



مدرسة المستقبل الدولية
Future International School



2023 - 2024

Future International School

Occupational safety and health Administration

Emergency Evacuation Policy



Subject:	Emergency Evacuation Policy	Issue Date:	Sep-2022
Version:	OSH.MS.EE01	Revised Date	Sep-2023

1. Purpose and Scope

This policy outlines the procedures and responsibilities for conducting emergency evacuations at our school. The safety and well-being of students, staff, and visitors are our top priorities during any emergency situation.

2. Types of Emergencies

Emergency evacuations may be conducted in response to various situations, including but not limited to fire, gas leaks, hazardous materials spills, natural disasters, and other threats that could compromise the safety of individuals within the school premises.

3. Responsibilities

- School Administration: The school administration, in coordination with the emergency response team, is responsible for developing, implementing, and regularly reviewing the emergency evacuation plan. They ensure that all members of the school community are familiar with the procedures.



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- **Emergency Response Team:** The designated emergency response team members are responsible for leading and directing the evacuation process. They receive regular training to effectively handle different emergency scenarios.
- **Teachers and Staff:** Teachers and staff are responsible for guiding students during evacuations, maintaining calm, and ensuring that everyone follows evacuation procedures.
- **Students:** Students are to follow the instructions of teachers and staff promptly, calmly, and quietly during evacuation drills or actual emergencies.

4. Evacuation Procedures

- **Alarm:** In the event of an emergency, the school alarm system will be activated to alert everyone to begin the evacuation process.
- **Routes and Assembly Points:** Multiple evacuation routes are identified for each building. Teachers and staff are responsible for leading students along designated routes to assigned assembly points.
- **Head Count:** Teachers will take attendance once they arrive at the assembly points to account for all students. Any missing individuals should be reported to the designated personnel.
- **Communication:** The emergency response team will liaise with local authorities, emergency services, and parents if necessary.
- **Returning to the Building:** No one is to re-enter the building until authorized by emergency personnel. A clear signal will be given to indicate that it is safe to return.



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5. Evacuation Drills

- Regular evacuation drills will be conducted to ensure that students and staff are familiar with evacuation procedures. These drills are essential for practicing efficient and orderly evacuations during an actual emergency.

6. Review and Improvement

- The school administration will periodically review and update the emergency evacuation policy and procedures to address any potential gaps or changes in circumstances.
- By adhering to this policy, we are committed to creating a safe environment for all members of our school community during emergencies.

By following the School Emergency Evacuation Policy, we enhance our readiness to effectively manage unforeseen situations and guarantee the safety, security, and welfare of the entire [FIS] community.

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