



## Emergency Evacuation and Shelter in Place Policy

### Our Vision

'An International community of learners striving for excellence and celebrating success'

### Our Mission

We aim to provide the highest quality of education possible for students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

### 1. Introduction

There is a need for constant vigilance by all staff to ensure that life and property are not endangered by fire or other emergencies.

All establishments should have detailed written regulations covering:

- Steps to be taken by anyone discovering a fire.
- How to summon the fire brigade.
- Evacuation procedures for all areas.
- Special circumstances relating to the premises.

The priority in any emergency is preservation of life. People are always more important than buildings. Full evacuation must occur whenever there is any doubt, and re-entry is strictly forbidden until authorised by emergency services.

### 2. Roles & Responsibilities

**Chief Warden (Principal):** Tracy Dodds

**Alternate 1:** Katherine Elmalem – Head of Primary and EYFS

**Alternate 2:** Keana Penney – Head of Primary and EYFS Admin Assistant

#### Responsibilities:

- Contact emergency services (999) and inform the CEO.
- Ensure student/staff emergency details are available.
- Meet emergency services at the gate and remain until no longer needed.
- Office staff to maintain communication with emergency services.



### 3. Evacuation Procedures

Evacuation procedures are developed by the Principal with SMT. Escape routes must be clearly displayed.

**Main objective:** prevent panic and ensure safe evacuation of all occupants.

Visitors will be identified via the visitor book and accounted for during evacuation.

Assembly points must be at a safe distance, leaving access for emergency services.

#### On hearing the alarm:

- Direct children to walk quietly to the assembly point in single file.
- Line up silently at the assembly point (football pitch).
- Teachers ensure classrooms and toilets are empty and close all doors.
- Chief Fire Warden call the fire brigade
- Admin staff distribute registers after 12 pm.
- Security guard checks visitor logs.
- Chief Fire Warden confirms all adults/children accounted for.

### 4. Evacuation During Break, Lunch, or Specialist Lessons

- Staff on duty guide children safely to the assembly point. Each staff member is responsible for their duty area.
- Specialist teachers lead classes to assembly points and hand over to class teachers for registers.
- Older children give right of way to EYFS children.
- Nurse leads all children from the medical room and ensures they join their class lines.

### 5. Firefighting Equipment & Prevention

Firefighting is secondary to evacuation.

#### Extinguishers:

- **Red (Water): Paper, wood, textiles (not on electrics or flammable liquids)**
- **Beige (Foam): Flammable liquids (not on electrics)**
- **Blue (Dry Powder): Liquids, gases, electrics**
- **Black (CO2): Liquids, gases, electrics (not confined spaces)**

#### Prevention checklist:

- Evacuation points clearly signed and unobstructed.
- Exit doors unlocked and easily opened.
- Escape routes kept clear.
- Combustible materials disposed of promptly.
- Electrical services maintained regularly.
- Evacuation signs displayed in all rooms.



## 6. Communication and Training

Parents are informed of evacuation plans annually and instructed not to enter the site during emergencies unless authorised.

Fire drills occur each term:

- Term 1: All staff/students notified
- Term 2: Staff notified
- Term 3: SMT notified

Training covers: raising alarms, calling fire services, using equipment, escape routes, and closing doors during fires.

All drills recorded with date, duration, attendees, and any issues noted.

## 7. Shelter in Place Procedures

A Shelter in Place (SIP) alert may be issued when it is safer for students, staff and visitors to remain inside the school rather than evacuate.

- **Students must remain in classrooms, away from windows, with doors and window blinds closed.**
- **A headcount must be completed immediately.**
- Staff must remain calm and reassuring, engaging students in quiet activities (e.g. reading or music).
- **Do not leave the classroom unless instructed.**
- **Report any emergencies or injuries immediately.**
- Parents/visitors on site should make their way quickly and calmly to the school gym or administration office.
- Parents/visitors must not open classroom doors or enter other areas of the school, to avoid disruption to SIP protocols.

**Shelter in Place drills will be carried out regularly, in line with fire drill procedures.**

## Evacuation Procedures (If Required)

- Close all windows and doors.
- Evacuate students calmly and in an orderly manner to designated assembly points.
- Support any students requiring assistance.
- Take a full register.
- Ensure all students are safe and accounted for.

## 8. Special Circumstances

**Lockdown: Used to protect building occupants from potential danger outside the building:**

**When announcement is made:**

- Confine students inside immediately
- All windows and doors should be shut and locked – none should be left open for any reasons
- Display the emergency procedures guide the door or window to indicate the following:
  - **Red: injured person / missing students.**
  - **Yellow: Help is needed.**
  - **Green: All students are safe.**
- Cover all openings in the room including windows and doors if possible.
- Stay away from doors and window and move students to the interior walls and sit on the floor
- Switch off lights
- Be calm
- Take attendance
- Wait for further instructions

**Reviewed July 2026:** Principal, Head of Primary & EYFS, HR Manager

**Next Review Date:** June 2027



**Aggressive Intruder:**

- Remove children, call for help, call police if needed.
- Lock doors if safe; principal informed; parents notified if required.

**Community Disaster (e.g., explosion, accident, civil disturbance):**

- Evacuate or keep children indoors as advised by authorities.
- Keep phone lines clear for emergency updates.
- Return to normal routines when safe.

## **9. Appendices**

Appendix 1: Fire Drill Log Template

Appendix 2: Shelter in Place Drills Monitoring Sheet

Appendix 3: Evacuation Group Leaders List

Appendix 4: School Map – Escape Routes & Assembly Points

Appendix 5: Shelter in Place Map

Appendix 6: Emergency Evacuation Procedures in Case of Fire (English/Arabic)



## Appendix 1: Fire Drill Record

### Fire Drill Record

|                                                                                                                                                                                                                                                                          |                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>Date and Time of Drill:</b>                                                                                                                                                                                                                                           |                                                     |
| <b>Type of Warning Given:</b><br><div style="display: flex; justify-content: space-around;"><span>All Staff Warned</span><span>SMT Warned</span><span>Principal and HOP Only</span></div> <p style="text-align: center;">Accidental Activation Leading to Evacuation</p> |                                                     |
| <b>Evacuation point:</b> Football pitch                                                                                                                                                                                                                                  | <b>Time Taken To Evacuate:</b> 3 minutes 29 seconds |
| <b>Issues Which Evacuation:</b>                                                                                                                                                                                                                                          | <b>Actions to be Taken:</b>                         |
|                                                                                                                                                                                                                                                                          | <b>Date Action to be Completed By:</b>              |
| <b>Additional Information:</b>                                                                                                                                                                                                                                           |                                                     |



**Appendix 2: Shelter in Place Drills Monitoring Sheet**

| Date | Classes | Drill Type | Reported Issues | Solution |
|------|---------|------------|-----------------|----------|
|      |         |            |                 |          |
|      |         |            |                 |          |
|      |         |            |                 |          |
|      |         |            |                 |          |



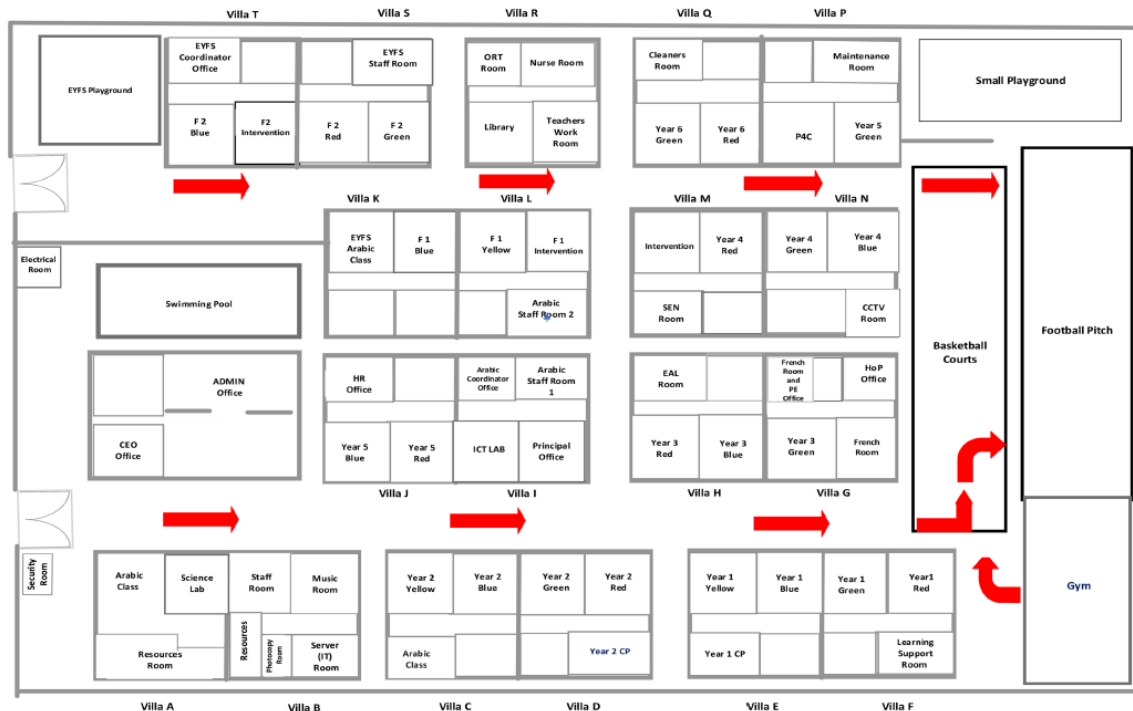
**Appendix 3: Evacuation Group Leaders List**

| Duties of Chief Evacuation Warden (Principal)           |  | Duties of Staff                           |  |
|---------------------------------------------------------|--|-------------------------------------------|--|
| Building has been evacuated                             |  | <b>All Staff have been accounted for:</b> |  |
| Emergency services have been contacted (999)            |  | <b>TAs:</b>                               |  |
| CEO has been informed                                   |  | EYFS (Coordinator)                        |  |
| Emergency details (in main office)                      |  | KS1 (Coordinator)                         |  |
| Office staff to keep in contact with emergency services |  | KS2 (Coordinator)                         |  |
| Meet emergency services at the gate                     |  | Admin (School Secretary )                 |  |
|                                                         |  | Specialists (HoP)                         |  |
| <b>All children have been accounted for:</b>            |  | Arabic Staff (Team Leader)                |  |
| EYFS                                                    |  | Cleaning Ladies (Head Cleaner)            |  |
| KS1                                                     |  | Ground Staff (Head Cleaner)               |  |
| KS2                                                     |  | Visitors (Security)                       |  |



## Appendix 4: Fire Evacuation Maps

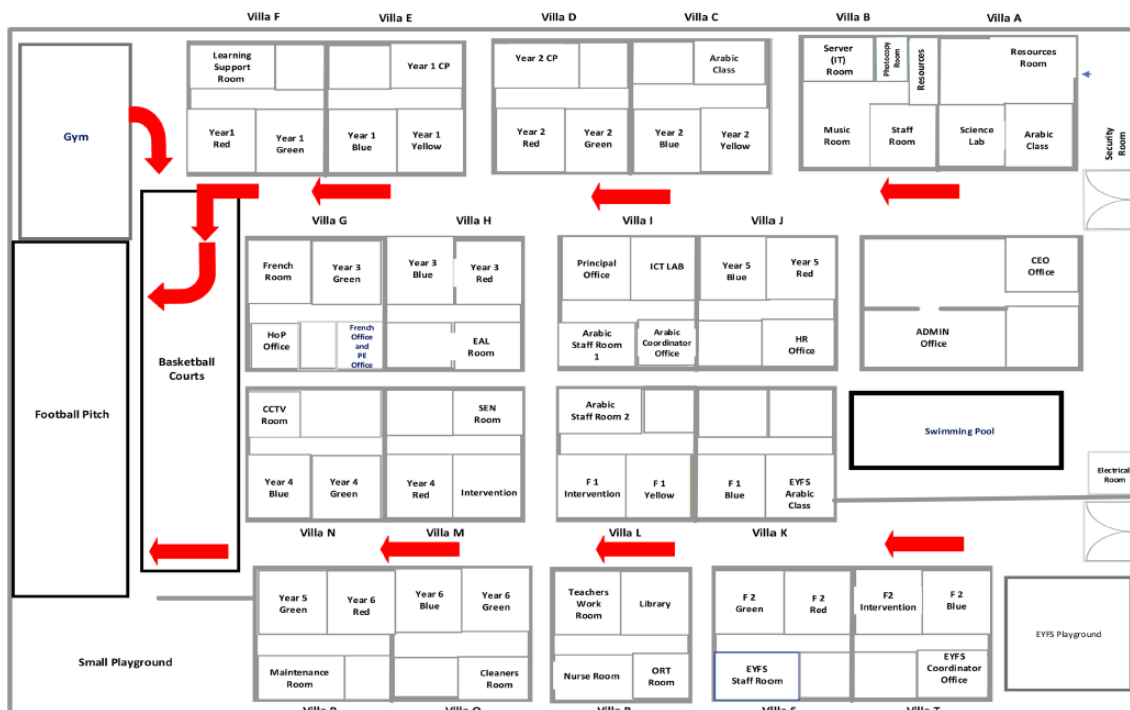
NBS Evacuation Plan (View A) خطة إخلاء المبنى المدرسي



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2026-2027

NBS Evacuation Plan (View B) خطة إخلاء المبنى المدرسي



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2026-2027





**Appendix 6: Fire Evacuation Poster**

# **Emergency Evacuation Procedures in Case of Fire**

## **If you Discover a Fire:**

1. Decide if you can put the fire out. If you are not sure, do not attempt to.
2. If you can put the fire out, then do so.
3. Don't attempt to use a fire extinguisher if you have never been instructed how to do so.
4. If you hear the fire alarm, prepare to evacuate the building.

## **Teacher at the Time of Evacuation:**

1. Stay calm.
2. Switch off all computers, printers and electrical appliances if you can do it quickly.
3. Reassure children and walk them to the safest exit.
4. Walk quickly, do not run.
5. Move to the designated assembly area as soon as possible.
6. Take register and head count to ensure no children are missing. If you any missing student's, raise your hand in the air.
7. Advise the line manager who will inform the Principal of any missing children
8. At no time should any class be left unattended
9. Remain in the assembly area until you are informed that you may leave by the principal or a member of the emergency services.



## إجراءات الإخلاء في حالات الطوارئ عند نشوب حريق

### إذا اكتشفت حريقاً

1. قِيم قدرتك على إطفاء الحريق. إذا كنت غير متأكد، فلا تحاول التدخل.
2. إذا كنت واثقاً من قدرتك على إخماد النار، فبادر بذلك.
3. لا تستخدم طفاية الحريق إلا إذا تلقيت تدريباً مسبقاً على كيفية استعمالها.
4. إذا سمعت إنذار الحريق، استعد لمغادرة المبنى فوراً.

### الإجراءات الواجب اتخاذها من قبل المعلم/ة أثناء الإخلاء:

1. حافظ على هدوئك.
2. قم بإيقاف تشغيل كافة الأجهزة الإلكترونية (الكمبيوتر، الطابعات، الأجهزة الكهربائية) إذا كان بإمكانك القيام بذلك بسرعة.
3. قم بطمأنة الطلبة واصطحبهم إلى المخرج الأكثر أماناً.
4. تحرك بسرعة، دون الركض.
5. اتجه إلى منطقة التجمع المخصصة بأسرع ما يمكن.
6. قم بحصر أعداد جميع الطلبة. في حال عدم تواجد أحد الطلبة، ارفع يدك للإبلاغ عن ذلك.
7. قم بإبلاغ مديرك المباشر في حال عدم تواجد أحد الطلبة، وهو بدوره سيبلغ مدير المدرسة.
8. تأكد من عدم ترك أي فصل دراسي بدون إشراف في أي وقت.
9. ابق في منطقة التجمع حتى يتم إعلامك بإمكانية المغادرة من قبل مدير المدرسة أو أفراد خدمات الطوارئ.