha	8204	66803604
Ms. Neena	8207	70249586
Ms. Villu	8210	33890159
Mr. Sasa	8204	33542790
Mr. Atik	8115	50696449
Ms. Mary Joyce First Aid	8114	66534150
Mr. Khalid & Mr. Kapila (Safety Equipment In-Charge)	8105	30060378 66070773
Ms. Lisa (Phone Calls)	8106	66598324
Mr. Khalid (Electricity main Switch)		30079664



The objectives of Emergency Evacuation Plan are

1. Protect the safety and welfare of students, school staff, and visitors.
2. Provide a safe and coordinated response to emergencies.
3. Protect the school's facilities and properties.
4. Enable the School to restore normal conditions with minimal confusion in the shortest time possible.

EVACUATION PROCESS

- Upon hearing the Fire Alarm, all teachers will stop teaching and direct students to line up for exit from the classroom.
- Teachers will instruct students to leave all books, bags, lunch boxes and other materials.
- Teachers will take the Class List with them.
- The students will exit in a single file.
- They will follow the emergency exit signs posted in the hallways to the nearest exit.
- The teacher will leave the classroom after confirming all students have exited the classroom.
- The teacher will close the classroom door upon exiting.
- If the first student sees their first nearest exit is blocked or not accessible the student will raise his or her hands in the air and turn around and face the other students in the line. This is a signal to the other students to do the same. As soon as everyone has turned around, the teacher will lead the students to the next closest exit.
- Students will walk in a single file to the front of the school in a quiet orderly fashion and exit through the nearest gate and proceed to the far side of the Assembly points.
- Once there, they will turn around and stand quietly while the teacher takes the roll call.
- The teacher will report to the coordinator if all students are accounted for and report "All Clear".
- If a student/s/ is/are unaccounted for, the teacher will immediately report to the coordinator.
- The coordinators report to the Principal.
- The principal will locate the missing student/s.
- When the building has been deemed all clear and all students are accounted for, the fire alarm will cease to sound.
- If it is not a practice drill, students and staff will not reenter the building.
- Staff and students will follow the directions of the Civil Defence staff who arrive at the building.



EVACUATION ROUTES

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

1. Emergency exits.
2. Evacuation routes.
3. Locations of fire extinguishers.
4. Fire alarm pull stations' location
5. Smoke Detectors
6. Heat Detectors
7. Manual Cell Point
8. Fire Alarm Bell
9. Fire hose Cabinet
10. Electronic Alarm Bell with Light

TIMINGS

In the first ten days of school in September, teachers will review the EVACUATION PLAN with their students and will walk them out of the building to their assigned location. Teachers will repeat this three times with their classes over the next week. The school will conduct full scale drills later on.

Emergency Evacuation Drills

The school will conduct a minimum of four to 6 Emergency Evacuation Drills throughout the year. There will be a report recorded by the Principal, noting the date and time of the drill. It will also include total time to evacuate the building from the sounding of the alarm to the last student out.

The report may include observations and /or recommendations for improvement.

The EMERGENCY EVACUATION Policy should be reviewed periodically by The Safety and Security Committee (at least annually) to determine if revisions are necessary.



These proposed reviews will be reported in writing by The Safety and Security Committee and submitted to the Principal for consideration.

RESPONSIBILITIES:

STUDENTS: To follow all directions of teachers and other staff and walk quietly in single file.

TEACHERS: Upon hearing the fire alarm, take the class list and direct students to the nearest exit. If there is a class ahead of them, they should follow that class in single file.

SECURITY AND MAINTENANCE STAFF:

- Upon hearing the fire alarm, open all gates to their maximum opening.
- Check to make sure all school exits are unlocked so students and staff can exit. Also, assist in lining students up in the parking lot.
- Security and maintenance staff will insure that every room has an evacuation poster with arrows showing the evacuation route for that room. It should be posted above the door on the inside of the room. They will also be responsible to have posters with “EMERGENCY EVACUATION ROUTE” with arrows in the hallways.

PRINCIPAL, HEAD TEACHER AND COORDINATORS are responsible to verify that the building has been cleared. All washrooms and other rooms will be checked by the emergency response team. They will proceed outside to get the roll report from all teachers. Once this is done and all students are accounted for, the Principal will give the signal to return to the class.



Principal's Checklist

Time to Evacuate:

Main Building (Grade 9 – 12): _____

Grade 1 – 4 Building _____

Grade 5 – 9 Building _____

Principal's Observations:

