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OPS-Fire safety and accident reporting Policy

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Next Review	April 2027
Reviewed by	Principal, Vice Principal, SLT, Operations Manager, EHS Officer and Inclusion Head

1. Purpose

This procedure describes the process for evacuating the premises in case of fire/ earthquake /other emergencies and for reporting incidents/ accidents in GIIS.

2. SCOPE

This procedure applies to all students and staff of GIIS.

3. RESPONSIBILITIES

The designated Fire Warden shall be as follows, in the order of priority:

- a. The Operations Executive / Manager;
- b. Any designate listed as per the Emergency Evacuation plan

The designated Fire Warden is the one in charge of the emergency procedures. All staff shall be responsible to follow this procedure.

In case of accidents/ incidents, the teacher or staff who is present or called to the scene, shall be responsible to ensure student/ staff are taken to the Sick Bay and update the nurse on the incident.

The teacher/ staff are also required to complete the Incident Report for cases deemed as serious

or requiring hospitalization.

4. PROCEDURE

4.1. Emergency Evacuation Plan

A comprehensive "Emergency Evacuation Plan" (EEP) shall be prominently displayed in all classrooms, offices, staff room and waiting areas. The EEP will be drawn up keeping in mind the requirements of ISO 45001:2018 and shall apply to all emergencies such as Fire, Earthquake, etc. The Principal/ Vice Principal shall ensure that all staff members are familiar with the EEP which must include the following:

a. A floor plan which clearly indicates the location of:

1. All the normal and emergency exits;

II. The designated Assembly Area

III. The fire extinguishers

b. Evacuation Procedure

The Operations Manager shall ensure that GISS is adequately equipped with a sufficient number of fire extinguishers, signage to indicate exits. A first aid kit which shall be available at sick bay and the school nurse shall be in-charge of it.

The Operations Executive shall proactively ensure that the fire extinguishers are regularly serviced (check validity date printed on each fire extinguisher) and that the first aid kit is well replenished (check validity dates of all items too). GISS shall identify a safe assembly point and indicate this in the Evacuation Procedure.

4.2. Emergency

In the event of an emergency such as fire or earthquake, the person with first contact shall notify the Fire Warden. In his/ her absence, the next person shall be immediately notified, and take over the responsibility as the Acting Officer.

The Fire warden or the Acting Officer shall be responsible for the safe evacuation of all personnel in the school.

In the event of an emergency the Fire Warden/ Acting Officer shall announce/ activate the automated announcement on the need for evacuation and inform students and all personnel in the campus to:

a. stop work

b. leave all personal belongings behind

c. line up in single line by the door

d. avoid using elevators/ lifts

e. walk quickly and carefully to the assembly area, via the closest safe exit and close the door behind.

The teacher shall:

- a. take the Attendance List;
- b. close all doors;
- c. safely evacuate all students

Teachers shall escort the students to the assembly point, where the attendance shall be taken. Missing students shall be reported immediately to the Fire Warden/ Acting Officer in charge. The Fire Warden/ Acting Officer in charge shall instruct students to stay calm and follow instructions and not wander away. If any parent comes to collect his/ her child, the class teacher shall take note of who has left and wait for instructions to return to the classroom.

The Receptionist on duty shall call the emergency services as appropriate:

- a. Fire/ Ambulance
- b. Police

All other administration staff in the school shall follow similar procedures, closing all doors, checking if any students are left behind and finally securing the premises. The Receptionist/ Admission Executive shall ask parents and visitors to leave via the main exit if possible and go to the assembly area, and shall also remind parents that all students will be evacuated by their teachers to the assembly area.

The Fire Warden/ Acting Officer shall check toilet areas on their own levels and bring the first aid kit to the assembly area. After the emergency, the Fire Warden/ Acting Officer in charge shall instruct the teachers, administration staff and students to return to their respective classrooms, according to the nature of the emergency. All teachers shall carry out a check to see that all students have returned and all class equipment are safe to use.

In cases of lightning and during thunderstorms, if students are engaged in outdoor activities, teachers shall immediately stop the activity and move students indoors to safety.

4.3. Emergency Drill

GIIS shall hold emergency evacuation/ fire drills at least once a year or at other times in accordance with the premises fire procedures/ local regulations and requirements. Teachers and staff shall familiarise themselves with the procedure and policy for the evacuation. Teachers and Admin staff shall report difficulties with procedures to the Fire Warden/ Operations Executive for discussion and amendment, if necessary.

4.4. Accident Reporting

GIIS shall establish and maintain an "Accident Report Register" with School Nurse at sick bay at each campus. This may be a physical register or maintained on an access-controlled computer. In the event of any accident or incident in GIIS through which a staff member or student sustains any injury that requires hospitalization or external assistance, a brief report shall be recorded by the staff in-charge in the "Incident Report".

The report shall contain details about:

- a. the date of the accident/ incident
- b. what injury was sustained
- c. what was the outcome including any medical contact or hospitalization, the administration of any first aid
- d. record of contact with parents, as applicable

5. RISKS AND OPPORTUNITIES

The Operations Department/ Principal/ HOD/ Coordinators/ Teachers will consider risks and opportunities connected to this process and put in place action plans to mitigate any risk arising from the process based on Risk Register/ Scale, Severity, Probability and Duration of Detection (SSD)/ any other document related to risks for the relevant process maintained by the campus.

6. OUTPUTS/ REFERENCES

- a. Emergency Evacuation Plan (for respective campus)
- b. Accident Report Register (with school nurse where applicable) or relevant Staff-incharge
- c. Incident Report (if applicable)



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