GHERAS
INTERNATIONAL SCHOOL

We Instill Today ..

You Reap Tomorrow..

GHERAS INTERNATIONAL SCHOOL

Emergency Evacuation Plan

2022 - 2023

www.gherasschool.com

GHERAS
INTERNATIONAL
SCHOOL

EMERGENCY EVACUATION PLAN

Responsibilities during Emergencies:

Duties of Teachers:

· Stay calm.
· Stop working immediately.
· Head to the assembly points through the emergency exits.
· Alert the students not to run or exceed their colleagues to avoid injuries.
· Close the hall/class (Don’t lock) and put a paper on the door to indicate that the class has been evacuated.
· Move to the nearest gathering point through the closest stairs or emergency exit. There are five emergency exits, as shown in the school plans.
(Building 2: KG1A, B, Kg 2A, B, staff room, social worker & the library will use the main entrance, Kg2 A, B, Activity room and building two hall will use kg 2A Backside door.
· building 1: computer lab, Art room & Year 6B will use the main entrance exit. Year 4B will use Year 4B's backside exit door & Year 5 will use their backside exit door.
· Grade 1A, B, Year 2A & B & Science Lab will use the new gate opposite the school building heading to the assembly point.
· Grade 3A, B & Grade 4A & 6A will go immediately to the assembly point from their classrooms.
· The canteen area and the school nurse will gather directly at the assembly.

GHERAS
INTERNATIONAL
SCHOOL

EMERGENCY EVACUATION PLAN

Responsibilities during Emergencies:

Duties of Teachers:

- In the absence of emergency exits, students must be getting out using the stairs, as follows (while passing through stairs, they must come down from the left side Y5 & 6 and right side to be used for civil defence officials).
- Teacher in charge must count the number of students with her after the evacuation at the assembly points (opposite the new prayer area) and inform the officials at the school of any missing student (according to the daily attendance sheet).
- Teacher in charge must check that no students are inside the bathroom.
- Cooperate with the Department of Civil Defense in the case of arrival to the building and facilitate their work.
- Avoid returning to the building for any reason only if it is authorized by officials.
- Make sure to close the doors and windows except for the evacuation exits.
- Escape if the fire is spreading.
- Do not risk anyone’s life as well as yours, no matter the reason.

GHERAS
INTERNATIONAL
SCHOOL

EMERGENCY EVACUATION PLAN

Responsibilities during Emergencies:

Duties of Reception Group:

They will be at the assembly points, and their duties will be:

· To receive students in secure places away from the sites.
· Calm down students and the easing of danger.
· Count the students and check who are the missing students according to the attendance list.

Duties of First Aid Group:

The duties of this group are to provide first aid for injuries, and they should check the first aid box regularly.

Duties of guards:

· Securing the building and maintaining things in order.
· Prevent the entry of any non-specialist into the building.
· Prevent the exit from the school's main gate until the evacuation's end to maintain control of the crisis.
· Wait for the specialized teams from the General Directorate of Civil Defense and guide them to the fire site.
·Secure the school after official working hours and inform the school officials in an emergency.
·All guards must always wear a chest jacket (yellow or orange) during emergencies.
·Cut off the power in the whole school.

GHERAS
INTERNATIONAL
SCHOOL

EMERGENCY EVACUATION PLAN

· Duties of Evacuation Group:

· To know all the entrances of the school and all emergency exits.
· To ensure opening the doors of emergency in the case of accidents.
· Put signs indicating the site of exits in recognizable places and written in clear lines
· Provide evacuation maps at the main entrance of the building that shows emergency exits and the entrance and shorter main ways leading to it
· Knowledge of the assembly points in the building or outside it.
· Put the signs which indicate those points.
· Check and count the number of people in the danger zone to be sure everyone has been evacuated.
· Start evacuation from the areas with the most risk.
· Start evacuation from the ground floor and the closest exits, make sure no one is running.
· Start evacuating class by class to avoid collisions.
· The evacuation process must be organized quietly and safely to avoid the incidence of crushing, injury, or mortality.
· Make sure that there is no storage at emergency exits.
· Coordination with the school administration to set the tone different than usual (blocks regular bell) and secure speakers with microphones that work with electricity and batteries for use to guide groups and gatherings in the case of evacuation.

GHERAS
INTERNATIONAL
SCHOOL

EMERGENCY EVACUATION PLAN

· Duties of Evacuation Group:

· Floor supervisors & TA will help the class teachers during evacuation.
· First aid group (Ms Suma)
· Ms Ailene & Ms Mary will check the visitor's daily record.
· Ms Rona will oversee the assembly point.
· For the reception group (Ms Maisa) will be in charge.
· Mr Ramy will observe the Building 1 evacuation process, while Dr Yulo will observe the Building two evacuation process.

GHERAS
INTERNATIONAL SCHOOL

EVACUATION PLAN AND PROCEDURES

Fire prevention starts with you!

1.

Stay calm.

Move to the nearest gathering point through the closest stairs or emergency exit.

2.

Stop working immediately.

Head to the assembly points through the emergency exits.

3.

Know what to do.

Alert the students not to run or exceed their colleagues to avoid injuries.

4.

The teacher in charge must

count the number of students after the evacuation at the assembly points

5.

Cooperate properly.

Cooperate with the Department of Civil Defense when arriving at the building and facilitate their work.

6.

Things You should Avoid.

Avoid returning to the building for any reason only if it is authorized to do so by officials.

GHERAS
INTERNATIONAL SCHOOL

EVACUATED SPACE

مدرسة
غراس
الدولية

GHERAS
INTERNATIONAL SCHOOL

خطة الإخلاء في حالة الطوارئ

تعليمات خاصة للطلاب أثناء الإخلاء:

هذه التعليمات خاصة بإجرات الإخلاء خلال الحريق، من المتوقع أن يقوم الطلاب بقراءة هذه التعليمات واتباعها:

- تعليمات عامة:

في حال وجود حريق، سينطلق جرس الإنذار قي المدرسة.

1. **احتفظ بهدوئك ولا يصيبك الذعر.**
2. **اترك كل ما بيدك، و تذكر أن حياتك وحياة الآخرين في خطر.**
3. **عند استخدامك للسلم، دائماً كون على الجانب الأيمن منه ليتمكن غيرك من الحركة والمرور.**
4. **بادر بمساعدة من لديه صعوبة في المشي على السلم.**
5. **كون على استعداد للاندماج مع غيرك خلال عملية الاخلاء.**
6. **توجه إلى المنطقة المخصصة للتجمع خلال فترة الإخلاء، أو كما يتم توجيهك من خلال منسق خطة الإخلاء (نائب المدير)، او مراقب الحريق للطابق ، رئيس القسم أو المسؤول المباشر عنك.**
7. **اذهب إلى منطقة التجمع، ابقي بترتيب في صفك، انتظر معلمك لتنادي باسمك لتسجيل حضورك، ابقي جالس على الأرض بهدوء قدر الإمكان.**
8. **لا تتحرك من مكانك حتى يقوم منسق الحريق (النائب الإدارى) بالإعلان عن أن الوضع آمن للعودة.**
9. **عند العودة للصف، عليك الالتزام بنظام بنفس خط السير المستخدم عند الذهاب لمنطقة التجمع.**
10. **اجلس في صفك بنفس الترتيب ليتم تسجيل الحضور مرة أخرى.**

مدرسة
غراس
الدولية

خطة الإخلاء في حالة الطوارئ

تعليمات خاصة للموظفين للإخلاء:

هذه التعليمات خاصة بإجرات الإخلاء خلال الحريق، من المتوقع أن يقوم الموظفين بقراءة هذه التعليمات واتباعها:

- تعليمات عامة:

1. **احتفظ بهدوئك ولا يصيبك الذعر.**
2. **اترك كل ما بيدك، و تذكر أن حياتك وحياة الآخرين في خطر.**
3. **أثناء إخلائك للمنطقة، تأكد من إغلاق جميع الأبواب من خلفك.**
4. **استخدم السلالم للوصول للطابق الأرضي، مع البقاء على الجانب الأيمن من السلم ليبقي الجانب الأيسر منه متاح للغير القادرين للمرور منه.**
5. **بادر بالمساعدة لمن لديهن صعوبة في السير على السلم.**
6. **كون على استعداد للاندماج مع غيرك خلال عملية الاخلاء.**
7. **اذهب إلى منطقة التجمع، بحسب خطة الإخلاء، أو بحسب توجيهات منسق عملية الإخلاء (المنسق الإداري) أو مراقب الحريق للمنطقة.**
8. **في كل منطقة سيكون هناك مشرف الحريق الذي سيساعد في التوجيه للمخارج وسيكون هناك مراقب الحريق للتأكد من خلو المنطقة من الطالبات والموظفات.**

مدرسة
غراس
الدولية

GHERAS
INTERNATIONAL SCHOOL

خطة الإخلاء في حالة الطوارئ

- خطة الإخــلاء:

1. عندما تستمع لجرس الحريق، سارع بأخذ الحضور لطلابك واحرص على صفهم بالطابور ومغادرة المبنى على الفور.
2. على المعلم إغلاق باب الصف ومغادرة الصف بعد الطلاب و وضع علامة تم الإخلاء ثم التوجه بالطلاب لمنطقة التجمع المخصصة للإخلاء.
3. مراقب الحريق هو عليه مسؤولية مغادرة المنطقة المخصصة له بعد التأكد من خلو الصفوف، دورات المياه والغرف من الموظفين والطلاب.
4. مراقب الحريق عليه اتباع التعليمات و المخططات المحددة للإخلاء وتحت أي من الظروف عليه عدم ترك الطلاب في المبنى، وعليه عد الطلاب وتسجيل الحضور.
5. في حال وجود نقص في عدد الطلاب، على مراقب الحريق إبلاغ منسق عملية الإخلاء المنسق الإداري) فوراً ورفع بطاقة حمراء (غير مكتمل) وفي حال اكتمال العدد يتم رفع بطاقة (مكتمل).
6. يمنع لأي سبب العودة للمبنى بدون إبلاغك لمراقب الحريق بذلك.
7. عند العودة للصفوف بعد الانتهاء من الإخلاء، على المعلم تسجيل الحضور والإبلاغ في حال وجود أو فقدان لأي طالبة.

مدرسة
غراس
الدولية

GHERAS
INTERNATIONAL SCHOOL

خطة الإخلاء في حالة الطوارئ

دور مراقب الحريق و مشرف الحريق:

- دور مشرف الحريق :

- آخر من يترك المنطقة المخصصة له بعد التأكد من خلو الغرف ودورات المياه من الموظفين والطلاب.
- الإشراف على تنفيذ خطة الإخلاء وفق الخرائط والتعليمات.

- دور مراقب الحريق:

- الاحتفاظ باسماء الطلاب في المدرسة (حتى في الأماكن غير المسؤولة عنها).
- التأكد من أن معلمي الصفوف لديهم نسخة مطبوعة ومحدثة يومياً من سجل الحضور والغياب للطلاب.
- الاحتفاظ بنسخة مطبوعة من أرقام هواتف المسؤولين في المناطق الأخرى.
- التواصل مع المسؤولين في المناطق الأخرى للتأكد من عدم فقدان أي طالب.
- في حال فقدان طالب، يرجى الرجوع وإبلاغ النائب الإداري عن اسم الطالب/ الصف ومكان فقدانه.

كل منطقة محدد لها مراقب حريق ومشرف حريق.

-· واجبات فريق الإخلاء:

- سيساعد مشرفو الطابق · والمعلمات المساعدات معلمي الصف أثناء الإخلاء.
- مجموعة الإسعافات الأولية (السيدة سوما)·
- ستتحقق السيدة أيلين والسيدة ماري من السجل اليومي للزوار للتأكد من خلو المبنى من الزائرين.
- السيدة رونا ستشرف على نقطة التجمع.
- لمجموعة الاستقبال (السيدة مايساء) ستكون مسؤولة.
- سيراقب الأستاذ رامي عملية إخلاء المبنى 1، بينما ستراقب الدكتور يولوتلي مراقبة عملية إخلاء المبنى الثاني.

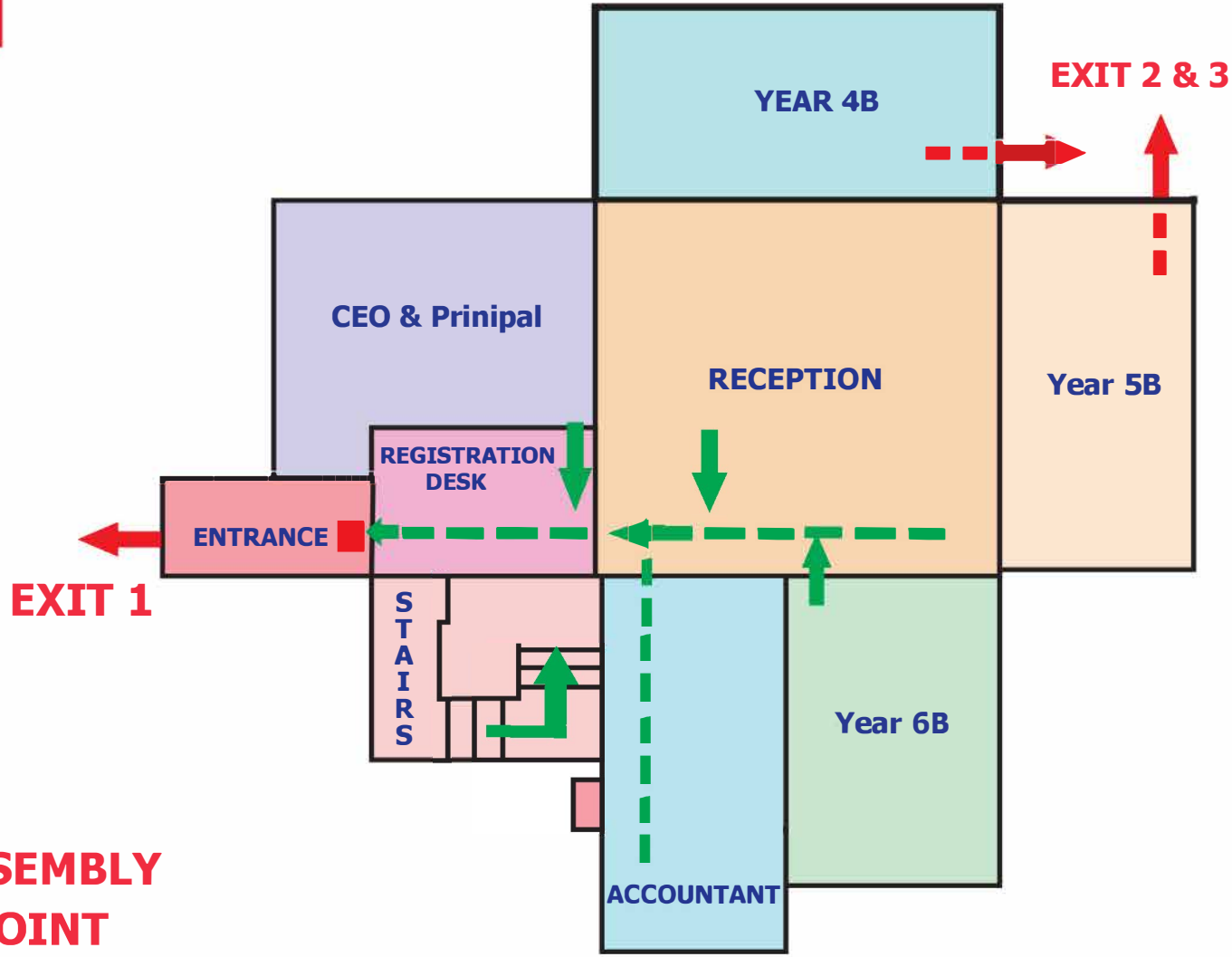
EMERGENCY EVACUATION PLAN

BUILDING NUMBER: 1
FLOOR NUMBER : G

IN CASE OF FIRE

1. Report to:
   Tel-Ext :0 - 110
2. Evacuate to emergency exits immediately.
3. Follow evacuation procedure
4. Proceed to your assembly point

● **You are here**



ASSEMBLY POINT

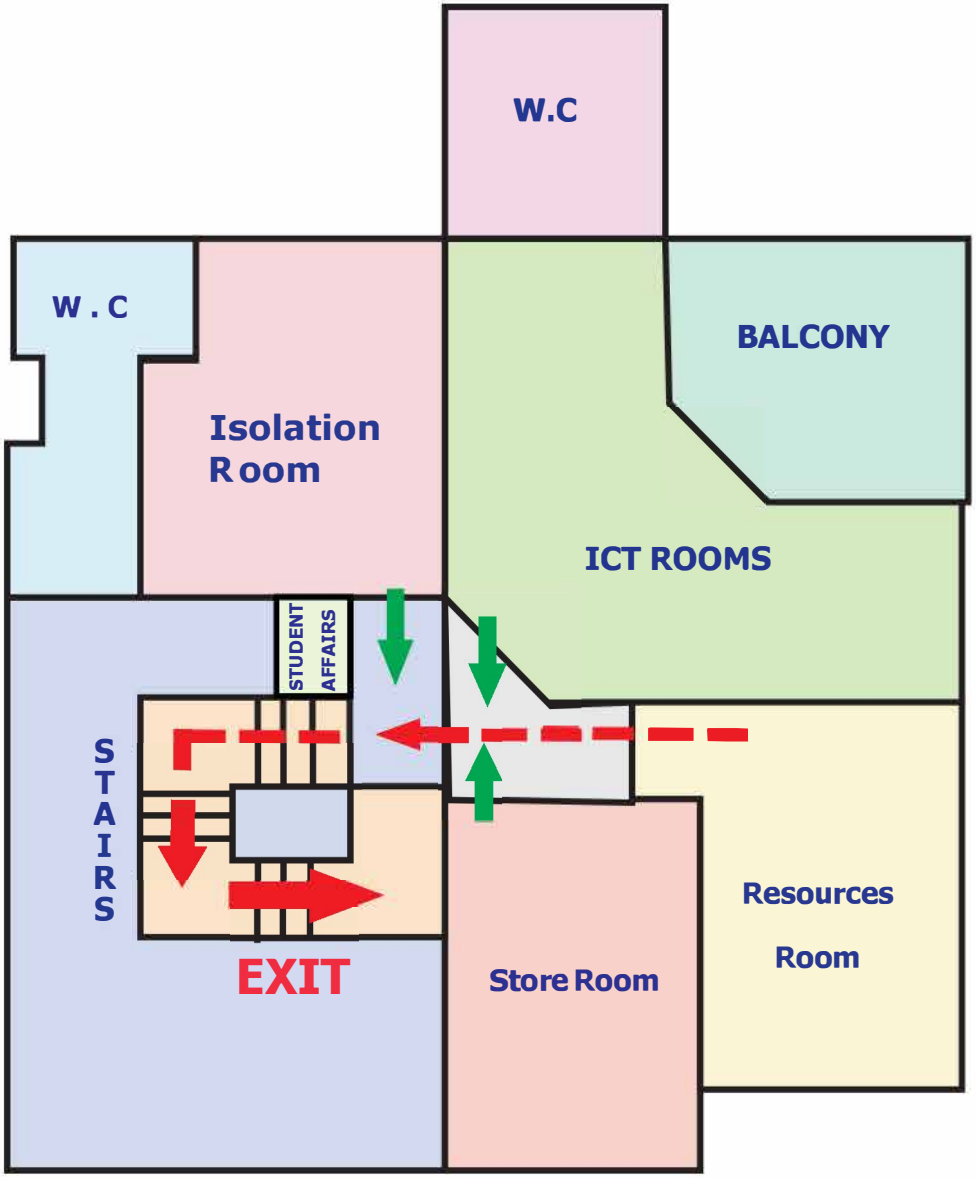
▲▲▲▲▲

EMERGENCY EVACUATION PLAN

BUILDING NUMBER:	1
FLOOR NUMBER :	1

IN CASE OF FIRE

1. Report to:
   Tel-Ext :0 - 110
2. Evacuate to emergency exits immediately.
3. Follow evacuation procedure
4. Proceed to your assembly point



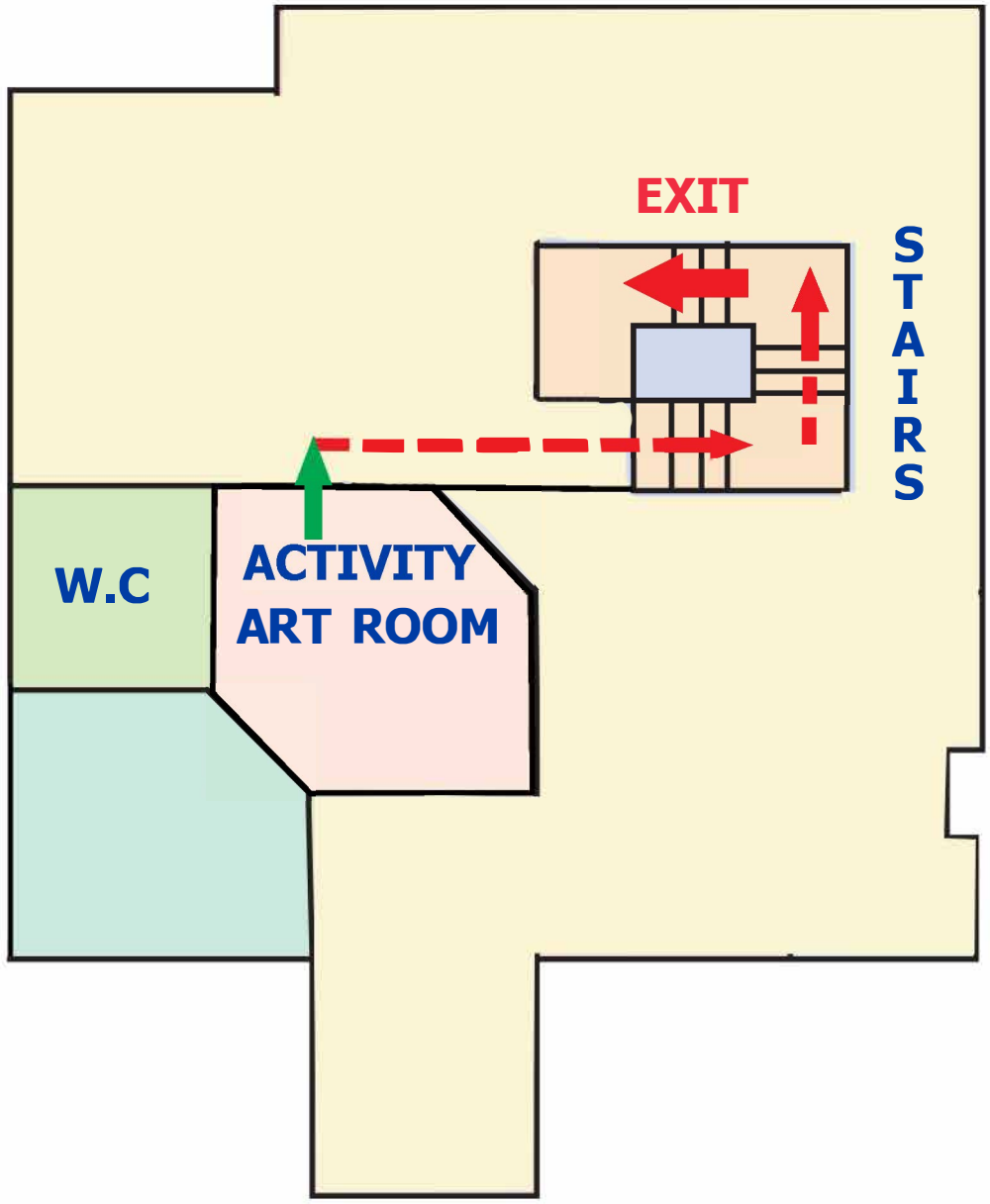
● **You are here**

EMERGENCY EVACUATION PLAN

BUILDING NUMBER:	1
FLOOR NUMBER :	2

IN CASE OF FIRE

1. Report to:
   Tel-Ext :0 - 110
2. Evacuate to emergency exits immediately.
3. Follow evacuation procedure
4. Proceed to your assembly point



● **You are here**

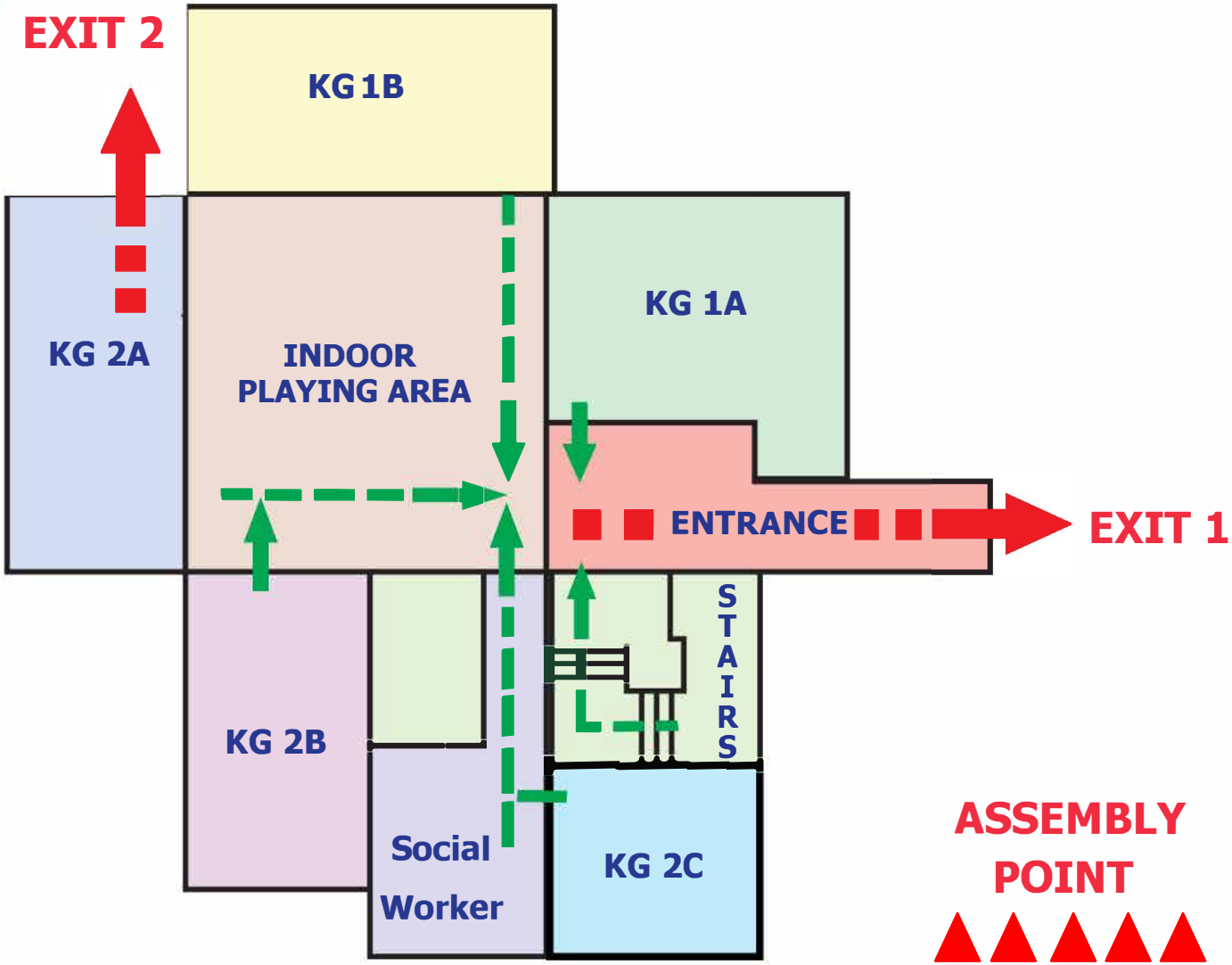
EMERGENCY EVACUATION PLAN

BUILDING NUMBER:	2
FLOOR NUMBER :	G

IN CASE OF FIRE

1. Report to:
   Tel-Ext :0 - 110
2. Evacuate to emergency exits immediately.
3. Follow evacuation procedure
4. Proceed to your assembly point

● **You are here**

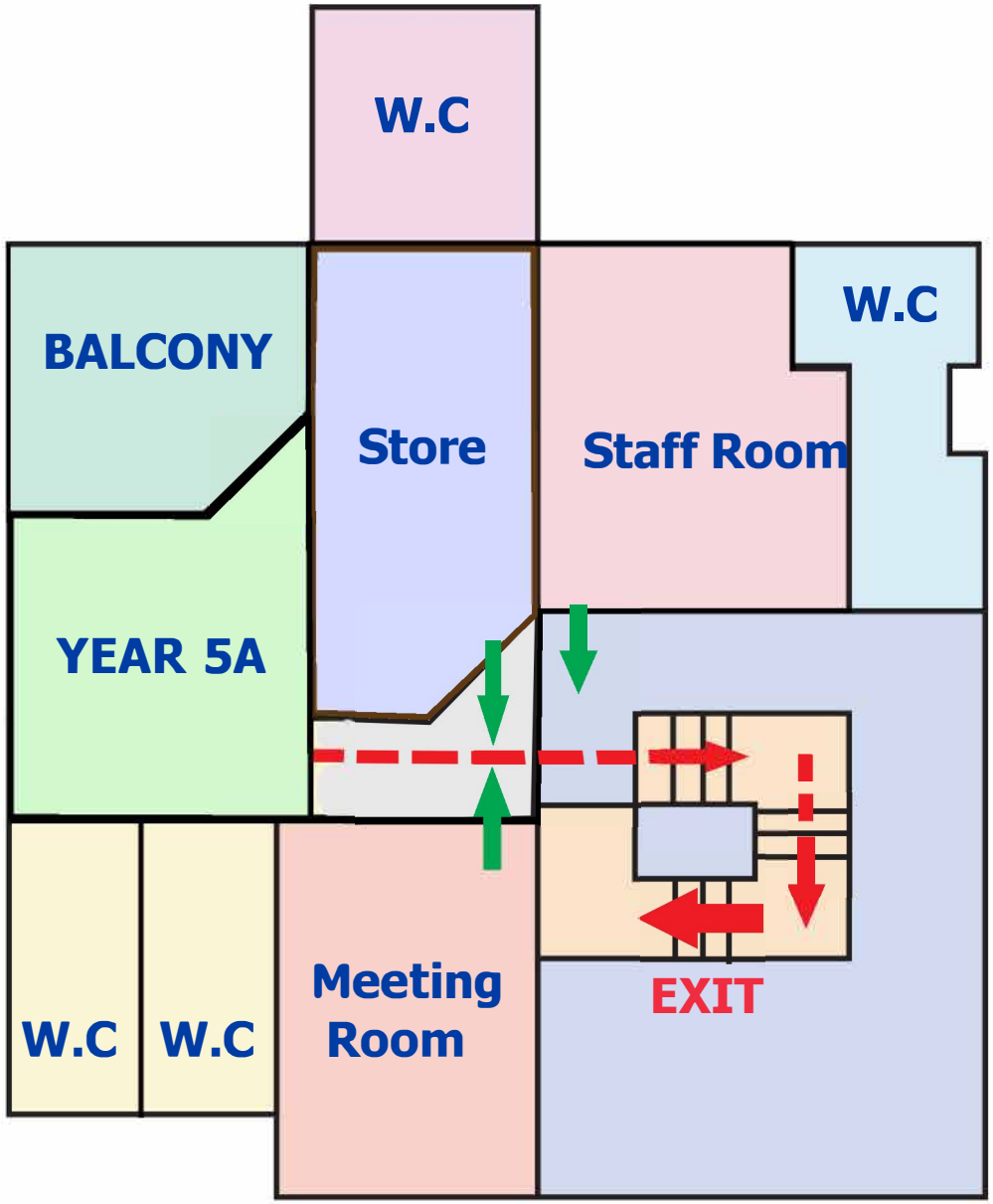


EMERGENCY EVACUATION PLAN

BUILDING NUMBER:	2
FLOOR NUMBER :	1

IN CASE OF FIRE

1. Report to:
   Tel-Ext :0 - 110
2. Evacuate to emergency exits immediately.
3. Follow evacuation procedure
4. Proceed to your assembly point



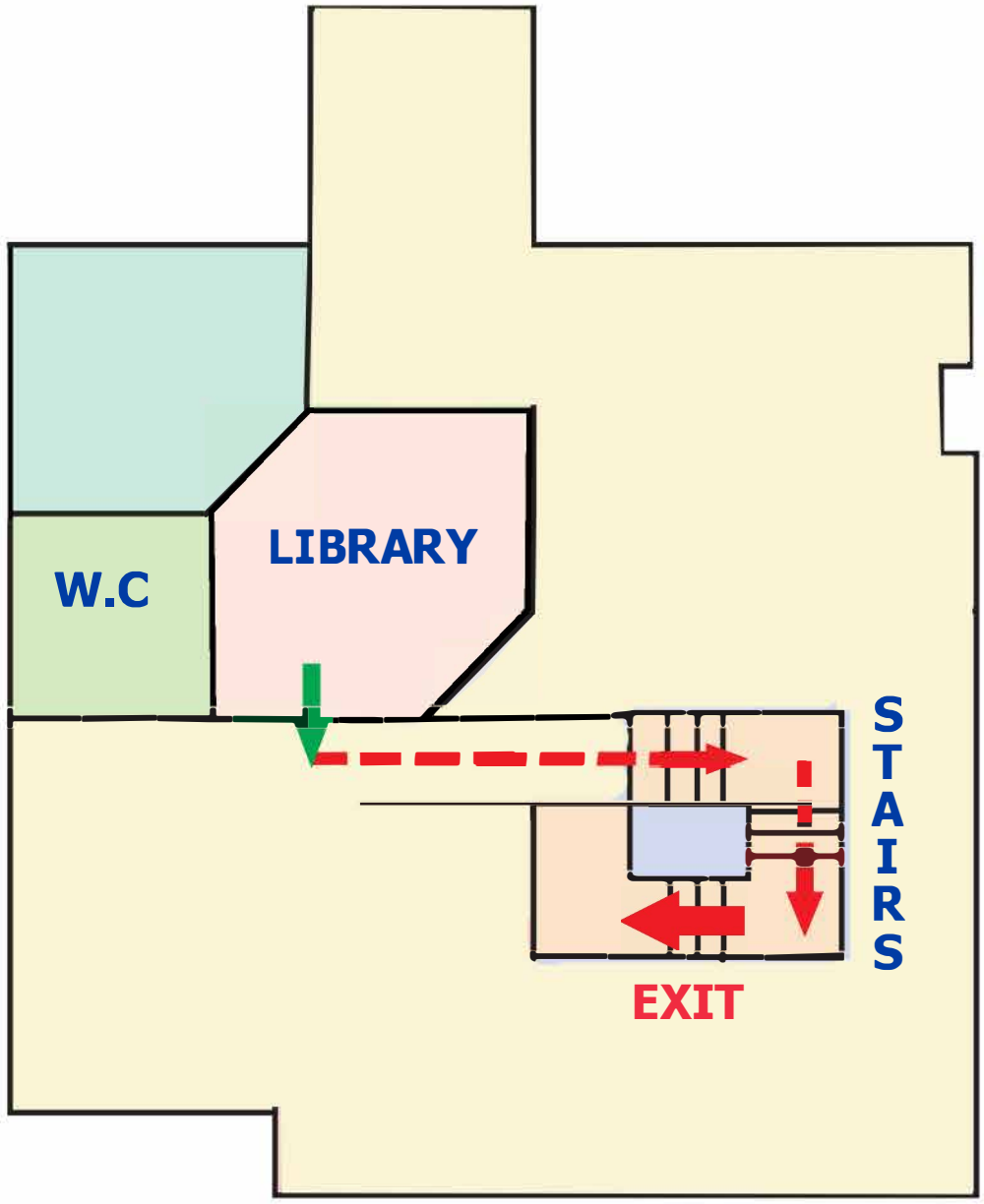
● **You are here**

EMERGENCY EVACUATION PLAN

BUILDING NUMBER:	2
FLOOR NUMBER :	2

IN CASE OF FIRE

1. Report to:
   Tel-Ext :0 - 110
2. Evacuate to emergency exits immediately.
3. Follow evacuation procedure
4. Proceed to your assembly point



● **You are here**

School Fire Drill Checklist

DATE OF FIRE DRILL: _____ **TIME OF ALARM ACTIVATION:** _____

EVALUATION CRITERIA (Please Circle Yes or No)			
The teacher had an evacuation plan	Yes	No	NA
The teacher had an updated class list	Yes	No	NA
The teacher had the "ALL CLEAR" and the RED cards	Yes	No	NA
The teacher gave clear instructions and reassurances.	Yes	No	NA
The teacher asked the students to check themselves and others.	Yes	No	NA
The students knew the proper procedure.	Yes	No	NA
Doors to classroom were closed	Yes	No	NA
Toilets, Knowledge Centers, and Corridors were checked	Yes	No	NA
Swimming Pool Area, Prayer room, and ICT labs were checked	Yes	No	NA
Cafeteria, Auditorium, Playgrounds, Training Room, and Photocopying Room were checked	Yes	No	NA
Participants evacuated to a safe distance	Yes	No	NA
Participants met at pre-designated meeting place	Yes	No	NA
Assigned duties carried out effectively by staff	Yes	No	NA
All staff and students accounted for outside	Yes	No	NA
Participants waited for "All Clear" signal	Yes	No	NA
Drill was conducted orderly	Yes	No	NA
Drill was conducted promptly	Yes	No	NA

Was the fire alarm audible throughout the building? ☐ Yes ☐ No

Time Taken to Complete the Fire Drill: _____

Comments: _____

_____

_____

Admin coordinator Signature: _____

Fire Drills at School

LESSON PLAN

Teacher Information

- School is a very fire safe place to be. Schools conduct fire drills several times a year to be sure everyone in the building knows how to get outside quickly and quietly. A school fire drill may be scheduled and announced in advance so that children can dress appropriately. The element of surprise is not important to practicing the school fire drill. School fire drills must be taken seriously – everyone in the building must participate. Sometimes a school official or the fire department might place a sign in the corridor that reads "smoke". When the class reaches the sign, they should turn around and use a second way out. It is important to have two ways out of the school. Involve your local fire department in fire drill planning for your school.
- Students should know the sound of the fire alarm and respond immediately. Stop everything. Listen for instructions. Go quickly and quietly out of the classroom to the assigned meeting place outside the school for roll call.
- Children should respond to the fire alarm no matter where they are in the school. If a child is alone in the media center or bathroom when the alarm sounds, he/she should follow other students outside and report to a trusted teacher or principal to let them know he/she is safe. The teacher or principal will help the child find his or her teacher and classmates.

Teaching Points

- Discuss and walk through the fire drill plan for your classroom.
- When the alarm sounds, stop what you are doing; listen for instructions from your teacher or principal. Go quickly and quietly to your meeting place outside the school. Be sure to stay with your classmates. Your teacher will take roll call to make sure all students are safe.
- Visit other areas in the school and walk through what students should do if the fire alarm sounds – join a classroom and get outside. The student should find a trusted teacher or principal who will bring them to their teacher and classmates.
- When the fire alarm sounds, go quickly and quietly outside and stay outside.

Objectives

The students will:

- Respond to the sound of the school emergency alarm.
- Identify the outside classroom meeting spot.

Materials

- "*Learn Not To Burn*" concept web (on transparency, whiteboard, or chart paper)
- *Dinofours: It's Fire Drill Day!* written by Steve Metzger

- "Our Meeting Place" activity sheet
- School maps (if available through your school), highlighters, and star stickers.
- "Fire Drill Promise" activity sheet
- "Fire Drill at School" home-school connection letter

Procedure

1. Revisit the "*Learn Not to Burn*" concept web and explain that the next topic they will be learning about is "Fire Drills at School". Add that topic to the concept web.
2. Activate prior knowledge by asking the children what they know about fire drills at school.
3. Explain to the children that they will be hearing a story about what to do when they have a fire drill at school. Read and discuss *It's Fire Drill Day!* Discuss the important fire drill messages - stop what you are doing, line up to leave, listen to your teacher, be quiet, walk, stay in line, get outside, go to you class meeting place.
   a. Why did Mrs. Dee tell children it was a special day? (They were going to have a fire drill)
   b. Who did not like loud noises? (Albert)
   c. What did Albert do that upset his classmates? (He knocked the blocks down, splashed water, and clanged the cymbals)
   d. Was Albert being a good friend? (No)
   e. When the fire alarm sounded, what did the students do? (They stopped what they were doing, lined up and quietly left the classroom)
   f. What did Mrs. Dee do to make sure all the students were out safely? (She counted the children to be sure they were all with her)
4. Remind the children of what they learned in the "Get Outside, Stay Outside" lesson. The children should recall getting out of the building as soon as a fire alarm sounds, having two safe ways out of every room in their home, and having an outside meeting place. If necessary, reinforce these three main concepts. Remind the children of the two ways out they will use in the classroom and school.
5. Tell the children that in school there are some extra things that they must remember to do when a fire alarm goes off. Discuss how in a school setting there are many more people and staying quiet is very important. The teacher should also explain that it is important to stay in line and walk together so that all students leave the building as safely, quickly and quietly as possible.
6. Discuss with the children that, just like at home, when they are at school and a fire alarm goes off they must immediately stop what they are doing and leave the classroom. The children should be able to explain that they will not clean up any materials or finish any work before leaving the room. To practice this idea have the children play a game much like freeze dance. The children will dance to music but must immediately stop when the music stops and line-up. Turn it into a challenge to see how quickly they can stop what they are doing and leave the classroom in a quiet and safe manner.
7. Perform a practice fire drill once the students have mastered stopping what they are doing and lining up. Go to your outside meeting place and clearly identify it with the students. Many times a meeting place is mandated by the school based on classroom location. Explicitly teaching about the meeting place to your students is important. Explain that this is your class meeting place and will be used during every fire drill. The students should be aware that if they are alone during a fire drill (i.e. in the bathroom) that they should still stop, leave the school, and find a trusted grown-up to help them go to their meeting space.

8. Take a walking field trip around the school and point out any other ways out that the students should be aware of.
9. Return to the classroom and have each student complete the "Meeting Place" activity sheet. If a school map is available through your school provide one to each child. Have the students trace their escape plan and mark their class meeting place with a star sticker.
10. In a group, review the fire drill rules. Review the classroom "Fire Drill Promise" stating that during a fire drill they will stop what they are doing, quickly and quietly leave, and meet at the designated meeting place. Have each child sign the chart to show that they promise to follow the rules of the fire drill.

MEETING PLACE - ACTIVITY SHEET

Name: _____ *Date:* _____

Our Meeting Place

When the fire alarm sounds at my school it is important to line up quickly and quietly and go to the class meeting place. Finish the sentence and draw a picture to show where your class meeting place is.

When the fire alarms sounds my class meets at the _____.

OUR FIRE DRILL PROMISE - ACTIVITY SHEET

Our Fire Drill Promise!

We, the students in

_____

classroom, know how to respond to a school fire drill. We promise to: stop what we are doing, quickly and quietly leave, and meet at our designated meeting place.

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

STUDENT _____

FIRE DRILLS AT SCHOOL

Dear Family,

Our class is learning about fire safety. Today we learned about "Fire Drills at School". Your child learned about the sounds of the school fire alarm and what to do when it sounds. Your child should leave the school as quickly, quietly and safely as possible and then wait at the outside meeting place. Together we created a Fire Drill Promise that explains the fire drill expectations for our class. We have all signed our promise showing our dedication to our safety at school. It is important that you reinforce these expectations at home. Please talk to your child about the importance of school fire drills.

Together we can keep your family safe from fire.

Sincerely,

_____

Here is a fire safety activity you can do with your child.

Plan a Meeting Place

- Have your child draw a picture of the class at the meeting place and a picture of your family at your home's outside meeting place.
- Look at both pictures. How are they the same? (Both are a place to meet to be sure everyone is safe, both are part of a fire drill, etc.) How are they different? (More people at the class meeting place, etc)
- Discuss the school fire drill with your child. What did he/she have to do? (Stop what you are doing, line up, quietly leave the building, and go to the class meeting place.)

Fire safety fun for families at sparky.org!

WWW.NFPA.ORG/LEARNNOTTOBURN • LEARN NOT TO BURN® IS A REGISTERED TRADEMARK OF NFPA.