



FIRE ALARM & INCIDENT RESPONSE POLICY



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Policy Name	Fire Alarm & Incident Response Policy	Policy No.	DWS_PLC_011
Effective Date	April 2025	Date of Last Review	25 th March 2025
Date of Next Review	March 2026	Person in-charge	Mr.Manjunatha

Dewvale School Al Quoz is committed to creating and maintaining an environment that is safe. To that end, all students, employees, parents, visitors and contract workers, students, parents and volunteers are required to participate in fire safety practices. This policy is designed to improve fire safety awareness at Dewvale School Al Quoz and meet the requirements set forth by the Dubai civil defense it clearly defines the required procedures for Fire Alarm and Incident Response in all buildings.

Definitions:

ALL CLEAR: A signal that indicates that the incident has been resolved and departments may return to normal operations. The signal may be given by: Environmental Health and Service – Occupational Safety and Fire Prevention (EHS-OS&FP), School Management or the Civil Defense Fire Department.

FIRE ALARM: Any Fire Alarm System activation to which all personnel respond. This may include fire drills, system malfunction, system maintenance/testing or accidental activation.

FIRE DRILL: Any scheduled fire alarm activation to practice the appropriate response to a fire alarm, including any other scheduled activation of the fire alarm system as approved by Environmental Health and Service – Occupational Safety and Fire Prevention (EHS-OS&FP).

FIRE INCIDENT: Any unscheduled activation of the Fire Alarm System upon detection of smoke, fire, and smell of gas, electrical fire, or other burning odors.

TEACHING BLOCKS: Buildings used for activities. This includes, but is not limited to research, business, administration

SPECIALIZED AREAS: An area that operates under unique conditions due to the contents of or processes performed there. These areas shall be so designated by EHS-OS&FP.

Alarm Area Leaders – A person assigned to be responsible for an area during a Fire Alarm.

In school, a list of the Alarm Area Leader is on page 6. Any one department may have multiple Alarm Area Leaders. The responsibilities of the Alarm Area Leader include:

- Knowledge of the primary and secondary evacuation routes for the area
- Ensuring that all personnel are accounted for and notifying responders if personnel may remain in the building.
- Ensuring that all personnel receive the “all clear” before returning to the building
- Completing the Fire Alarm Response Report

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Area Supervisor – Area supervisors are responsible for ensuring the appropriate fire alarm response occurs during all incidents.

Roles & Responsibilities:

Department Heads – Department heads shall ensure that all new employees attend the mandatory fire safety training as scheduled and required by Human Resources. Department heads are also responsible for area-specific training and written fire alarm response policies. Designation of specialized roles for the area, (i.e. Alarm Area Leaders)

Students – All students shall respond to all fire alarms in an appropriate manner and shall know their assembly points.

Employees – Every employee shall respond to all fire alarms in an appropriate manner and shall know their individual role and responsibility in such occurrences.

During fire alarms, students, parents, visitors, employees should know:

- The **RACE** concept and its appropriate use
- The fire phone telephone number
- The location and operation of a manual fire alarm pull station
- The report to the Alarm Area Leader for direction

Fire Alarm Response

Upon activation of the Fire Alarm, occupants shall:

In the Class rooms

- Close all doors and clear hallways and corridors of all obstructions that may include but are not limited to chairs, boxes, carts and beds
- Follow any special department procedures
- Evacuate the building
- Proceed to the rally point for your area and check in with the Alarm Area Leader
- Return to normal operations after and all clear has been given

Administration block

- Close all doors and clear corridors
- Report to the Alarm Area Leader for further directions
- Maintain a state of heightened awareness
- Follow any special department procedures
- Return to normal operations after an all clear has been given

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Fire Alarm Response:

Activity blocks

- Close all doors
- Follow any departmental specific procedures
- Evacuate the building
- Proceed to the rally point for your area and check in with the Alarm Area Leader or their designee

Fire Incident Response:

Fire Incident Response: Any occupant of a building owned or leased by JSS International School shall follow the **RACE** concept upon discovery or evidence of a fire.

- Determine the location of the fire or smoke
- Alarm Area Leader activates **RACE**
- Close all doors and clear all corridors
- Follow any departmental specific procedures
- Inform students, parents and visitors of incident status
- Communicate incident status to personnel in the immediate and immediately adjacent area
- Prepare for a possible evacuation
- Return to normal operations after an all clear has been given
- Evacuate the building, proceed to the rally point for your area and check in with the Alarm Area Leader or their designee

Evacuation:

Class rooms, administration block: Evacuation is appropriate in two situations:

- **Imminent Danger Evacuation:** An evacuation performed to remove student, parents, visitors and employees from the immediate source of danger.
- **Precautionary Evacuation:** An evacuation performed to expand the safe zone around an existing source of danger (i.e., a fire on the floor below).
- School administration will order evacuations of students, parents, visitors and employee. A specialty area representative will order evacuations of specialty areas. Evacuations shall be ordered upon the mandate of the representatives from the School Management team or Environmental health and Safety Department, or civil department and Police Department.
- **Attendance:** All the respective class teachers will mark the attendance register and will report of any missing student to the area alarm leader/securities.

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- **Securities:** will go through the entire floor and give a final signal to the area alarm leader by waving a flag for according to the situation (green or red).

In all situations, follow all departmental-specific procedures.

Fire Incident Reporting

Standard Incident Reporting Procedures:

At the time of the fire incident, the appropriate Fire Alarm Response Report will be completed by:

- The Alarm Area Leader
- the responding officer of the School Management team
- the responding representative of EHS-OS&FP

During regular working hours: Reports from all responding parties shall be sent to school management team, civil defense, Police Dispatch team.

After hours, weekends, or holidays:

- Maintenance representative: leave the report at the Security Office of the school.
- Civil defense, Police dispatch team: leave the report at the Security offices.
- Alarm Area Leader: forward the original report to EHS-OS&FP.

EHS-OS&FP representative shall collect all written reports at the beginning of the next business day. EHS-OS&FP will forward a copy of the Alarm Area Leader's written report to the school management team and all the supervisor and department head.

Additional Incident Reporting Procedures: EHS-OS&FP will generate a written report within 8 working hours of a fire emergency if one of the following conditions occurs:

- A death
- An injury
- Damage over AED 1,000

Copies of this report will be sent to the:

- Leader of EHS-OS&FP
- Department head of the incident area



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Department Specific Procedures:

All departments are required to have a Department Specific response plan for each separate area on file (electronic or hard copy) with EHS Occupation Safety and Fire Prevention. The Department Head is responsible for creating the plan. The following requirements apply:

- A copy of the plan shall be kept in all area that is easily accessible by the students and employee
- Staff (new and existing) shall have additional training as required.
- Plans shall be updated a minimum of once a year or when a department/area relocates.
- Each September EHS Occupational Safety and Fire Prevention shall be provided with a copy of the updated plans or notified that the existing plans are acceptable.

Note: Assistance in writing policies is available through Environmental Health and Safety – Occupational Safety and Fire Prevention (EHS-OS&FP).

FIRE & SAFETY COMMITTEE

COMMITTEE MEMBERS

In Charge: Mr. Shihab

SN	Name	Location
1	Mr. Yedu Krishnan	Ground Floor
2	Mr. Firoz	Ground Floor
3	Mr. Madhu	First Floor
4	Mr. Subair	First Floor
5	Ms. Priya	Reception and Admin Area
6	Ms. Amrutha	Reception and Admin Area
7	Ms. Nilmini	Reception and Admin Area
8	Mr. Bikash	Main Gate
9	Mr. Naresh	Back Gate
10	Mr. Mohammed Shihab	Ground Floor-Corridor zone
11	Mr. Athul	Ground Floor-Corridor zone
12	Mr. Ajith	Wash room zone
13	Mr. Madhavan	Wash room zone
14	Ms. Roopa	KG Zoon officer
15	Ms. Smitha	KG Zoon officer
16	Ms. Spandhana	Primary Zoon Officer
17	Ms. Remya	Admin Zoon Officer
18	Mr. Manjunatha K S	Incidents commander
19	Aysha	Principal office