Fire and Evacuation Drill Policy

Please see Brighton College Dubai Policies and Guidelines

1. Policy Statement

Brighton College Dubai is committed to protecting staff, pupils, parents, and visitors from the dangers of fire by regularly assessing, reducing, and controlling the risk of fire occurring or causing harm.

2. Objectives

It is the College's statutory duty to carry out a fire risk assessment and for that risk assessment to be suitably reviewed. This has been completed for the premises and is reviewed annually or when there is a significant change, whichever occurs first.

In addition, the College has a policy and procedures to deal with fire safety and prevention.

The objectives are:

- To define the procedures and responsibilities in the event of a fire emergency occurring within the College.

- To define the instructions for evacuation, assembly and registration.

- To define responsibilities with respect to fire prevention and planning for any potential emergency evacuation.

- To have proactive liaison with the local fire and rescue service including effective arrangements for notifying the fire and rescue service of changes to the occupancy, changes in the buildings, periods of abnormal occupancy, fire growth characteristics and other relevant factors.

3. Fire Management Statement

The College's primary focus is the safety of its pupils, employees and visitors and, to that end, the fire safety management of the school is based around "life safety". The College has put procedures in place to protect records, but this is not the primary focus.

The College aims to provide an environment which is safe, and which promotes fire prevention at all times. To suitably manage the fire risk within the College environment, the management has designated responsible people with specific tasks.

The Governors and the Head Master are ultimately responsible for fire safety. In practice, responsibility for fire safety is delegated to the Head Master who manages the school and its fire safety on a day-to-day basis. The Head Master has specific areas of responsibility but has delegated defined duties to the Health and Safety Officer and the Facilities Manager (see section 4 below).

4. Fire Management System

There is a clear fire management system in place to ensure that the school suitably manages the fire risk. The system seeks to anticipate and proactively identify the impact of any proposed changes. The management of the College identifies any alternative protection and management measures that will be required as a result and ensures that they are implemented.

All staff have roles in fire safety. Specific staff are trained as required to ensure that all occupants are assisted to make their way out of the building effectively in an emergency.

5. Responsibilities

5.1 The Head Master

The Head Master has overall responsibility for fire safety at Brighton College Dubai, including liaising with external emergency services, the MSO, Facilities Team, and designated Fire Marshals to assess the situation and provide the official all-clear before re-entry to the building is permitted.

Specific responsibilities include:
- Ensuring legal requirements and statutory obligations are met.
- Making sure that all control measures from the fire risk assessment are in place.
- Ensuring the Fire and Evacuation Drill Policy and Fire Risk Assessment are reviewed annually.
- Coordinating fire drills and staff training.

5.2 The Health and Safety (HS) Officer

The HS Officer ensures that fire safety practices are planned, executed, and recorded.

Responsibilities include:
- Planning and evaluating emergency drills.
- Providing training to all school staff during Induction Week and where necessary, throughout the year.
- Communicating Fire Evacuation Drill Procedures to all staff and pupils, including the new staff who begin employment throughout the academic year.
- Maintaining comprehensive records of all staff training, fire drills, fire marshal certifications, induction sessions, and any other activities related to fire prevention and emergency procedures. This includes tracking renewal dates, attendance logs, training content, and ensuring documentation is readily available for inspection and audit purposes.

- Collecting staff feedback following a fire drill or evacuation
- Maintain a central record of all Personal Emergency Evacuation Plans (PEEPs).

5.3 Facilities Manager

The Facilities Manager, under the direction of the Head Master, is responsible for the **control, maintenance, and monitoring** of all fire safety systems and infrastructure in the school. Some responsibilities are delegated to qualified external contractors. Specific responsibilities include:
Fire System Maintenance and Monitoring
- Ensuring the **alarm sound** is unique and audible across the school.
- Overseeing **regular inspections** and maintenance of:
  - Fire suppression equipment (sprinklers, hoses, extinguishers)
  - Fire alarm systems
  - Emergency lighting
  - Automatic detection systems
  - Exit and escape signage

Access and Equipment Readiness
- Ensuring **access** to all gas and electrical shut-off devices.
- Verifying that **firefighting infrastructure** (e.g. hydrants, dry risers) is maintained and accessible.
- Ensuring that **gas boilers and fire-critical plant** are serviced annually in line with the **preventative maintenance schedule**.

Electrical Safety
- Ensuring:
- **Fixed wiring** is inspected every 5 years by a qualified person
- **Portable appliances** are tested every 12 months
- **Remedial actions** are taken promptly if faults are found.

5.4 Security Team

Security fire marshalls should:
- Carry out sweeps of all floors to ensure all members of the school community have evacuated. (Please note that this must only be done if safe to do so, in line with Fire Marshall training)
- Confirm the location of the incident.
- Be knowledgeable of emergency numbers.
- Control gate area by ensuring entrance is clear for Civil Defense
- Communicate updates to the Head Master and Health and Safety Officer during drills on the communication system (radios).

5.5 Class Teachers (Pre-Prep and Prep)

Class Teachers are responsible for:
- Bringing class registers from the classroom to take to the evacuation assembly points (located on each classroom wall)
- Escorting their pupils in a calm, orderly, and controlled manner to the designated evacuation assembly point
- Check the fire register against the pupils in attendance at the evacuation assembly points. Show **green card** if all pupils are accounted for. Show **red card** if there are concerns regarding a missing pupil.
- Inform the Health and Safety Officer, on the first day informed, about any pupils who will require further assistance to evacuate where mobility is limited (e.g. on crutches or in a wheelchair). Do not wait until a Fire Evacuation. A Personal Emergency Evacuation Plan (PEEP) will be put in place for these pupils.

5.6 Form Tutors (Senior)

Form Tutors are responsible for:
- Meeting Form Group pupils at the designated evacuation assembly points where registers will be issued for checking.
- Check the fire register against the pupils in attendance at the evacuation assembly points. Show **green card** if all pupils are accounted for. Show **red card** if there are concerns regarding a missing pupil.
- Inform the Health and Safety Officer, on the first day informed, about any pupils who will require further assistance to evacuate where mobility is limited (e.g. on crutches or in a wheelchair). Do not wait until a Fire Evacuation. A Personal Emergency Evacuation Plan (PEEP) will be put in place for these pupils.

5.7 Reception Staff

Reception Staff are responsible for:
- Printing the daily pupil registration lists by 9:30 AM, based on the attendance data submitted by teaching staff after morning registration. These printed registers are to be stored in the designated register boxes by Key Stage group (Senior, Prep, Pre-Prep).
- Maintaining and updating the logbook, which includes all updates on late arrivals, early leavers, and visitors, will be brought out during an evacuation to assist with an accurate headcount and accountability.

- Ensuring registers are passed promptly to Form Tutors and designated Fire Marshals at the assembly points during a fire evacuation.
- In the event of a fire alarm before 9:30 AM, Reception staff should provide the most recent available attendance data (electronic or manual) to designated Fire Marshals and Form Tutors and notify them that the full printed registers are not yet available.

5.8 All Staff

All employees are required to:
- **Recognise and respond** immediately to the emergency alarm.
- **Know all evacuation routes** from your teaching or work areas. Staff should be aware of the closest and fastest escape routes.
- **Follow the evacuation and registration protocols** outlined in the policy, including instructing pupils to leave in silence.
- **Never assume a fire alarm is a drill**—evacuate promptly.

5.9 All Pupils

All pupils are required to:

- **Learn to recognise and activate the emergency alarm.**
- **Immediately report emergency to teachers.**
- **Remain calm, quiet and follow the instructions of teachers.**
- **Follow your teacher and walk calmly to the assembly area.**
- **Remain at the assembly area until further instructions are given.**

6. Alarm before and after school hours

- Our key priority must be to evacuate anyone in the buildings.
- If an alarm sounds before 7.30am on Monday to Friday, and after 3.00pm Monday to Thursday (12pm Friday), **all adults** who remain in the buildings should sweep their immediate vicinity, along with their route to the nearest exit, directing all pupils and other adults to evacuate as they go.
- Marshalls who are on site will carry out their role as normal.
- Nobody should remain in or re-enter the buildings until the Head Master/CLT gives the 'all clear'.
- If staff are running a CCA, they should escort their group to their own evacuation assembly point, take a register and await instructions from Head Master/CLT

7. Approved by

Policy to be reviewed and checked annually by the Head Master.

Head Master on behalf of the College:

Simon Crane, Head Master

Chair on behalf of the Governors:

Craig Lamshed, Board Member

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Initial Policy written	DJO	May 21
2.0	Annual Update	DJO	April 22
3.0	Annual Updated	JGO	May 23
4.0	Annual Update	JGO	May 24
5.0	Annual Update	DBI	May 25

Policy Statement

Brighton College Dubai policies have been developed by the College Leadership Team (CLT) with input and guidance from the Brighton College network, including Brighton College UK.

Policies reflect current best practice.

At the time of writing, policies aligned with the following:
· KHDA Guidance and Guidelines for Private Schools
· MOE United Arab Emirates School Inspection Framework
· DSIB School Inspection Supplement
· The College's Academic Plan written for KHDA approval
· Standards for British Schools Overseas (DfE)
· COBIS Accreditation and Compliance

Bloom Education and Bloom Holding policies where applicable

Should any regulations change or develop further, the policies will be reviewed to ensure continued alignment.

Policy Structure
Policies will show the date of writing and reviews on them. Version control will also be in place. Should there be an error or inaccurate fact in any policy, a CLT member should be notified.

Policy Development
Policies will continue to be developed as strategic priorities are set.