

Al Ittihad Private School
Al Mamzar



Fire Drill Policy
AY 2025-2026



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I. Introduction

1.1 Purpose

- Ensure fire safety preparedness in compliance with Civil Defence regulations.
- Minimize risk and enhance safety awareness for all staff and students.

1.2 Scope

This policy applies to all students, faculty, and administrative staff at Al Ittihad National Private School. It outlines evacuation protocols, staff responsibilities, and safety measures.

1.3 Objectives

1.3.1 Fire Drill Goals

- Educate staff and students on emergency evacuation procedures.
- Conduct annual fire drills to reinforce safety awareness.

1.4 Alignment with UAE and KHDA Guidelines

This policy adheres to UAE Civil Defence regulations and KHDA guidelines on school safety measures.

1.5 Health & Safety Committee:

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II. Fire Drill Procedures & Responsibilities

2.1 Evacuation Process

2.1.1 General Guidelines

- Fire drills will be conducted annually in compliance with UAE Civil Defence regulations.
- Evacuation routes and assembly areas must be pre-designated.
- No re-entry is permitted until clearance is given.

2.1.2 Health & Safety Coaches

- Ensure all staff and students follow evacuation protocols.
- Assist in guiding individuals to designated assembly points.
- Conduct a headcount at the assembly areas.
- Oversee the overall evacuation process to ensure smooth execution.
- Provide immediate assistance to any staff or students in distress.
- Communicate with emergency responders and provide updates to school management.

2.1.3 Fire Wardens

- Check all rooms, including restrooms and storage areas, to ensure complete evacuation.
- Report to the Emergency Coordinator once their assigned area is cleared.
- Assist individuals with mobility challenges.

2.1.4 Teacher Responsibilities

- Ensure students evacuate calmly and safely.
- Take attendance at the assembly point and report missing students.

2.1.5 Student Responsibilities

- Follow teacher instructions and evacuation routes.
- Do not run or push during evacuation.

III. Emergency Awareness

- All staff should be familiar with fire exits, alarm pull stations, and fire extinguishers.
- Training sessions on fire safety must be conducted annually.
- Emergency kits should be available in classrooms.

IV. Alternative Assembly Area

In case of a fire near an assembly area, alternative locations will be used:

- **Admin Building Fire:** Relocate to the parking area near the soccer field.
- **KG Building Fire:** Move KG students to the designated emergency area.
- **Gym Fire:** Relocate Grades 1-2 and Grades 6-8 to a safer location.

V. Glossary

- **Fire Drill:** A simulated emergency to practice evacuation.
- **Assembly Point:** A designated safe location outside the school buildings.
- **Civil Defence:** The official emergency response authority in UAE.



VI. Disclaimer

Disclaimer

This policy was developed by Al Ittihad Private School - Al Mamzar. It is intended for use exclusively by school staff and students. Any external use, whether in whole or in part, requires management approval. Any exceptions to this policy must also be approved in advance by the school management.

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