

Fire Safety

Policy Title:	Fire Safety
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Version:	Version 2.0
Approved By:	VP Health, Safety & Environment

1. Purpose

- 1.1 The purpose of the policy is to ensure that suitable fire evacuation procedures are in place for all schools and that adequate training is carried out. Furthermore, all fire and life safety systems are tested and maintained, as per local requirements.

2. Scope

- 2.1 The scope of the policy covers all schools in the MENASA and incorporates all students, staff, contractors and visitors within the schools.

3. Policy Statement

- 3.1 Fire has been identified as one of the most significant risks within GEMS schools. In order to ensure that robust procedures for fire evacuation and the subsequent maintenance of all fire and life safety systems are in place at each school, the following policy and supporting HS FORM 4 have been developed.

4. Responsibilities

- 4.1 The Principal is responsible for ensuring that there is a specific fire plan in place for their respective school. HS FORM 4 must be used to detail the specific procedure.

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- 4.2 The principal is responsible for ensuring the plan is reviewed on an annual basis or following an emergency.
- 4.3 The principal is responsible for ensuring that the plan is communicated to all relevant stakeholders, this includes, teachers, support staff, administration staff, students, visitors and contractors.
- 4.4 The MSO has responsibility for ensuring that all fire and life safety systems are tested and maintained in line with local requirements and that any issues are corrected in a timely manner.
- 4.5 The MSO is responsible for ensuring that weekly fire inspections and monthly health and safety inspections are completed, reviewed and submitted to the health and safety department.
- 4.6 The incident commander is responsible for liaising with and supporting the civil defence throughout the emergency.
- 4.7 All teachers are responsible for supporting the safe evacuation of all students.
- 4.8 Teachers are responsible for conducting a rollcall of their staff and students and reporting the findings to the incident commander. This includes and potential missing persons or persons with disabilities who have been taken to a refuge area.
- 4.9 Fire marshals have a responsibility for carrying out a sweep of their respective areas and reporting any issues to the incident commander.
- 4.10 First aiders/school doctors or nurses are responsible for providing any first aid care during the emergency.
- 4.11 The VP HSE is responsible for ensuring that there is an adequate policy provided to all schools.
- 4.12 The HSE Department are responsible for supporting on any training requirements, this may include, delivering specific fire training or developing suitable content.
- 4.13 Further responsibilities can be found within HS FORM 4.

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5. Definitions

- 5.1 **Fire marshal** - A designated person(s) within the school who is responsible for assisting in the safe evacuation of all persons from the facility in the case of an emergency.
- 5.2 **Incident commander** - an appointed person who is responsible for leading the emergency response taken at the school.
- 5.3 **Assembly point** - A place of total safety away from the facility where people will make their way to after evacuating the premises.
- 5.4 **Hot works** - any works being conducted which could generate a source of ignition for flammable items, for example, welding, grinding, cutting etc.
- 5.5 **Permit to work** - a control mechanism that is generally used in order to manage non-routine activities.
- 5.6 **MSO** - Manager of School Operations.
- 5.7 **Infracare** - Appointed FM provider.
- 5.8 **NFPA** - National Fire Protection Association (American standard).

6. References

- 6.1 Refer to HS FORM 4
- 6.2 Refer to the UAE Fire and Life Safety Code
- 6.3 Refer to Education Sector Requirement Emergency Management Program & Plans for Abu Dhabi
- 6.4 Refer to American standard NFPA 101
- 6.5 OSHAD SF COP-15 Electrical Safety, COP-28 Hot Work operation, COP-35 Portable Power Tools

7. Procedure

- 7.1 Refer to the individual fire procedure within each school. This is detailed within HS FORM 4.

8. Training

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- 8.1 All staff must receive site specific fire training upon joining their respective schools. The principal is responsible for ensuring that this is provided via an appointed staff member.
- 8.2 On-going fire training will be provided in the form of termly fire drills.
- 8.3 Within Dubai, there is a requirement to ensure 20% of staff receive formal fire training provided by a civil defence approved training provider. Other Emirates should follow their local civil defence guidelines. The MSO is responsible for ensuring that training qualifications remain valid and that the correct number are trained and available at all times.

9. Fire Inspections

- 9.1 The MSO must ensure that the weekly fire safety check is completed using Phoenix HSE. Any significant findings from the inspection must be reviewed with the principal and submitted to the health and safety department.
- 9.2 The weekly checks require the following areas to be inspected:
 - Emergency lights - Monthly physical power shutdown test
 - Fire alarm system - 1 MCP per week
 - Fire extinguishers & fire hose reels - check all each week
 - Access and egress - check all each week
- 9.3 When conducting your weekly fire alarm test, ensure that civil defence are notified, in order to prevent emergency services arriving at the school. The test should be conducted outside of school hours and a walkthrough of all areas should be carried out in order to identify any issues in the system.
- 9.4 Further fire and life safety checks are conducted as part of the facilities management agreement with Infracare. These include, fire alarm, emergency lights, sprinkler systems etc. Refer to the specific facilities contract to identify the detailed scope.

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10. Emergency Exercise

- 10.1 In order to ensure that all students, staff and visitors are able to evacuate the building in a safe and controlled manner, a number of fire and emergency drill exercises will be conducted on a regular basis.
- 10.2 The following exercises must be conducted as a minimum requirement:
- Termly fire drill
 - 1 annual fire drill per year conducted in partnership with the civil defence
 - 1 annual lockdown drill
- 10.3 Following the exercise, a completed report using HS FORM 1 & 2 must be completed and submitted to the health and safety department.
- 10.4 It is important that all schools look to continually improve their evacuation times from the previous exercise. The findings and actions to improve from previous drills must be completed prior to the next drill.

11. Document Review

- 11.1 The fire plan will be reviewed on an annual basis or following an emergency incident. The principal is responsible for forming a committee in order to review the plan. Any changes in the plan must be clearly communicated to all stakeholders. The health and safety department will keep a copy of each schools current plan, it is the responsibility of the school to ensure the latest version is submitted to the health and safety department.

12. Persons with disabilities

- 12.1 A personal emergency evacuation plan or PEEP must be developed for all persons that may not be able to evacuate the premises in a timely manner. This may be required for those with permanent

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disabilities or those with temporary injuries which may restrict the timely evacuation. Specific details can be found within document HSMGT01 and the supporting form HS FORM 3.

13. Risk Assessment

- 13.1 Suitable and sufficient fire risk assessment should be completed for each school by a competent person. The findings of the risk assessment must be communicated to the school principal and VP HSE. The risk assessment should be reviewed on a regular basis.
- 13.2 The purpose of the fire risk assessment is to identify any hazards that may potentially cause harm, examples could include, storage of flammable items, incorrect storage.
- 13.3 Any areas of non-compliance must be corrected within a timely manner. The MSO should liaise with the appointed fire contractor to ensure the actions are dealt with accordingly, regular updates should be sent to the health and safety department.

14. Site Access

- 14.1. All visitors and contractors entering the school must ensure that they sign in at the security control and receive the correct access card. Upon leaving, all visitors must sign out.
- 14.2. In the event of an emergency all visitors will be required to make their way to the fire assembly point in order for them to be identified and accounted for.

15. Permit to Work - Hot Works

- 15.1. All contractors who are undertaken to perform any work which is defined as hot work, must have the appropriate approved permit to work in place. The approved permit must include the method statement for the work. The MSO must be informed of any such work

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prior to commencing. Only pre-approved contractors are permitted to undertake such work and may be allowed access.

16. Location of the Plan

- 16.1. A copy of the site specific fire plan (HS FORM 4) must be available within each of the classrooms, the plan must be used as a reference point in the event of an evacuation.
- 16.2. Additionally, a copy of the plan must be available within the administration area of the school.
- 16.3. In the event of an emergency the plan should be available for the civil defence/emergency services. This can be provided via the incident commander or the appointed deputy.
- 16.4. A copy of the plan should also be provided and discussed with all contractors prior to entering the school.
- 16.5. It is recommended that a list of emergency contact numbers is also available at reception.

17. Records

- GEMS HS Form 1 - Fire Evacuation report
- GEMS HS Form 2 - Lock Down report
- GEMS HS Form 4 - Fire Evacuation plan

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