



Gulf Indian High School, Dubai



FIRE SAFETY POLICY **(2023-2024)**

Approved & Adopted on	03.04.2023	To be reviewed	Annually
Reviewed by	Governing Body	Signed	

FIRE SAFETY POLICY

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FIRE SAFETY POLICY

INTRODUCTION

Gulf Indian High School has been granted the appropriate license by the Civil Defense Authorities and is a safe and secure building and environment. Safety and security are of the highest priority and GIHS Fire Safety Policy gives details of what must be done in the event of an evacuation of the building because of fire.

This policy outlines the procedures at Gulf Indian High School for:

- Fire tests and checks
- Staff and pupil training
- Evacuation procedures

Responsibilities:

- ❖ Supervisor of evacuation/evaluation of procedures – Safety Officer
- ❖ Roll call – Class Teachers

Fire Tests and Checks

❖ Daily

- Exits and routes to remain unobstructed (on arrival)
- Exit doors Unlocked (on arrival)
- Electrical equipment not in use either disconnected or switched off (on leaving)
- Exit and windows adequately secured (on leaving)

These checks are the responsibility of the caretaker/safety officer.

- ❖ Weekly
 - Test fire alarm systems (record in caretaker's log)
- ❖ Monthly
 - Check extinguishers are in the correct place and in appropriate order (responsibility of caretaker)
- ❖ Termly
 - Fire drill –this will include evacuation to check that procedures work effectively. (Logged in fire logbook)
- ❖ Quarterly
 - Fire alarm system (cyclic maintenance)

Emergency lighting system (cyclic maintenance)

Fire extinguishers (cyclic maintenance)

Fire instruction for staff (to organize and record in fire logbook)

Staff and Pupil Training

During the first day of school all class teachers should explain to children the procedures of fire drill. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping pathways clear

Means of escape is the nearest available exit.

Assembly point –Main Stage, in the playground away from the building
Where children have been in sets or working in other groups, they should return to the assembly point for roll call.

Attendance registers will be taken out on to the playground by the class teachers. Once the register has been checked teachers should inform the Supervisor or safety coordinator that the children are present.

Evacuation Procedure

The Gulf Indian High School Fire Drill Alarm:

Evacuation procedures:

When you hear the automatic fire alarm, follow the procedures given below for safe evacuation:

1. On hearing the GIHS Fire Alarm, all students should immediately line up at the door of their classrooms.

(Do not panic when you hear the Fire Alarm. Do not wait to arrange or try to take anything with you.)

2. Once the Teacher in the classroom has ensured that all students are out of the class in a line, she/he must turn off all lights, fans, and the AC. The teacher must close the door after ensuring that there is no one inside the classroom.

3. All students must move along with the teacher to the EMERGENCY ASSEMBLY AREA through the nearby EXIT as per the Fire Exit plan.

4. Do not run or overtake others or move past others; however, walk fast in an orderly line but not in a hurry.

5. After all the students have assembled at the Emergency Assembly Area, the class teacher takes attendance to ensure that all students have exited the building

6. Wait for the ALL-CLEAR signal (A Green flag waving in the air).

7. When you hear THREE SHORT BLOWS OF WHISTLE immediately after the ALL-CLEAR signal

Students will move to their respective classes in an orderly line as per the dispersal instructions.

GIHS EMERGENCY EVACUATION PLAN

GROUND FLOOR

ROOM NO: 1-4
EXIT NO: - 1

ROOM NO: 5-10
EXIT NO:-3

ROOM NO: 11-16
ACCOUNTS,
COMPUTER LAB
EXIT NO: -4

CLINIC, STORE, RECEPTION,
CONFERENCE, TRANSPORT, PRO
ROOM, PRINCIPAL'S CABIN
EXIT NO: - 12

ROOM NO: 17-20
EXIT NO:-6

FIRST FLOOR

ROOM NO: 21-24,
HOMESCIENCE LAB
EXIT NO: -7

ROOM NO: 25-30
EXIT NO: -8 UPSTAIRS & USE
EXIT NO:-5 DOWNSTAIRS

ROOM NO: 31-32, PHYSICS, CHEMISTRY, BIOLOGYLAB,
LIBRARY, STAFF ROOM & VICE PRINCIPAL'S CABIN
THROUGH EXIT NO:-9 USE EXIT 12

ROOM NO: 33-38
THROUGH EXIT NO: -10 UPSTAIRS
USE EXIT: -2 (CANTEEN EXIT)

ROOM NO: 39-44
EXIT NO: 11

ASSEMBLY POINT-MAIN STAGE AREA
COLOUR CODES

ZONE 1-EXIT 7

ZONE 2-EXIT 1&3

ZONE 3-EXIT 8, 9, 5, 12

ZONE 4-EXIT 4, 6

ZONE 5-EXIT 10, 2, 11

(M/S)
SAFETY OFFICER-Mrs. SHANI JANISA
FIRE MARSHAL-Ms. ASWATHY AKSHAY

(A/S)
SAFETY OFFICER -Mr. SIJIN SEBASTIAN
FIRE MARSHAL-Mr. PADMARAJ

EMERGENCY CONTACT NUMBER: 997 (CIVIL DEFENCE)