

OCCUPATIONAL SAFETY & HEALTH MANAGEMENT SYSTEM

Emergency Evacuation Plan and Procedure

Created in	September 2022
Last Reviewed On	September 2025
Reviewed by	Health and Safety Officer; Principal

Disclaimer: This policy has been developed in accordance with the school's national identity policy.

School Vision:

To be a leading private school in Al Ain provides an exemplary learning environment in line with the vision of ADEK.

School Mission:

To provide an exemplary learning environment which

- Develops students' abilities.
- Augment self-confidence.
- Prepares world-class learners.
- Enables students to meet the challenges of the 21st century.
- Increase productivity and self-esteem.
- Inculcating values required to become responsible members of society.

1. Introduction

1.1. Note: No part of this plan may be reproduced in any form by print, photocopy, microfilm or any other means wholly or partially, or disclosed to any person outside Future International Academy without written permission.

1.2. This document is authorized by Top Management, and any change thereof can only be made with its approval.

1.3. Sole reason behind the generation of this document is to ensure the safety of all students, employees, contractors, suppliers, and visitors in case of emergency of any kind. This document provides comprehensive information about actions performed by all those who are in the premises of Future International Academy in worst case scenarios.

2. Scope and Purpose

2.1. The purpose of this document is to provide **FUTURE INTERNATIONAL ACADEMY** employees, contractors, suppliers and visitors with information on emergency response procedures, in particular what to do and how to behave, if an emergency evacuation of **FUTURE INTERNATIONAL ACADEMY** occupied premises is required for any reason whatsoever.

2.2. This evacuation plan covers **FUTURE INTERNATIONAL ACADEMY**, located in **AL Ain, New Sarouj**.

3. Roles and Responsibilities

It is the prime responsibility of everyone from Top Management to the Lower Management of **FUTURE INTERNATIONAL ACADEMY** and whoever is related directly and indirectly to **FUTURE INTERNATIONAL ACADEMY** to act upon this Emergency Evacuation Plan.

3.1 OSH Representative (s) will act as Emergency Commanders in case of emergencies of any type and fire wardens so the first aiders will seek directions from OSH Representative(s).

4. Emergency Evacuation Plan

4.1. Emergency Contact Details

Emergency Contacts	Contact Numbers
Civil Defense	997
Police	999
Ambulance	998
FIA Building Security Day Shift:	Name:
FIA Building Security Night Shift:	Name:
FIA Administration Department	
FIA OSH Department	

4.2 Alarms

4.2.1. Fire alarms are tested weekly in Future International Academy usually on Saturday. This is a short ring of approx. 10 seconds and does not require any response from anyone, it's just a check.

4.2.2. Upon hearing a continuous alarm which lasts for more than 10 seconds everyone must always evacuate **IMMEDIATELY VIA THE NEAREST EMERGENCY EXIT.**

4.3 Emergency Exits

4.3.1. Emergency Exits are clearly marked and will be illuminated in the event of an emergency.

4.3.2. All Employees, students, contractors, suppliers and visitors must familiarize themselves with the location of the emergency exits on each floor. They must always exit via the nearest exit to where they are at the time unless instructed to do otherwise by Emergency Commanders and Fire Wardens.

4.4. Evacuation Procedures (Direct Directions to Everyone)

4.4.1. Evacuate the building calmly and quickly via the nearest emergency exits. All access-controlled doors will automatically deactivate in the event of an alarm (if door is automatic).

4.4.2. Don't run as you may trip and fall.

4.4.3. Do not stop turning off computers or collecting personal belongings.

4.4.4. Do not carry hot drinks or other items with you.

4.4.5. Keep all smoke stop doors closed behind you.

4.4.6. Use the stairs not lifts- (if there are any lifts/Elevators installed)

4.4.7. Make sure you escort your visitors out of the building.

4.4.8. Hold the handrails and keep to the right in stairwells – to allow emergency services access to come up.

4.4.9. Don't push, especially when merging with occupants exiting from other floors.

4.4.10. Use common sense and don't take unnecessary risks.

4.4.11. Follow emergency lighting in case of a power outage.

4.4.12. Keep low to the ground if smoke is present.

4.4.13. The fire or emergency may be below you – if you are unable to exit to ground head up via stairs to the roof and await further instructions.

4.4.14. Follow the instructions of designated FUTURE INTERNATIONAL ACADEMY Emergency Commanders (OSH Representative(s) and fire wardens at all times - they have been trained to react in a range of emergencies and can be identified by hi-visibility vests.

4.4.15. Once clear of the building move immediately to the designated assembly points and don't leave this area until they are instructed to do so by Emergency Commanders and fire wardens.

4.4.16. Do not congregate (gather) around doors and entrances as emergency services will need clear access to the building.

4.4.17. Do not re-enter the building until all clear has been given by Civil Defense or other relevant authorities.

4.5 Assembly Points

4.5.1. The assembly point for **FUTURE INTERNATIONAL ACADEMY** is the playground area for the sections within the school, assembly point for the administration staff is the vehicle parking right in front of the school – (the vehicle parking is outside the school).

4.5.2. If you exit through the main door of **FUTURE INTERNATIONAL ACADEMY** turn left and you will be able to see “Safe Assembly point sign” in the parking lot. (A fire warden will act as a traffic controller and direct vehicle for the safe passage of all administration staff).

4.5.3. Disabled or employees/students needing assistance to evacuate will be assembled in the lobbies by the fire wardens to await assistance from emergency services. (Emergency Route to be added as required)

4.5.4. Remember to take care when crossing roads and areas where vehicles, particularly emergency response vehicles may be moving.

4.6. OSH Representatives/Emergency Commanders/Fire Wardens

4.6.1. OSH Representatives who will act as Emergency Commanders and the fire wardens can be identified by high visibility vests with their designations written on it, such as (Emergency Commanders and Fire Wardens). For your own and others’ safety it is important to follow their instructions at all times.

Note:

Defiance of instructions and directions by employees, students, contractors, suppliers and visitors will lead to strict action by the top management.

4.6.2. OSH Representatives (Emergency Commanders), Fire Wardens, First Aiders will liaise with Administration and all other departments, building management-(if any) and emergency services in the event of an emergency.

4.6.3. Fire wardens have been trained to be familiar with:

4.6.3.1. The operation of the fire alarm system, the emergency warning system and any other equipment used to assist in the operation of emergency for FUTURE INTERNATIONAL ACADEMY.

4.6.3.2. Safe evacuation procedures.

4.6.3.3. The area they represent, including:

4.6.3.3.1. All means of egress and alternative escape routes.

4.6.3.3.2. Potentially hazardous materials or operations are undertaken in their area.

4.6.3.3.3. The location and operation of fire doors, smoke doors, portable fire extinguishers and fire hoses in their area.

4.6.3.3.4. OSH Representatives, Fire Wardens and First Aiders contact details for **FIA**.

Contacts	Contact Numbers
OSH Representative	
Tarek Amer	0502008343
Fire Wardens & Firefighters	
Ground Floor (Boys Section)	Mr. Hikmat Mounzer
	Mr. Amro Hafnawy
First Floor (Boys Section)	Mr. Zaher Kashoush
	Mr. Khaled Abdelrahman
Ground Floor (Girls Section)	Ms. Dareen Agha
	Ms. Salama AlDhaheri
First Floor (Girls Section)	Ms. Samah Megahed
	Ms. Laila Badran
Ground Floor (Primary Section)	Ms. Dania Louay
	Mr. Mahmoud Mohamed
First Floor (Primary Section)	Ms. Rowan Youssef
	Ms. Jamila Alcharifi
KG Section	Ms. Amire Raath
	Ms. Soumaya Elkharim
Administration	Mr. Harsha Dismitha
	Mr. Mahmoud Albadawi

First Aiders	
Ground Floor (Boys Section)	Mr. Robert Rombaoan
	Mr. Fahim
First Floor (Boys Section)	Ms. Muna Alshamsi
	Mr. Arun
Ground Floor (Girls Section)	Ms. Seychelle Sarmiento
	Ms. Hermie Japal
First Floor (Girls Section)	Ms. Souraya
	Ms. Hernel Pardo
Ground Floor (Primary Section)	Ms. Yannie Tulio
	Ms. Mounia Boumazoued
First Floor (Primary Section)	Ms. Iman Laila
	Ms. Emily
KG Section	Ms. Joni
	Ms. Wided
Administration	Ms. Niven Mohamed

Note:

- Mr. Tarek Amer is responsible for entire FUTURE INTERNATIONAL ACADEMY OSH inspections.
- OSH Committee Members List is comprised of 20 people (list available).
- ERT – Emergency Response Team list is comprised of 20 people (list available).

4.7. Fire Detection, Warning and Protection

4.7.1. FUTURE INTERNATIONAL ACADEMY offices/floors are equipped with the following equipment:

4.7.1.1. Smoke Alarms

4.7.1.2. “Pull Down” fire alarms

4.7.1.3. Fire Extinguishers – dry powder and CO2 (for electrical fires) at both ends of each floor.

4.7.1.4. Sprinkler System – Heat activated at 62 degrees Celsius

4.7.1.5. Fire Hydrants and additional fire extinguishers – in hallway

4.8. Emergency Signs

4.8.1. Emergency signs are prominently displayed throughout FUTURE INTERNATIONAL ACADEMY, these signs are:

4.8.1.1. Fire Action (in English and Arabic languages)

4.8.1.2. Location escape plans

4.8.1.3. Emergency exit posters.

4.8.1.4. Emergency responders contact details

4.9. What to do upon discovering fire

4.9.1. Operate the nearest fire alarm point or shout "Fire! Fire!" in a loud voice.

4.9.2. Do not attempt to put the fire out unless you have been trained in how to use a fire extinguisher.

4.9.3. Notify Emergency Services

4.9.4. Notify the nearest fire warden

4.9.5. Evacuate immediately

4.10. First Aid

4.10.1. Aid boxes are wall mounted across FUTURE INTERNATIONAL ACADEMY. They do not contain Panadol or other proprietary medication.

4.10.2. Contact a trained first aider if you require first aid assistance or need to use anything in the first aid boxes. Do not help yourself with the contents.

Note:

- First Aider's Contact information is mentioned above.

4.11. Other Emergencies

4.11.1. Explosion

4.11.1.1. If you see, hear, or witness an explosion call Emergency Contacts. Remain calm.

4.11.1.2. Be prepared for possible further explosions.

4.11.1.3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.

4.11.1.4. Be guided by Emergency Responders. If evacuation is ordered, proceed to one of the designated exits.

4.11.1.5. Do not move seriously injured people unless they are in obvious immediate danger (of fire, building collapse, etc.)

4.11.1.6. Open doors carefully. Watch for falling objects.

4.11.1.7. Do not use lifts.

4.11.1.8. If requested, accompany and assist people with disabilities who appear to need direction or assistance.

4.11.1.9. Do not use matches or lighters.

4.11.1.10. Avoid using telephones.

4.11.1.11. Do not spread rumors.

4.11.1.12. Report to the emergency OSH Department.

4.11.2. Spillage of Hazardous Substances

4.11.2.1. Remain calm.

4.11.2.2. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water.

4.11.2.3. Call Emergency Contacts immediately.

4.11.2.4. Call trained first aiders to provide assistance before expert help arrives.

4.11.2.5. If there is possible danger, evacuate your area.

4.11.2.6. After the emergency, all chemical spills and fires, no matter how small, should be reported to the OSH Department.

4.11.3. Medical Emergency

4.11.3.1. Call Emergency Contacts.

4.11.3.2. Call trained first aiders to provide assistance before expert help arrives.

4.11.3.3. Unless trained, do not attempt to render any first aid before training assistance arrives.

4.11.3.4. Secure the site to prevent further injury.

4.11.3.5. Do not attempt to move a person who has fallen and appears to be in pain.

4.11.3.6. Limit your communication with ill or injured person to quiet reassurances.

4.11.3.7. After the person's immediate needs have been taken care of, remain to assist emergency services with pertinent information about the incident.

4.11.3.8. After the emergency, injuries, no matter how small, should be reported to line managers and the OSH Department.

4.11.4. Storm

4.11.4.1. Stay inside and be alert to falling objects.

4.11.4.2. Stay away from windows, mirrors, glass, and unsecured objects such as filing cabinets or bookcases.

4.11.4.3. Proceed to a below-ground-level or central hallway of the building if possible.

4.11.4.4. Do not use lifts.

4.11.4.5. If requested, assist people with disabilities in the safest area on the same floor.

4.11.4.6. Remain in the safe area until the storm has passed.

4.11.4.7. Listen to weather radio/television.

4.11.4.8. After the emergency, all damage and / or injuries, no matter how small, should be reported to OSH Department.

4.11.5. Sandstorm

4.11.5.1. Stay inside with doors and windows firmly closed until sandstorm has passed.

4.11.5.2. If outside move to a place of shelter / high ground and stay there - Cover your eyes, nose, mouth and ears.

4.11.5.3. If you are in a group stay together.

4.11.5.4. There will be limited visibility - do not move around, drive a vehicle or operate machinery. If you are driving pull over onto the hard shoulder until the storm has passed.

4.11.5.5. Drink water to stay hydrated – a combination of high temperature and high winds can lead to rapid dehydration.

4.11.6. Earthquake

If inside the building:

4.11.6.1. Drop down on the floor.

4.11.6.2. Take cover under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall or internal door frame. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.

4.11.6.3. If you take a cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

4.11.6.4. Do not run outdoors.

4.11.6.5. Follow directions of emergency personnel.

After the shaking stops:

- 4.11.6.6. Expect aftershocks over the next hours or days.
- 4.11.6.7. Check yourself and others for injuries. Report any injuries to your manager, OSH and emergency personnel.
- 4.11.6.8. Assess your surroundings, check for damage and hazardous conditions. Report them to OSH personnel.
- 4.11.6.9. Phone systems may be severely impacted. Limit phone use to emergency calls only.
- 4.11.6.10. Do not evacuate automatically. Outdoor hazards may be greater than indoor hazards.
- 4.11.6.11. If asked, evacuate to assembly areas.
- 4.11.6.12. Follow directions of emergency responders.

If outside the building:

- 4.11.6.13. Move to a clear area if it is safe to do so. Avoid falling hazards.
- 4.11.6.14. Drop, cover, and hold in an open area. Protect your head and neck.
- 4.11.6.15. Follow directions of emergency personnel.

After the shaking the stops:

- 4.11.6.16. Stay clear of buildings, trees, or other falling hazard areas.
- 4.11.6.17. Move to evacuation assembly areas.
- 4.11.6.18. Follow directions of emergency personnel.

4.11.7. Water Leak

- 4.11.7.1. Remain calm.
- 4.11.7.2. Notify OSH Personnel and Building Maintenance- (if any) immediately. Report the exact location and severity of the leak.
- 4.11.7.3. Beware of possible electrocution hazard. If an electrical source is present, use caution and evacuate the area. Never attempt to unplug or remove an electrical appliance or wire from a flooded area.
- 4.11.7.4. If you know the source of the water and are confident of your ability to stop it (e.g., unclog the drain, turn off the water, etc.), do so.
- 4.11.7.5. Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting or moving small or light objects out of danger.

4.11.8. Power Outage

4.11.8.1. Remain calm.

4.11.8.2. Provide assistance to others in your immediate area that may be unfamiliar with the space.

4.11.8.3. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.

4.11.8.4. If instructed to evacuate, proceed cautiously to the nearest clear exit. These will be illuminated in the event of a power outage.

4.11.8.5. Report on the emergency to OSH Department.

5. Document Control

5.1. This Plan is a controlled document. The controlled version of this Plan is located in **FUTURE INTERNATIONAL ACADEMY** google drive.

5.2. Any printed copies of this controlled document are reference copies only. It is the responsibility of all of those with printed copies to ensure their copy is kept up to date.

5.3. Refer to FUTURE INTERNATIONAL ACADEMY OSHMS Section 16 – Document Control and Record Retention.

6. Appendices

Appendix A: Emergency task Force, Flow Chart.

Appendix B: Emergency Task Force List

Appendix C: Emergency Mock Drill, Scenario and Report.

Appendix D: Evacuation Map, **FUTURE INTERNATIONAL ACADEMY** premises

7. References

7.1. ADOSH-Abu Dhabi Occupational Safety and Health

- ADOSH SF-Element 6-Emergency Management, Version 4.0 July 2024
- Future International Academy Emergency Management Plan.
- For definitions and abbreviations see ADOSH-SF - Version 4.0 Glossary of Terms.