



# Durham School for Girls Doha

## FIRE EVACUATION POLICY

Version 5.0 | September 2024

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**REVIEW PERIOD | ANNUAL**

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**REVIEWED BY | SCHOOL PRINCIPAL**

### VALUES

قيمي ترسم هويتي

MARK VALUES AND QATARI VALUES ARE AT THE HEART OF  
A DURHAM GIRL

# Fire Evacuation Procedures

## 1. Introduction

This guidance is specific in dealing with an evacuation of the school building in the event of a fire.

This guidance note has been prepared to comply with statutory requirements contained in the Fire Precautions [Workplace] Regulations 1997 [as amended] and The Management of Health and Safety at Work Regulations 1999.

Staff and the school's appointed contractors must familiarise themselves with the contents of these guidance notes and ensure that they comply with any duties and/or procedures contained within the document. Further clarification or direction on any duties or procedures contained within this guidance note can be obtained via the Head of Estates. Regular fire drills will be planned and scheduled at least termly to ensure practice and reflection. Feedback from this will allow procedures and logistics to be modified to ensure best practice and ultimate safety.

In the event of an evacuation, safety and welfare is the priority for all members of the school community. To ensure that girls' modesty is maintained, in the event of an evacuation, additional headscarfs and covers will be provided.

It is also important to note that when evacuating during the hot months (May to Mid-October), students and staff will be immediately returned to the building once deemed safe. The Security room and Café may be used for vulnerable students and staff. The small, shaded area will be used if needed to support students from the heat. If students are unable to return to the building, exposure to the sun will be limited and both the Al Messila Resort and English Modern School can be used as evacuation centers. The decision to move to these designated areas will be directed by the Principal or Head of Estates.

## 2. Action in the event of a fire or suspicion of a fire

Immediately raise the alarm by activating the nearest available fire alarm call point.

If you discover a fire that cannot be extinguished immediately and without risk to your personal safety, you should:

If applicable, (and if possible) isolate and shutdown any work equipment, electrical equipment, etc, in use as part of the classroom activity or lesson.

The main priority is to get everyone out of the room or area where the fire is located and proceed to the designated assembly point. If not supervising students and it is possible, shut any windows that may be open. Finally, close the door to the room [or area], in order to prevent both fire development and smoke and the other products of combustion from spreading into occupied areas within the school.

## 3. How to raise the alarm

Activate the nearest break glass type fire alarm call point. The call point can be activated by pressing firmly onto the middle of the panel that is incorporated within the call point unit. The panel is designed to drop down safely with firm pressure being applied. The main alarm system can also be activated manually from the fire command center – room 40.

#### 4. Action to take on hearing the alarm

On hearing the fire alarm, staff should immediately commence the evacuation of their own classroom, room or area and if necessary and alert members of staff in any adjoining classroom, room or area. **Leave the building via the nearest available escape route** and assemble at the schools designated fire assembly point. However, be prepared to be directed to a second assembly point should conditions at the first assembly point deteriorate or are unfavorable.

**Do not stop to collect personal belongings or return to the building until instructed that it is safe to do so. There should be absolute silence throughout the duration of the evacuation and until the all clear is given by the fire evacuation coordinator.**

The school's appointed fire marshals must ensure that they inspect all classrooms, toilets, workrooms, offices etc, to establish that they have been safely evacuated.

Once this has been completed, fire marshals must immediately leave the building by the nearest available escape route and report to the duty fire evacuation coordinator that the building has been evacuated, then at a safe distance ensure no individual subsequently enters the building until authorised to do so. Fire marshals should also report to the fire evacuation coordinator if conditions in that area deteriorate further. Fire marshals must not place themselves or others at risk in order to complete the inspection, and report when areas have not been checked due to the risk involved, this information can then be passed to emergency services on- arrival.

On hearing the fire alarm system, the Fire security panel needs to be checked to establish the location and route of the fire.

#### 5. Evacuating the school building - arrangements for people with disabilities

One to one carers and/or the schools appointed fire marshals will assist with the evacuation of members of staff, students or visitors that have a sight, hearing, learning or mobility disability. Individuals who have a Personal Emergency Evacuation Plan (PEEP) will already have been briefed of their own personal arrangements and should follow the plan provided for them. On the activation of the alarm, the elevators will automatically lock.

#### 6. Ensuring that everyone is out of the building - school fire marshals duties

As previously stated, the schools appointed fire marshals will undertake a check of their floor or area of the school building, including staff and ancillary rooms, toilets etc.

The schools appointed fire marshals will also (where applicable) assist with the evacuation of staff, students and visitor

The schools appointed fire marshals will notify the duty fire evacuation coordinator once the building is clear via designated 2-way radios or in event of failure via mobile phone.

Fire marshals should proceed to their designated safe distance locations to ensure that individuals do not enter any buildings before authorised by the duty fire evacuation coordinator.

Fire marshals should report any determination of conditions so that information can be passed to emergency services on their arrival.

Internet, telephones, water and emergency bathroom facilities can be using in the security offices at both the front and rear of the school.

The fire point for emergency services is via entry through the front gates and adjacent to the dining room and Durham wing. This access needs to be cleared for the emergency services.

## **7. Location of assembly point**

Stage 1 Assembly point A Located on the School playground (Secondary)

Stage 2 Assembly point B Located on the school field (Primary)

Stage 3 Assembly point C located in the back carpark. (EYFS and Nurses)

## **8. Evacuation to the schools designated fire assembly point including the duty fire evacuation coordinators duties - Stage 1 evacuation**

Even though due to climate and conditions the alarms can be falsely activated, the rule is, if the alarm is sounded, the school is evacuated and all procedures are put into place as if this was a proper drill.

Tutors and students shall assemble in the nominated stage 1, fire assembly point within the school playground. The duty fire evacuation coordinator will be notified by the Heads of Year who will co-ordinate the roll call to establish if all tutors and students are accounted for.

Support staff, non-tutor staff, contractors and visitors shall assemble in the nominated stage 1, fire assembly point, within the School playground. The duty fire evacuation coordinator will co-ordinate the roll call for contractors and visitors.

To facilitate the above, the PA to the Headteacher and duty receptionist, will bring to the assembly point, the school registers, staff attendance records, visitors and contractors' book, key to gate in fence.

Staff, students, contractors and visitors will then await the arrival of the fire brigade.

The Operations Director ( or designated person appointed by her) will ensure that they greet the fire brigade on their arrival. The Operations officer will then inform the fire officer-in-charge of any persons not accounted for and/or any special risks involved in the fire, e.g. Acetylene or LPG cylinders, other compressed gas cylinders, petrol, solvents or chemicals involved dangerous machinery not shutdown etc. Possible risks – Science labs ( White corridor) cooking room ( Durham wing) and Primary Design room (Blue corridor). Gas cylinders are located outside opposite to the Majlis. Server room (white Corridor Rom18) (See attachment )

Staff, students and visitors must not be allowed to re-enter the school buildings, until they are told that it is safe to do so by the fire brigade officer-in-charge or the duty fire evacuation coordinator.

In event that first aid is required; individuals should make themselves known and if possible, after being registered and then be escorted to a qualified member of staff who will assist.

### **Stage 2 evacuation**

In the event that the fire develops rapidly and conditions at assembly point A deteriorate due to fire, heat or smoke, acting on advice of the fire brigade officer-in-charge, the duty fire evacuation coordinator may instruct those assembled to leave the school playground and field area.

If the instruction is given to evacuate assembly points in the school grounds, classes will be lead from the front and side gates to assembly on the waste ground adjacent to the school on the left side.

Staff, students, contractors, and visitors, must stay at the second stage assembly point at their own assembly areas until told that it is safe to return to the school site by the fire brigade officer-in charge.

In event that first aid is required; individuals should make themselves known and if possible, after being registered will be escorted to the secondary assembly area where a qualified member of staff will assist.

In the event of as major crisis. The Al Messila resort and English Modern School will run as evacuation shelters.

Heads of Year will automatically coordinate with Fire Marshall admin and collect registers and class numbers. These will be distributed to the class/ Form Tutors

Primary Girls – Primary Girls will automatically line up in their classes. If classes are being covered by specialist teachers, class teachers will go directly to their class lines for registering the students.

Secondary Girls – As some classes are mixed or in KS4 and 5 options, Secondary girls will evacuate with the class teacher with them, and then will join their form class. Secondary teachers will go directly to register their forms.

When classes are checked and correct, the Form Tutor automatically raises their class lists showing their class name. This in turn is checked off by the Heads of Year. Any class not with hands raised will automatically be flagged by the Head of Primary, Head of Secondary and Head of EYFS. Identified missing children will be checked against the Nurses list and early leavers. Any child unaccounted for needs to be reported to the Principal ,Form Tutors, Heads of Year, HOP and HOS automatically stay with the children.

Additional academic staff including TAs will need to assemble at the staff point on the Playground

– These will be checked by a fire marshall and reported.

Nonacademic staff and FM staff will evacuate to the front playground and will be checked by Fire Marshall

If needed to evacuate the whole grounds, a recheck will be done once reassembled on the waste land.

Vulnerable children will be kept in the Durham Café with the Nurses should the premises be evacuated.

The Principal will only signal the return to the building ONCE the Operations Director has given the clear to return.

## **9. Arrangements for exam candidates**

On hearing the alarm, invigilators should stop candidates from writing, make a note of the time the exam was stopped and collect the attendance register. Candidates will be advised to leave all papers, scripts and belongings in the room and to leave the room calmly in silence; candidates must not talk to each other.

Invigilators will escort the candidates to the necessary assembly point keeping students apart as much as possible (ideally 1.25 meters). Once at the assembly point students will be registered in the area specifically designated for exams candidates.

Candidates returning to the exam room will be allowed the full allocated exam time.

Candidates will leave the exam room via the side door and will exit to the parking at the side of the school. These students will then be separate from the rest of the student body.

## **10. Arrangements for children in the pool area.**

On hearing the alarm, all girls must evacuate the pool area directly and head to the evacuation points. Girls will need to cover using their hooded robes.

Once deemed safe, the girls will move directly back to the changing rooms.

## **11. Arrangements for Back Carpark.**

ICT team will evacuate to the back carpark and Shilji Harris will lead the Back Gate coordination. EYFS 1 and EYFS2 (top end) will automatically evacuate to the top carpark. They will be assisted by security to ensure they are safe. Communication will be via security mobiles or school mobiles. EYFS when safe will report directly to the Shilji Harris with the OK. This with any additional children evacuated to this area need to be Fire Marshall (Jane) will inform Form Tutors and adjust numbers. These may include children from the Nurses room, Isolation room and children in the back area of the school. Nurses clinic will evacuate and will be supported directly from the ICT support room adjacent to the clinic. ICT support and Nurses will be resisted via the back carpark. In the event a patient is unable to be moved, the Head of Estates or the Principal MUST be immediately informed.

## **12. Extinguishing a fire (if safe to do so)**

In the event of a small fire - such as a fire in a wastepaper bin, etc, it may be possible to extinguish the fire, utilising the school's portable fire-fighting equipment. However, you must not place yourselves or others at personal risk and must be trained in the correct usage of such equipment.

Prior to attempting to extinguish the fire, you must ensure that the fire alarm has been activated and that the evacuation of the room or area has commenced or completed. If you are supervising students, contractors or visitors at that point in time your priority is to immediately escort the individuals to the appropriate assembly point and you should not attempt to fight the fire.

**In the event that you see smoke emanating around the edges of a closed door, or the door or handle feels warm or hot to the touch - DO NOT OPEN THE DOOR. - you may be placed at immediate and serious risk if by opening the door the fire receives an inrush of oxygen. (Eg the fire may "flashover"). In the event of these circumstances you must not attempt to try to fight the fire. Operate the nearest available fire alarm call point and commence the evacuation of the classroom, room or area.**

## **13. Notifying the Emergency Services**

In the event of the emergency services being called. This will be done through the Principals PA as a directive from the Principal or the Head of Estates Emergency services 999.

In the case of calling the emergency service, ALL the school community will need to evacuate to the waste land out of the school grounds.

## **14. Procedures in the event of fire alarm system failure**

In the event of the fire alarm systems failing the school will designate fire marshals to sweep the buildings for signs of fire. The fire detection system will then be reactivated and reset. The Head of Estates will then coordinate with the FM company to have systems check. This will then be checked once the building is empty.

If a fire is discovered the fire marshal shall notify the duty receptionist or PA to the Headteacher to contact the fire brigade and notify all staff via the manual fire alarm.

The fire marshal will then ensure the building has been evacuated following normal evacuation procedures. It needs to be noted that due to climate and dust, the alarms can be activated falsely. These are cleaned and checked.

## **15. Evacuation of the building for other than fire.**

For a sudden evacuation of the school building, the same procedure as above will be used.

## 2024 Fire Marshalls

### Overall Lead

Jo Hayward

### Lead Co-ordinators

Head of Estates

Sharni Stocker-Jones

Denice Wallace

Shilji Harris (Back Car Park Control)

### Registers

Students – Meriem Boudich (supported by a second receptionist)

Academic Staff – Somaia Mehana

Academic Support Staff – Gemma Taylor

Support Staff – Arwa Sghaier

### Fire Wardens

Bianca Hughes

Hall Monitors

Security Staff

### Possible Dangerous Rooms.

Science labs with Gas and chemicals

2 ground floor Room 42,43

2 directly up Rooms 95,96

Swimming  
Pool and storage

Gas Storage

ICT server room 18

Ovens  
Room  
06

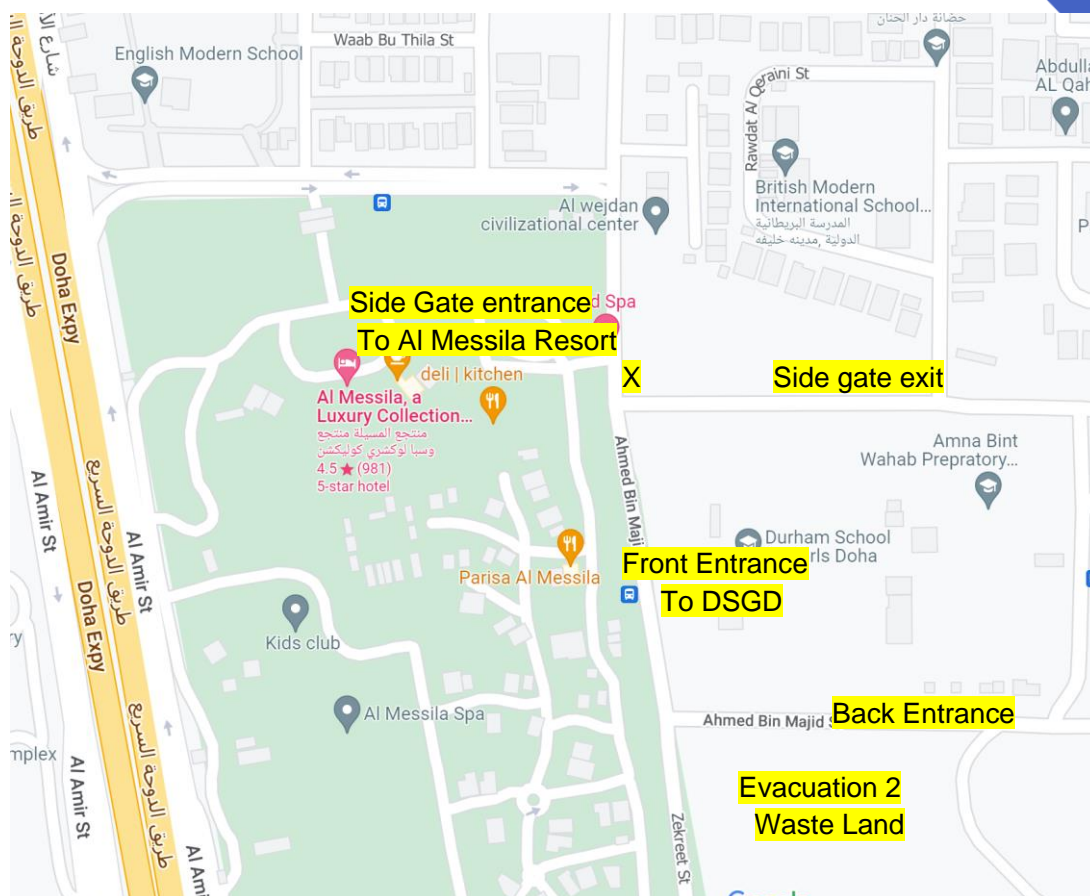
Cooking room

SCHOOL BLOCK GROUND FLOOR  
FURNITURE LAYOUT

Fire Control Room 40



## Map and Contacts



Full school Address

Building No 81, Street 970,

Zone 36, Al Messila,

Doha, Qatar

Contact Phone numbers

Samantha Whay Jenkins

Operations Director

30076005





## **Durham School for Girls Doha**

### **Fire Drill/ Evacuation Procedure**



**In an incident of needing to evacuate the building please take note of the following guidelines.**

**Remember that the way that we practice and the route that is normally the most effective, may not be the safest depending on where the fire or incident is. Therefore, please be flexible and be aware of all possible escape routes available.**

**The evacuation signal is an intermediate siren.**

If the alarm doesn't ring, and a fire is identified and or an evacuation is needed, please break the glass to set off the alarm. Fire Practice is every half term.

**Always remember the **first priority** is the safety of the children and yourselves.**

Children must be calm when evacuating. Never run and leave all belongings etc in the classroom.

Exit from your nearest stairwell at the front or back of each corridor and walk to the meeting point

**Evacuation lists are taken to both the upper and lower meeting areas. Head to the nearest evacuation point either on the Front Field or EYFS Carpark**

**Meeting Points are located at the front and back of the school.**

**Main School evacuate to the Front of the school and school field.**

**EYFS Evacuate to the EYFS Carpark – The back security guard and EYFS cleaner to support.**

**Once at the assembly point.**

Call the register and keep the Girls in line and quiet. Form tutors register Secondary. Class teachers for Primary. Staff hand up when all the class is present and accounted for.

Fire Wardens will come to each class and check on numbers and confirm absences in the field. Lisa M in the Infant Carpark. In the case of a child missing – be calm and inform a senior team member as soon as possible. Never return to the building.

Non-teaching staff will be checked by a fire officers (Yellow VESTS) Samantha and Maryam

Girls must stay in line until the signal has been given that it is safe to return to the building.

**MAKE SURE YOUR FIRE REGISTER IS UPDATED DAILY.**

# When the alarm goes off

1. Stop what you are doing and wait for instruction from the teacher.
2. Staying calm and ensuring you are listening to instructions.
3. Leave all belongings and line up quietly.
4. Walking silently in a line to the nearest stairs and exits. (Patio Doors for Infants)
5. Supporting staff and assistants, ensure that younger girls are supported on the stairs if needed.
6. Remember the nearest stairs may be at the end of each corridor and stairs are also located towards the back of the school. Check where your nearest exit is.
7. Once in the evacuation point – ensure you are in the designated areas.  
Seniors against the main wall  
Primary on the field.  
EYFS to the back carpark.  
ALL staff not allocated to a class on the football square.  
**PLEASE ENSURE THE MAIN GATE IS NOT BLOCKED.**
8. Please ensure all are present and raise your hand when ready.
9. Fire Wardens will check each designated area.
10. Front security will assist in the sweep of the building in their assigned areas.
11. Should there be a need to leave the school ground once evacuated, children will be taken out the side gate, the back gate and the main gate and re group on the adjacent waste land.
12. The school coffee shop and Al Messila Resort will be our back up to provide shelter and provisions if needed.

**FIRE WARDENS PLEASE ENSURE THAT TEAMS ARE UPLOADED TO YOUR PHONES. In the case of not being able to return to school, class lists, and communications will be stored in TEAMS.**

