



# مدارس الحمراء المتميزة العالمية

## Alhamraa International School

Guideline's Title عنوان الدليل	Safety Manual دليل السلامة
Purpose الهدف من الدليل	The manual covers all key areas needed for developing and implementing safety at the school. يشمل هذا الدليل كافة النقاط الرئيسية لتعميم السلامة في المدرسة.
Scope مجالات التطبيق	Al Hamraa School مدارس الحمراء
Approved on تاريخ الاعتماد	September 2016 سبتمبر 2016
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Review Date تاريخ المراجعة	September 2023 سبتمبر 2023
Feedback المرئيات	Send feedback or inquiries to <a href="mailto:elham_ezzi@alhamraaschool.edu.sa">elham_ezzi@alhamraaschool.edu.sa</a> للاقتراحات والاستفسارات التواصل عبر البريد الإلكتروني

This manual is designed to be in harmony with Al Hamraa Girls' School policies and regulations. The manual's content was designed by the school's administration through research and best practices, locally and internationally. Please be aware that the manual is updated annually, while the content's revision may occur throughout the year. Any changes in the content will be made available to staff, students and parents through emails, newsletters, website, and other communication tools. Any questions regarding the contents of this manual should be directed to the school's administration.

ينسجم هذا الدليل مع سياسات ولوائح مدارس الحمراء للبنات. وقد صمّمته إدارة المدرسة من خلال البحوث وأفضل الممارسات محلياً وعالمياً. يرجى أخذ العلم بأن الدليل يتم تحديثه سنوياً، في حين أن تعديل المحتوى قد يحدث على مدار السنة. ستبلغ الموظفات، الملمات، الطالبات وأولياء الأمور في حال تم تغيير المحتوى من خلال رسائل البريد الإلكتروني، الصحيفة المدرسية، الموقع الإلكتروني وأي أدوات تواصل أخرى. يرجى توجيه أي أسئلة تتعلق بمضمون هذا الدليل إلى إدارة المدرسة.

## School's Vision and Mission

### School's Vision

We perceive Al Hamraa School as a pioneer in the pursuit of intellectual and cognitive development, aiming to raise a creative, and unique generation, influential in its community and in the world.

نرى مدارس الحمراء رائدة في صناعة الفكر والتقدم المعرفي،  
في مجتمعه والعالم. تسعى لتربية جيل فريد مبدع، مؤثر.

### School's Mission

We strive to develop an intellectual, inquirer and reflective generation, ready to shape their future using principles and accumulation of knowledge in a coherent way, empowered by hardworking facilitators who operate within an administration that seeks continuous development.

المساهمة في إعداد جيل مفكر، باحث، متأمل. يصنع مستقبله وفق إطار قيمي، بأدوات معرفية  
علمية متطورة بمساعدة كوادر تعليمية تقوم بالمشورة وتعمل جاهدة ضمن ادارة تسعى للتطور  
المستمر.

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## **Introduction**

The purpose of this guideline is to establish standards, policies and procedures related to the environment and school safety. To this end, students and staff members are required to abide by it and to ensure that it is consistently applied and that all established procedures are compatible with it.

The guide also aims to comply with the laws and procedures of the Ministry of Education related to the environment and school safety. Policies and actions will aim at reducing and controlling risks and maintaining a healthy and safe environment for all students, visitors and service providers.

## **Al Hamraa Girls' School Safety Guideline**

The Safety Procedures in the school aim to maintain a safe environment free accidents or injuries to all students and staff members. In fact, providing a secure and safe environment is one of the most important objectives for Al Hamraa Girls' School.

The safety Committee responsible for overseeing the provision of school safety, created this guideline to contribute significantly in the improvement and upgrading of school's health and safety.

The objectives of this Guideline can be summed up as follows:

- Providing a safe and healthy environment.
- Attempting to prevent accidents or injuries during school hours by providing and implementing all safety measures that ensure a safe environment preventing any risks caused by human or material factors.
- Controlling accidents and emergencies.
- Providing information and instructions to identify the risks that students and staff members may face in school and guide them to ways of preventing them.
- Deepening health and safety habits among students and staff members.
- Documenting injuries for the purpose of correcting associated safety operations.
- Maintaining the school building, and the damaged equipment causing accidents.

## **I. School's Responsibility:**

The school administration must implement the Ministry's instructions conditions and procedures on security and safety, making sure the school is a suitable environment. The school's administration must work hard to provide information and guidance on security and safety requirements to administrative, teaching staff and students in the form of lectures and training.

In addition, the school must do the following:

### **First: Inspection**

The implementation of rigorous screening and preventive programs that enable the monitoring of all facility's utilities, is the main objectives of maintenance staff. Preventive screening would ensure that maintenance programs are more effective and less costly, and that defects and risks are identified before the occurring.

Furthermore, the implementation of preventive maintenance would ensure budget's availability before any malfunction.

The school's administration is required to carry out the follow-up and continuous observation of the building, its various installations and facilities, in order to find out any potential risks.

The school will identify minor failures that can be repaired by maintenance staff, as well as the possibility of identifying problems and failures that go beyond simple maintenance limits and that need to be seen by specialists.

1. Appearance of defects in the rooms' or playgrounds floors
2. The appearance of bulges in the lines between the roof and the wall.
3. The appearance of leakage in the toilet and the roofs.
4. Appearance of diagonal or horizontal cracks in the walls.
5. Cracks in the roofs.
6. Cracks in the pillars or the concrete rods in any area.
7. Poor condition of building facilities and fittings.

The safety committee must inform the school's administration of any of the above-mentioned evidence and observations, and it may be necessary to report immediately in order to take appropriate action.

### **Second: Distribution of tasks and training**

- Construct the Safety Committee's scope of work
- Create an Emergency and evacuation plan
- Create a Safety Action Plan
- Conducting and mentoring training programs for teaching staff and students in order to provide them with a safe environment

### **Third: Effective Communication**

- Communicating with families through the Parent's Association, held in the school so that the family is involved in the awareness.
- Provision of database on Red Crescent, ambulance and civil defense centers and communicate effectively when needed with them

## **II. Families' Responsibilities**

- Awareness of security concept, school safety and health safety so that they can follow up and guide their daughters.
- Follow-up on their daughters by taking part of the Parents' Association.
- Communicate with the school periodically to monitor their daughters' commitment and engagement.

## **III. Students' Responsibilities:**

- Comply with the directives and instructions of the school's administration
- Work to implement school's security and safety procedures
- Participate and interact with the school's security and safety scope of work.
- Follow-up with the health and safety guidelines.

## **Sources of risk in school**

- Personal risks that occur due to the student's behavior, whether by quarrels, personal errors or by neglecting or by willfully not committing to the safety procedures and guidelines applied in the school.
- Health risks that result from disruption of health and safety conditions, through diseases or because of negligence in public or personal hygiene.

- The risk of fire, which can occur anywhere and at any time due to negligence and non-compliance with the conditions of security and safety, the absence of firefighting requirements or absence of means to combat the fire when it breaks out.
- Chemical risks which are caused by negligence to the conditions of security and safety in the lab causing burns or inhalation of hazardous substances.
- Electrical hazards which are due to negligence by failing to complete the periodic detection of electrical connections or because they are not being periodically maintained
- General risks resulting from negligence in following and implementing safety measures.

### **Safety equipment required at school**

The presence of safety equipment is one of the requirements that must be provided in the school. Safety equipment will be used in case an accident occurs, when first aid is needed, or a limited fire is breaks out.

- Fire extinguishers must be provided in a proportional number to the school's size. Extinguishers must be visible in specified and identifiable locations for all staff members, and compatible with the type of fire likely to occur.
- A first aid kit must be available in all floors as well as in a number of potentially hazardous places such as playground, labs, school activity rooms, administration etc.

### **School safety conditions and guidelines**

It contains several instructions and procedures for safety that must be followed and applied by all school's staff members and students in order to have a safe environment as much as possible. The conditions and guidelines would work on preventing accidents or injuries for school's staff members, students, and visitors.

The school's administration, the staff members, the students and the families should strive to make the school a place free of danger. The sources of immediate danger could be in the cafeteria, on the stairs, or the risk of tampering with the switches and wires of electricity.

### **Classroom safety conditions and guidelines**

Students spend most of their time in the classrooms which must be a healthy environment where safety conditions are met in terms of the following

- The number of students must not exceed thirty, so that enough space is available for them to enjoy freedom of movement.
- The lighting is adequately distributed to give students a clear illumination that does not strain the eye. As the faint lighting or the lighting malfunction may cause asthenopia over time.
- The distance between the first seat and the board shall be at least 1.5 to 2 meters and the distance between the last rows and the board shall not be more than 6 or 7 meters maximum.
- The school must provide students with seats and desks compatible with their age.
- Students' desks must be placed in a way that allows for spatial space between the side rows, giving them freedom of movement in case of emergencies.

### **Safety conditions for playgrounds and stairs**

Most students' injuries and accidents are within these areas, so the guidance and the prevention must be followed by the school and the students:

- The playground's floor must be screened and freed from any source of risk or cause of injury such as uneven surface, or the presence of water on the floor to avoid the risk of sliding
- Ensure that the emergency exits or regular doors are open throughout the presence of students and they are free of obstacles.
- Provide brochures and signs guiding the students in the prevention of injuries and accidents.

- Physical education teachers must be aware of first aid procedures.
- Students should take the right side of the stairs if they are moving up and should take the left side of the stairs if they are going down.
- The cleanliness of the stairs shall be preserved and free from any cause of slipping or tripping.
- Wrapping the concrete poles in the places where the students play or move by sponge to prevent injuries.

### **Safety conditions in bathrooms**

Since both diseases and infections have a direct impact on students, and since the school is a good environment for infection due to the large numbers of students and staff members using the same utilities; health and safety at school must be dealt with a high level of care.

The school must pay a close attention to:

#### **Water cleanliness**

- The water tanks shall be made of non-rusting materials. They should be cleaned periodically and ventilated while kept away from any sources of contamination.
- A suitable number of water coolers must be available for students to provide water, especially in summer, and must be distributed in such a way that it is accessible to all and in different places
- Placing water coolers in shaded places and cleaning them at appropriate intervals as well as sealing it off to prevent contamination or damage.
- Checking periodically water coolers' electrical wiring to prevent electric shortage.

### **Bathrooms**

- Should be cleaned and sanitized throughout the day while making sure that the aspirators are operating flawlessly.
- Bathrooms should be periodically inspected by maintenance staff members in order to prevent any tampering done by students.
- The hand washing basins and faucets shall be positioned at an appropriate level, proportional with students' age group.

### **Safety requirements in the school's cafeteria.**

The school's cafeteria offers some ready foods, snacks, drinks, sweets and more, the following safety conditions must be preserved at all times:

- The cafeteria must have refrigerators to preserve the food (Check temperature regularly)
- The cafeteria must have a suitable space for sale making sure it's not crowded and students have enough space to move.
- The canteen and the areas surrounding it should be kept clean at all times.
- Insects nets should be installed on cafeteria windows.
- A fire extinguisher must be provided for use when needed.
- Cafeteria personal should maintain high hygiene standards, be free of infectious diseases and comply with health and safety requirements.
- The cafeteria should be subject to periodic inspection rounds to ensure that cleanliness is maintained, especially when food is being prepared.
- Cafeteria personnel should abide by the health and safety regulations in terms of clothing, gloves, head-nets etc.

### **Safety requirements in laboratories**

- Students' work stations should be spacious enough, allowing students to conduct experiments in a safe and unhindered manner.

- The lighting should be adequately distributed to give students a sound and clear illumination that does not strain the eye. The lab should be equipped with a flawless ventilation system.
- In case the lab is equipped with gas pipes, they must be of non-rusty materials, with gas control handles being in a clear, visible and easily accessible position. Furthermore, gas cylinders shall not be stored within the laboratory at the end of the session but in separate rooms.
- Lockers must be available in the lab, where chemicals and lab tools are kept safe.
- A suitable fire extinguisher must be provided in the laboratory for use when needed
- A special care must be given to the cleanliness of the lab and the lab-tools.
- Experimental basins must be made of non-flammable materials.
- The lab technician must always be present in the lab and not to leave students unattended. She should monitor and guide students when mixing chemical ingredients.
- By the end of each class, the lab technician must ensure that gas pipes and cylinders, chemicals or liquid gases, or any other hazardous material are kept in their safe places.
- The lab should be equipped with sinks that can be used in case any chemicals are spilled or touched the skin.
- A lab manual is distributed in all labs.

### **Transportation Safety Requirements**

Students use different transportation methods to get to school, either walking, with their own cars or using the school bus.

Following are the safety measures that should be respected while using the school bus:

- Students should not leave or ride the bus until it had completely stopped.
- When riding in the bus, students must not stand up or walk when the bus is moving.
- Students are not allowed to play inside the bus, or put their heads or hands out the windows.
- The transportation officer must ensure that the bus is subject to periodic maintenance including the tires' safety, brakes and light signals.
- When leaving the bus, children must not walk by the bus or cross from the front or directly behind it; the distance between the student and the bus must be at least 2 meters. Due to their presence at a lower distance, the driver won't be able to see them in the reflective mirror.
- The transport officer must ensure that the bus driver is abiding by the instructions delivered to him.

### **School Security and Safety Committee**

The school must establish a Security and Safety Committee, with the objective of implementing and applying security and safety requirements and making sure they are respected by everyone. In addition, the Security and Safety Committee must develop guidance, instructions, implementation, follow-up, and Crises management procedures in case of emergency. The committee must ensure that the highest level of commitment towards safety of security are reached.

The aim of the Committee is to maintain the security and the safety of the school's personnel, to alert them and to familiarize them with the duties and preventive actions they have to abide by in case of emergencies. Furthermore, the committee will train school's personnel on first aid procedures to use of them when needed. In addition, the committee will have the responsibility to:

- Prepare evacuation plans in case of emergencies.
- Follow-up and evaluate the security and safety levels in the school through specific forms and tools.
- Conduct needs-assessment and risks evaluations and develop policies and instructions to prevent them.
- Conduct periodic inspection rounds to check safety and firefighting equipment and confirm their operation and suitability.

- Monitoring the correct implementation of security and safety guidelines and instructions by all students and staff members.
- Identify the school's needs in terms of security and safety tools.
- Coordinate with the authorities in raising awareness and train school's staff members on safety procedures and raise their awareness on the means of prevention that must be taken in case of emergencies.
- Conduct training sessions for all school staff on evacuation plans.
- Coordinate and cooperate with the authorities for holding program and workshops to all school staff on security and safety procedures.
- Supervise the operation of first aid in cases of injury prior to the arrival of specialists.
- Ensure that safety conditions and regulations are in place to protect the school's staff and students during the school day.
- Develop proposals that will lead to a higher level of security and safety and to discuss school wide improvement plans.

The Safety Committee, must develop an evacuation plan, in case a fire erupted, or any type of emergencies, that requires an evacuation of students and other school personnel. The plan should include the following:

- Establishment of a proper evacuation for students and staff members.
- Identify a secure gathering point and inform everyone about it
- Instruct students and teachers to evacuate, escape and assemble at the pre-determined point of safety
- Make first aid to those who need it
- Dealing with the fire only if it is controllable without taking any risks.

#### **Committee Meetings:**

- The Committee shall meet periodically at least twice per semester.
- The Chairperson can invite the committee members for an urgent meeting if needed.
- Committee's meetings shall be documented on special forms containing the discussions, the recommendations and the decisions taken.

#### **Security and Safety team functions:**

##### **Tasks of the Reporting Committee:**

- Reporting the incident to the Civil Defense.
- Reporting the situation immediately and locating it.
- Monitoring the control Panel's validity on daily basis.
- Notify the guards.

##### **Tasks of the Power Switching Committee:**

- Switching off the electricity while leaving a mark on the electrical board to illustrate the completion of the power separation process.

##### **Tasks of the Evacuation Committee:**

- Directing those who are in the facility to the emergency exits and facilitating the exit process.
- Calming the students and the personnel to relieve panic during the evacuation so that no complications can occur as a result of the evacuation.
- Ensure that students' absence log is collected by the teacher and that the floor is completely evacuated.

### **Tasks of the Organizing Committee at the gathering point:**

- Directing the students to the Assembly Point and supervising their organization.
- Ensure that each teacher is present with her students.
- Ensure that each teacher is holding the students' attendance sheet.
- Ensure that everyone is safe from any injury.

### **Tasks of the Fire Extinguishing Commission:**

- Use fire-fighting equipment.

### **Tasks of the safety and First Aid Committee:**

- Transporting the injured student/personnel to a safe place.
- Performing First aid for minor injuries.
- Supervising the transfer of critical injuries to the hospital through the School Bus to the " United Doctors " Hospital.
- Contacting the injured parents

### **General rules to be observed when any risk occurs**

- Evacuate immediately and stay in a safe place and away from the risk of danger.
- Ensure that all students and staff are present at Assembly Point according to the evacuation plan.
- Immediately contact the Civil Defense, the police, the Red Crescent and the Ministry of Education in case of an emergency inside or outside the school's building.

### **Procedures and precautions to be taken into account in natural cases:**

- Availability of fire extinguishers, and the presence of capable instructors to use them.
- Provide a first-aid box containing the necessary materials.
- There is at least one teacher trained on first aid in the safety committee.
- Training of a number of teachers in evacuation and fire-fighting with the safety committee.
- Cooperation between the school and the Ministry of Education in the reporting of emergency cases, whether in first aid, evacuation in case of fire, monitoring of school injuries and reporting to the Ministry as soon as they occur.
- The formation of an emergency Committee and the distribution of tasks to at the beginning of the school year.
- The cooperation of the school with relevant institutions and the maintenance service providers and keeping the contact information of the civil defense, the Red Crescent, the police and hospitals.
- Training all students and staff members on evacuation and fire drills.
- The school has conducted awareness and campaigns to students and staff members.
- Preparation of a plan by the Emergency Committee at the school.

### **School's Security and safety Policies:**

- Daily follow-up to the closure of all electrical appliances at the end of the day, while turning off connections connected to computers and printers.
- Ensure the safety of all electrical connections and extensions.
- The last session's teacher should be sure to close the projector and the air conditioners before exiting the classroom.
- Notify the Responsible Supervisor or the Head of Department in case of an emergency.
- Ensure that safety tools are monitored, that they are free of any malfunction and that the safety tools follow-up schedule is filled.
- Each teacher should carry out the task assigned to her in the emergency committee.
- Daily follow-up of attendance and absence sheet installed outside the classroom.

- Supervising administrative offices, teachers' rooms and offices in each floor, and making sure that the original connections supplied by the school administration are not being overloaded, and preventing the presence of water boilers and toasters connected at all times.
- The usage of emergency stairs only in emergency situations.
- Not to add any electrical extensions without the written consent of the security and safety officer.
- The training of students and teachers on an evacuation plan that is developed by the Safety Committee is respected by all.
- Each teacher is responsible for guiding her students in emergency situations to the assembly points, and to ensure that students are present through the follow-up of attendance and absence sheet.

### **How security and safety activities work ?**

Create a school activity session that is concerned with security and safety and the activities should include the following programs

- Training of new students in all matters related to security and safety
- To prepare lectures to raise awareness on the importance of security and safety and its role in society and to invite civil defense, fire officials or the Ministry of the Interior and the Red Crescent to make such lectures.
- Training students on school, street and home safety methods.
- To familiarize students with the causes of accidents and how to avoid them, prevent them and respond to them.
- To familiarize students and train them on the evacuation plan, emergency situations, emergency exits and safety tools in the school and how to use them, in an activity-oriented session.

### **The evacuation plan for the school evacuation plan for building A and B**

Review the annex

### **Safety tools available at the school:**

#### ***First: Fire-fighting equipment***

Fire-fighting equipment is divided into the following sections:

1. Fixed Manual equipment: It is an installed network, such as rubber hoses, external fire nozzles, which are used by civil defense personnel, fixed automatic water sprays, and others.
2. Mobile Handheld Equipment: it is used to combat fire at its beginning, such as:

#### ***-Types of hand-held fire extinguishers***

- Manual water pumps.
  - Sand and water buckets.
  - Special fire-resistant blankets.
3. Handheld fire extinguishers: hand-held extinguishers are a manual mean of extinguishing the fire at its earliest stage.
- The manual extinguishers must be a certified type of civil defense.
  - The handheld extinguishers must be preserved intact to remain serviceable when needed.

### **Manual fire extinguishers and their use:**

**Water firefighting extinguishers:** used to extinguish fires of solids, like paper, wood, Fabric

**Foam Extinguisher:** extinguishing flammable fluid fires and inflammation such as paints, dyes, oily, grease, oil liquids

**Powder Extinguisher:** Extinguish most types of fires and preferably not to be used in dealing with electrical and electronic fire extinguishers.

**CO2 extinguisher:** Extinguishing most types of fires except minerals, its effect weakens in the open air as it is dispersed by the wind

### **Firefighting methods**

#### **Isolation (starvation):**

- Removal of material that has not been ignited from the fire.
- Isolating the burning material (flame source) from the rest of the materials.
- Splitting the fire into small fires and then leaving it to be extinguished or easily extinguish it by the use of other means of control.

#### **The strangulation**

This means preventing oxygen from reaching the burning material by covering it with a hail or barrier such as foam, powder or thick cover (fire blanket)

#### **Refrigeration:**

This is to reduce the temperature of the burning substance, often using water.

#### **How to use the Fire rain:**

- Carry the device by the load handle
- Drag the security nail.
- Face the launcher towards the flame base.
- Press the operating arm.
- Fire materials on the base of the flame

#### **How to use fire extinguisher:**

- Carry the fire extinguisher by the load handle
- Pull out the security nail.
- Face the launcher towards the flame base.
- Press the operating arm.
- Target the fire materials on the base of the flame

### ***Second: Fire Alarm Systems:***

- Manual Alarm System:

This system is primarily based on a person pressing the alarm button, the glass compressors are often distributed in all areas of the building, the alarm is turned on by breaking the glass cover and a signal is sent to the control Panel.

- Automatic Alarm system

Automatic warning systems are used in places and halls where fires are likely to occur, and where the resulting losses could be large in a short period of time, these systems are affected by fire phenomena, which are affected by flame or heat.

### **Fire fighting in schools**

Fires occur everywhere, anytime, and for many reasons, and because the school has a relatively large number of students in the same building, the fires are more dangerous. Thus, the interest in the ways of training, ways to combat the fire, the means of fire control and the presence of alarms appropriate to the size of the campus, are of great importance and vitality, to increase the chances of survival and fire prevention.

#### **Actions when a fire occurs:**

- Work according to the evacuation plan
- Turn on the fire alarm.
- The immediate evacuation of the building from the students to the assembly area mentioned in the evacuation plan
- Contacting fire stations.
- Those who received the fire-fighting training should use the fire equipment, in case the situation is not dangerous. They should not extinguish the fire if it extends, and if there is a fear of shutting down the escape routes.
- Close the rooms and halls doors, so that the flames do not extend to new areas.
- Taking care of those in the Assembly area
- Training on fire drills and evacuation plans.
- Conduct periodic fire drills on the control and evacuation process and take it seriously when a fire alarm is heard.
- Receive a training provided by the Department of Fire and Civil defense on the evacuation at the beginning of the school year in the month of September.
  
- Training the teachers and the supervisors on how to evacuate classes or halls under their responsibility and inform them about their duties in emergency situations.
- Training on the usage of alarms, immediately upon the spread of smoke or the outbreak of fire.
- Training on where alarms, emergency exits and assembly points are located
- Training on the usage of firefighting equipment, water hoses and fire blankets with the help of Fire department.

**Emergency Exit Plan****2017-2018 Building A**

خطة الإخلاء للمدرسة لعام 1439 - 1438 هـ

خطة الإخلاء للمبنى (A)

الدور Floor	الخروج من باب الطوارئ للإستقبال	الخروج من سلم الطوارئ الخارجي	الخروج من باب الطوارئ بجانب المرسم
البدروم Basement	قاعة الاجتماعات Conference room	-	الصالة الرياضية + مختبر الفيزياء Gym and physics lab
الأرضي Ground Floor	معمل الحاسب + مختبر الأحياء + مختبر الكيمياء Computer Lab + Biology lab + Chemistry lab	-	المرسم + 3D Art Room
الأول First Floor	مكاتب الإدارة School Management Offices	GR10+GR11 + أ. ريم عناية + مراقبة الدور Exit from Floor controller and High school Principal office	GR12 + HR Library + HR + G 12
الثاني Second Floor	جميع الفصول (7) والمعلمات والإداريات All classes and administrators	-	-
الثالث Third Floor	-	-	جميع الفصول (5) + المصلى + المعلمات والإداريات All classes + prayer room + teachers and administrators

**Emergency Exit Plan**  
**2022-2023 Building A**

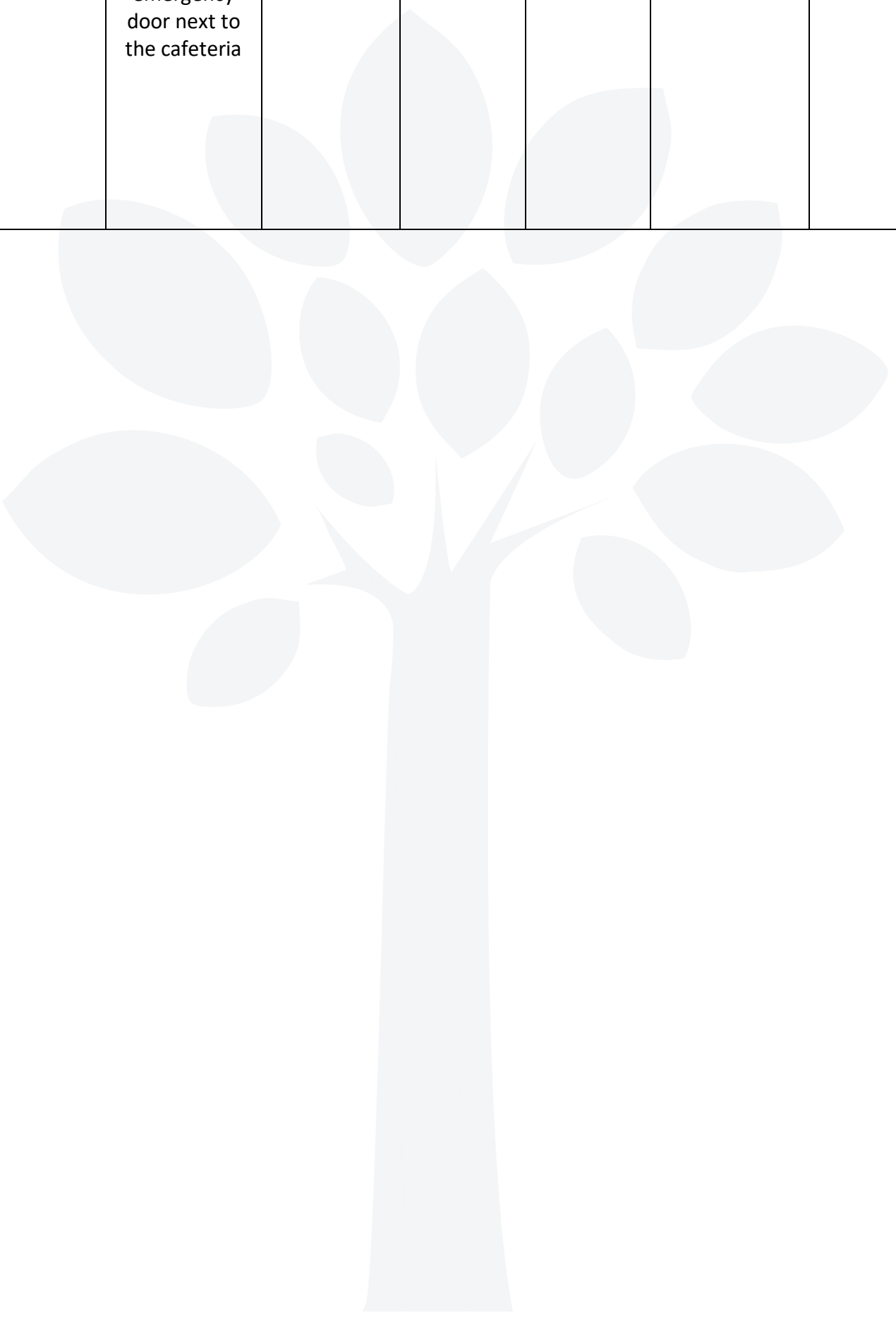
<b>Exit next to Art Room</b>	<b>Exit from Emergency Stairs</b>	<b>Exit from Emergency stairs facing the Reception</b>	<b>Floor</b>
Gym and Physics Lab	—	Conference Room	<b>Basement</b>
Art Room		Computer Lab Biology Lab Chemistry lab	<b>Ground</b>
Library HR+ GR12A +B	Floor Controller Stem +Gr:12C	Administration offices	<b>First</b>
--	--	All Classes + All administrators	<b>Second</b>
All classes + All Admins	--	--	<b>Third</b>

## Emergency Exit Plan 2022-2023 Building B

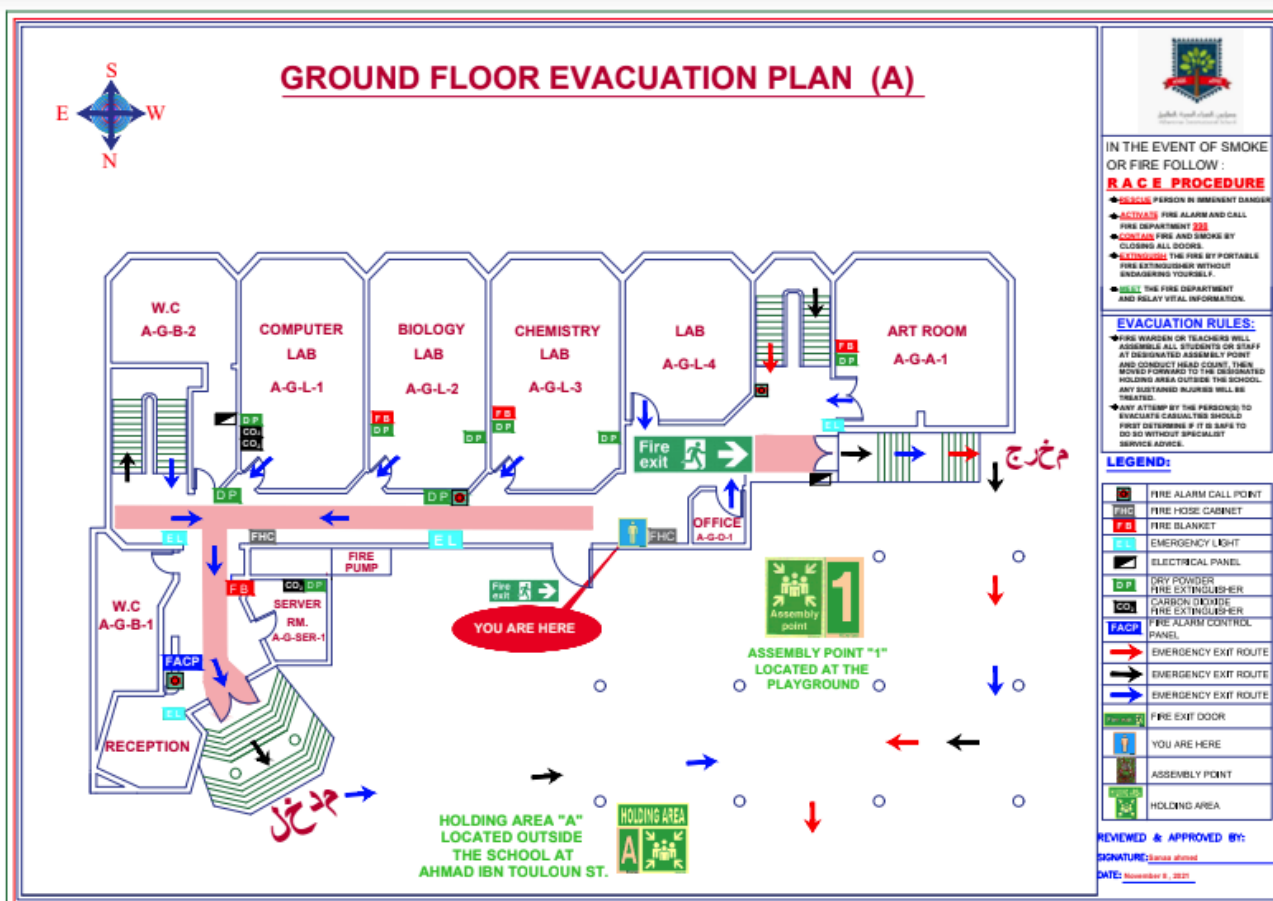
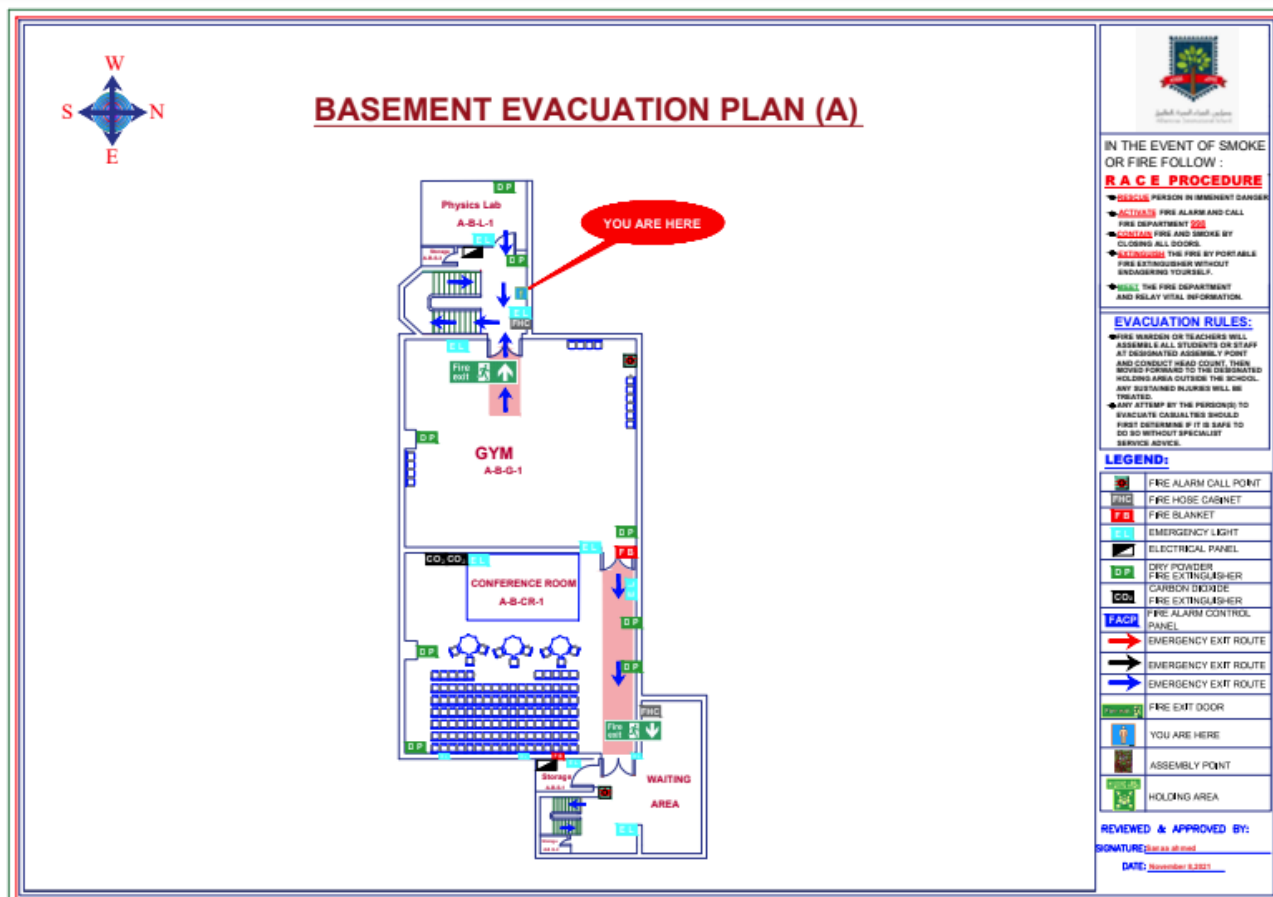
Exit the external emergency staircase	Exit from the eastern emergency door next to the cafeteria	Exit the emergency door next to the clothing store	Exit the emergency door in KG:3B class	Exit the emergency door )KG:2C	Exit the emergency door of the administration office	Floor
		KG:2A Photography office	KG: 3B+3A + All classroom located in the inner courtyard of Building B	KG:2C	KG:1 KG:2B	Ground
	Gr:1(A-B) Gr:2(A-B) Go down the stairs opposite the administration office and exit to the outer yard through the eastern emergency door, which is next to the cafeteria					First
GR5(A-B-C)  + The class in the social room Get off the external emergency staircase and head to the outdoor yard	1 Exit classes GR3 From the stairs opposite the administration office and exit to the outer yard through the eastern emergency door, which is next to the cafeteria 2 Exit classes + Art room GR4(A-B)				.	Second

	From the stairs opposite to Prof. Ibtisam's office, go down to the inner courtyard, and head to the outer courtyard from the eastern emergency door, next to the cafeteria.					
	<p>Eastern section Gym. From the inner staircase, go to the outer yard from the eastern emergency door, which is next to the cafeteria.</p> <p>Western section Meeting room + computer lab + library Get off the stairs opposite the hall and continue going down from the same direction to the inner courtyard, then head to the outer courtyard from the eastern</p>					Third

	emergency door next to the cafeteria					
--	--	--	--	--	--	--

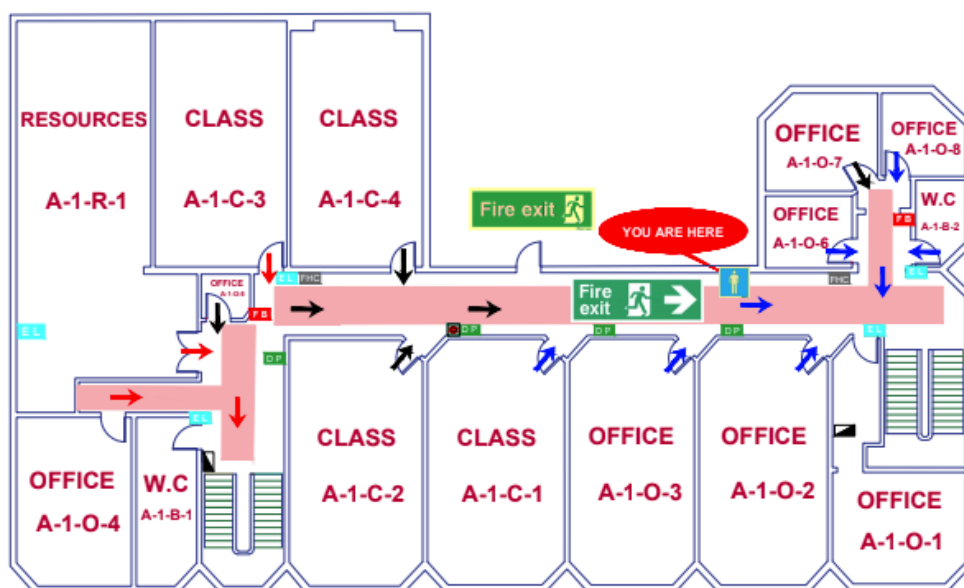


## Evacuation Maps





## FIRST FLOOR EVACUATION PLAN (A)



**IN THE EVENT OF SMOKE OR FIRE FOLLOW:**

**RACE PROCEDURE**

- R** - RESCUE PERSON IN IMMINENT DANGER
- A** - ACTIVATE FIRE ALARM AND CALL FIRE DEPARTMENT
- C** - CONTAIN FIRE AND SMOKE BY CLOSING ALL DOORS
- E** - EXTINGUISH THE FIRE BY PORTABLE FIRE EXTINGUISHER WITHOUT ENDANGERING YOURSELF
- E** - MEET THE FIRE DEPARTMENT AND RELAY VITAL INFORMATION

**EVACUATION RULES:**

- FIRE WARDEN OR TEACHERS WILL ASSEMBLE ALL STUDENTS OR STAFF AT DESIGNATED ASSEMBLY POINT AND CONDUCT HEAD COUNT. THEN MOVED FORWARD TO THE DESIGNATED HOLDING AREA OUTSIDE THE SCHOOL. ANY SUSPECTED INJURED WILL BE TREATED.
- ANY ATTEMPT BY THE PERSONS TO EVACUATE CASUALTIES SHOULD FIRST DETERMINE IF IT IS SAFE TO DO SO WITHOUT SPECIALIST SERVICE ADVICE.

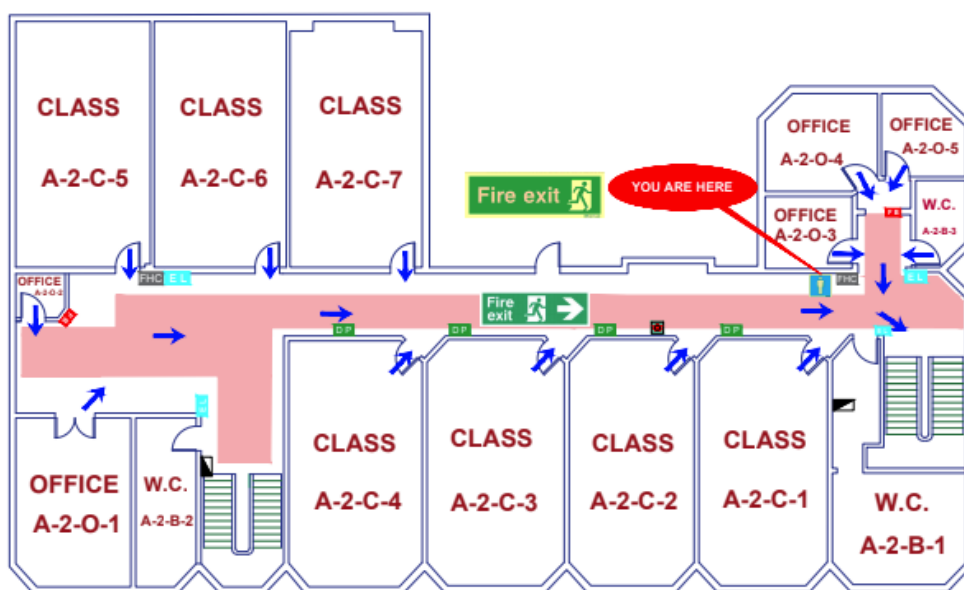
**LEGEND:**

- FIRE ALARM CALL POINT
- FIRE HOSE CABINET
- FIRE BLANKET
- EMERGENCY LIGHT
- ELECTRICAL PANEL
- DRY POWDER FIRE EXTINGUISHER
- CARBON DIOXIDE FIRE EXTINGUISHER
- FIRE ALARM CONTROL PANEL
- EMERGENCY EXIT ROUTE
- EMERGENCY EXIT ROUTE
- EMERGENCY EXIT ROUTE
- FIRE EXIT DOOR
- YOU ARE HERE
- ASSEMBLY POINT
- HOLDING AREA

REVIEWED & APPROVED BY:  
SIGNATURE: *[Signature]*  
DATE: November 8, 2021



## SECOND FLOOR EVACUATION PLAN (A)



**IN THE EVENT OF SMOKE OR FIRE FOLLOW:**

**RACE PROCEDURE**

- R** - RESCUE PERSON IN IMMINENT DANGER
- A** - ACTIVATE FIRE ALARM AND CALL FIRE DEPARTMENT
- C** - CONTAIN FIRE AND SMOKE BY CLOSING ALL DOORS
- E** - EXTINGUISH THE FIRE BY PORTABLE FIRE EXTINGUISHER WITHOUT ENDANGERING YOURSELF
- E** - MEET THE FIRE DEPARTMENT AND RELAY VITAL INFORMATION

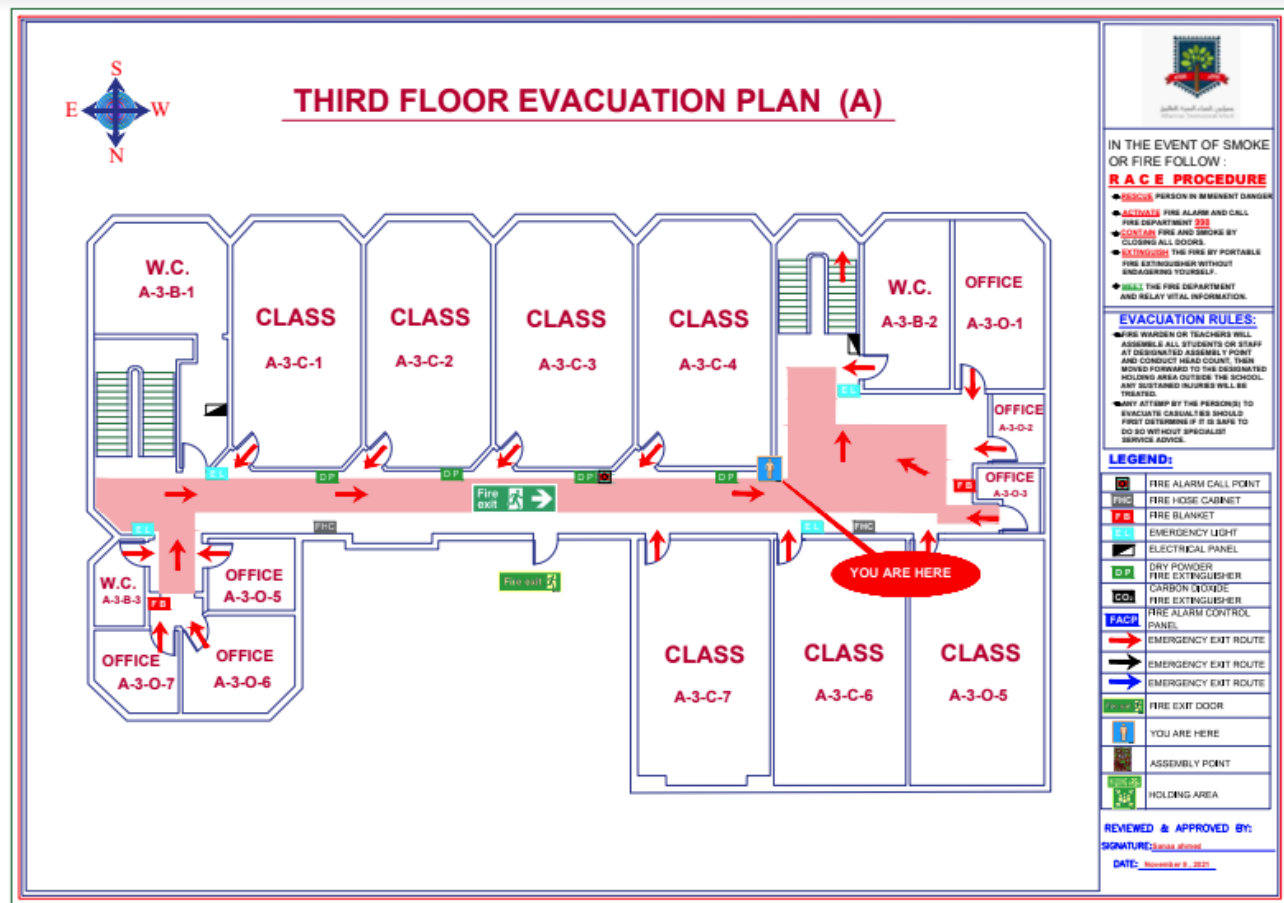
**EVACUATION RULES:**

- FIRE WARDEN OR TEACHERS WILL ASSEMBLE ALL STUDENTS OR STAFF AT DESIGNATED ASSEMBLY POINT AND CONDUCT HEAD COUNT. THEN MOVED FORWARD TO THE DESIGNATED HOLDING AREA OUTSIDE THE SCHOOL. ANY SUSPECTED INJURED WILL BE TREATED.
- ANY ATTEMPT BY THE PERSONS TO EVACUATE CASUALTIES SHOULD FIRST DETERMINE IF IT IS SAFE TO DO SO WITHOUT SPECIALIST SERVICE ADVICE.

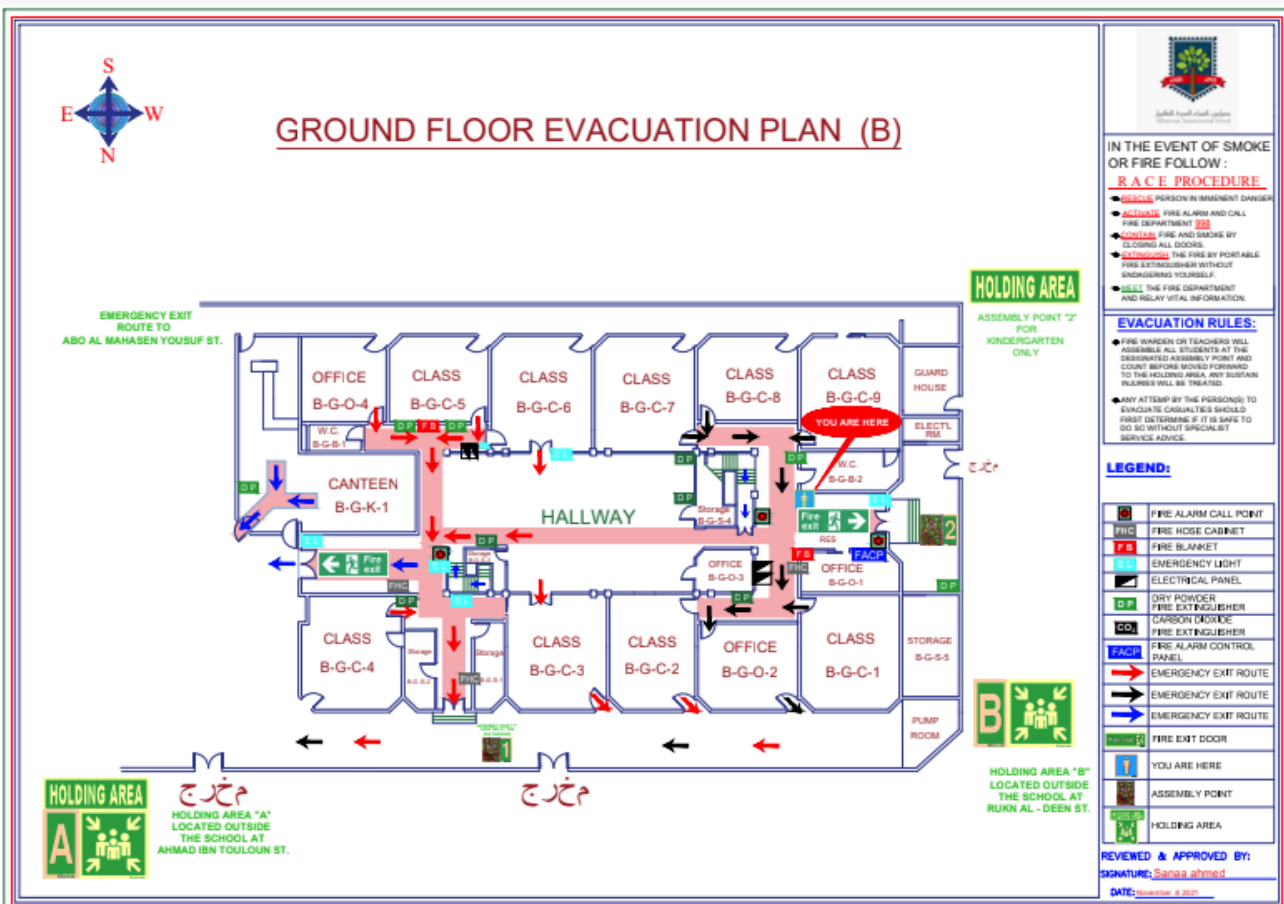
**LEGEND:**

- FIRE ALARM CALL POINT
- FIRE HOSE CABINET
- FIRE BLANKET
- EMERGENCY LIGHT
- ELECTRICAL PANEL
- DRY POWDER FIRE EXTINGUISHER
- CARBON DIOXIDE FIRE EXTINGUISHER
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- EMERGENCY EXIT ROUTE
- EMERGENCY EXIT ROUTE
- FIRE EXIT DOOR
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- HOLDING AREA

REVIEWED & APPROVED BY:  
SIGNATURE: *[Signature]*  
DATE: November 8, 2021

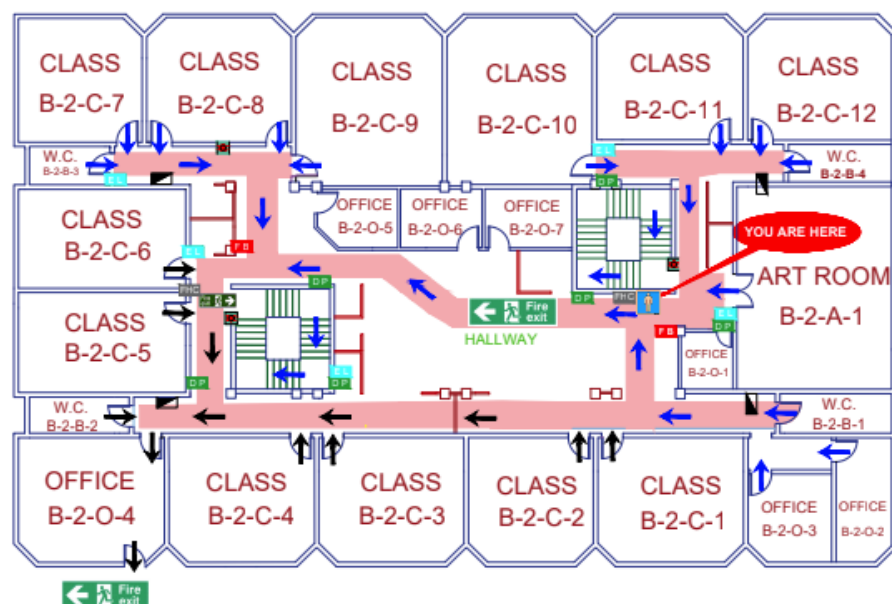


# Evacuation Plan





## SECOND FLOOR EVACUATION PLAN (B)



IN THE EVENT OF SMOKE  
OR FIRE FOLLOW :

### R.A.C.E PROCEDURE

- **RECOGNISE** PERSON IN IMMINENT DANGER
- **RAISE** FIRE ALARM AND CALL FIRE DEPARTMENT **995**
- **CONTAIN** FIRE AND SMOKE BY CLOSING ALL DOORS
- **EXTINGUISH** THE FIRE BY PORTABLE FIRE EXTINGUISHER WITHOUT ENDANGERING YOURSELF
- **MEET** THE FIRE DEPARTMENT AND RELAY VITAL INFORMATION

### EVACUATION RULES:

- FIRE WARDEN OR TEACHERS WILL ASSEMBLE ALL STUDENTS OR STAFF AT DESIGNATED ASSEMBLY POINT AND CONDUCT HEAD COUNT THEN MOVES FORWARD TO THE DESIGNATED HOLDING AREA OUTSIDE THE SCHOOL AND SUBSTANT INJURIES WILL BE TREATED.
- ANY ATTEMPT BY THE PERSONS TO EVACUATE CLASSROOMS SHOULD FIRST DETERMINE IF IT IS SAFE TO DO SO WITHOUT SPECIALIST SERVICE ADVICE.

### LEGEND:

	FIRE ALARM CALL POINT
	FIRE HOSE CABINET
	FIRE BLANKET
	EMERGENCY LIGHT
	ELECTRICAL PANEL
	DRY POWDER FIRE EXTINGUISHER
	CARBON DIOXIDE FIRE EXTINGUISHER
	FIRE ALARM CONTROL PANEL
	EMERGENCY EXIT ROUTE
	EMERGENCY EXIT ROUTE
	EMERGENCY EXIT ROUTE
	FIRE EXIT DOOR
	YOU ARE HERE
	ASSEMBLY POINT
	HOLDING AREA

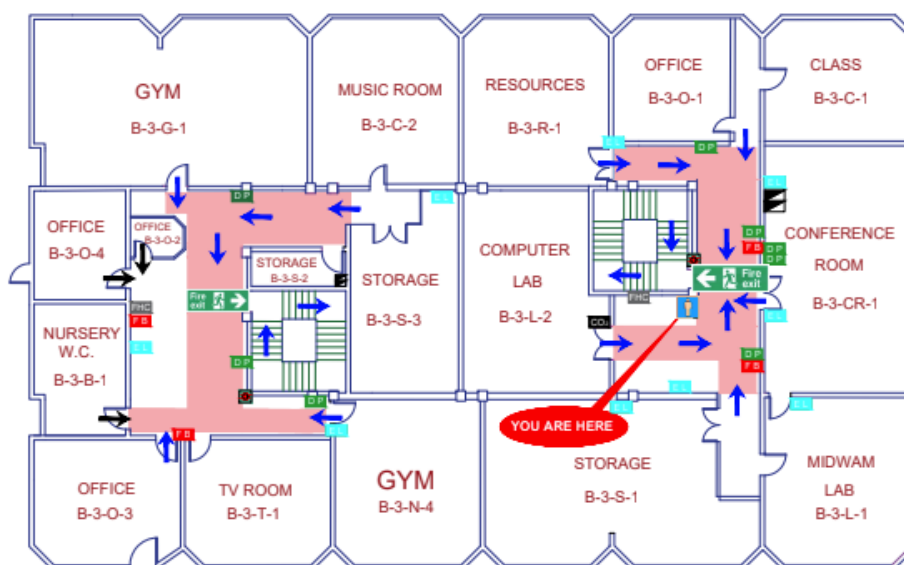
REVIEWED & APPROVED BY:

SIGNATURE: *Sarwa alshad*

DATE: November 8, 2021



## THIRD FLOOR EVACUATION PLAN (B)



IN THE EVENT OF SMOKE  
OR FIRE FOLLOW :

### R.A.C.E PROCEDURE

- **RECOGNISE** PERSON IN IMMINENT DANGER
- **RAISE** FIRE ALARM AND CALL FIRE DEPARTMENT **995**
- **CONTAIN** FIRE AND SMOKE BY CLOSING ALL DOORS
- **EXTINGUISH** THE FIRE BY PORTABLE FIRE EXTINGUISHER WITHOUT ENDANGERING YOURSELF
- **MEET** THE FIRE DEPARTMENT AND RELAY VITAL INFORMATION

### EVACUATION RULES:

- FIRE WARDEN OR TEACHERS WILL ASSEMBLE ALL STUDENTS AT THE DESIGNATED ASSEMBLY POINT AND COUNT BEFORE MOVING FORWARD TO THE HOLDING AREA, ANY SUBSTANT INJURIES WILL BE TREATED.
- ANY ATTEMPT BY THE PERSONS TO EVACUATE CLASSROOMS SHOULD FIRST DETERMINE IF IT IS SAFE TO DO SO WITHOUT SPECIALIST SERVICE ADVICE.

### LEGEND:

	FIRE ALARM CALL POINT
	FIRE HOSE CABINET
	FIRE BLANKET
	EMERGENCY LIGHT
	ELECTRICAL PANEL
	DRY POWDER FIRE EXTINGUISHER
	CARBON DIOXIDE FIRE EXTINGUISHER
	FIRE ALARM CONTROL PANEL
	EMERGENCY EXIT ROUTE
	EMERGENCY EXIT ROUTE
	EMERGENCY EXIT ROUTE
	FIRE EXIT DOOR
	YOU ARE HERE
	ASSEMBLY POINT
	HOLDING AREA

REVIEWED & APPROVED BY:

SIGNATURE: *Sarwa alshad*

DATE: November 8, 2021