



Emergency Evacuation Plan

1. Introduction

This plan has been developed to ensure an organized and complete evacuation of Rosary Private School in the event of an emergency or upon hearing the fire alarm.

The main objectives of this evacuation plan are to ensure:

- a) All occupants evacuate the building safely and proceed to the designated assembly point.
- b) Safe evacuation procedures are in place for individuals who cannot use stairs.
- c) All occupants are accounted for after evacuation.
- d) Specific individuals are assigned roles to ensure effective implementation of the evacuation plan.

For the purpose of this plan, the following are considered emergencies requiring full or partial evacuation:

- Explosion
- Fire outbreak
- Bomb threat
- Indoor air contamination
- Health-related incidents (e.g., infectious disease outbreaks)

This plan must be reviewed and practiced through evacuation drills at least twice per year.

2. Evacuation Procedures

2.1 General Overview

Building occupants will be notified to evacuate by activation of the alarm system.

- Upon hearing the fire alarm or receiving evacuation instructions, all occupants must evacuate immediately and proceed to the designated assembly point located at a safe distance from the building.
- Occupants must ensure that their visitors follow evacuation procedures.
- Contractors must also be informed of these procedures and evacuate upon hearing the alarm.

.2 Evacuation Instructions

When the alarm sounds or evacuation is announced:



- Do not panic.
- Do not ignore the alarm.
- Follow instructions from evacuation supervisors and teachers.
- Leave the building immediately in an orderly manner using the nearest emergency exit.
- Close doors behind you when exiting.
- Switch off electrical equipment if safe to do so.
- Do not use elevators.
- Do not return to your classroom or office for any reason.
- Proceed directly to the designated assembly point.
- If the main assembly point is unsafe, proceed to the alternative location.
- Report your presence to your evacuation supervisor or teacher.
- Do not return to the building until officially informed that it is safe.

⚠ Note: The alarm stopping does NOT mean the emergency is over.

2.3 Important Notes & Warnings

- Do not attempt to fight fires unless trained.
- Always be prepared to evacuate.
- Report all fire incidents to Civil Defense (997), Police (999), Ambulance (998).
- Do not enter rooms filled with smoke or if doors are hot.

Fire Response Key Actions:

- Rescue people from immediate danger.
- Raise the alarm and call Civil Defense.
- Contain fire by closing doors/windows (if safe).
- Evacuate immediately to assembly point.

2.4 Escape Routes and Assembly Points

- Escape routes and emergency exits are clearly marked on building plans.
- Assembly points are designated outside the building and indicated on site maps.

2.5 Procedures for Persons Requiring Assistance

- Any individual unable to use stairs must be assisted under the supervision of evacuation supervisors or staff.
- Staff must inform emergency teams about individuals needing extra assistance.



3. Roles and Responsibilities

All Staff

- Be familiar with fire safety and evacuation plans.
- Stay calm during emergencies.
- Follow instructions from evacuation supervisors.
- Know alarm points, firefighting equipment, exits, and assembly areas.
- Treat every alarm as a real emergency.
- Do not use elevators.
- Proceed immediately to assembly points.

HSE Officer / Fire Safety Officer

- Coordinate safety procedures with management and authorities.
- Conduct fire risk assessments and inspections.
- Assist in developing evacuation plans.
- Train evacuation supervisors.
- Arrange maintenance of fire safety systems.
- Conduct drills and staff training.
- Monitor compliance with safety policies.

Chief Safety Supervisor

- Fully understand the evacuation plan.
- Upon alarm, evacuate and proceed to assembly point.
- Receive reports from floor wardens.
- Report overall evacuation status.
- Ensure Civil Defense is notified.
- Coordinate evacuation operations.

Evacuation Supervisors (Floor Wardens)

- Responsible for evacuating assigned areas.
- Guide occupants to exits and assembly points.
- Ensure all rooms are checked.
- Be the last to leave the area.
- Report missing persons or issues.
- Assist individuals with disabilities.
- Confirm headcount at assembly point.



Teachers

- Follow safety instructions.
- Keep students calm.
- Lead students safely to assembly points.
- Conduct headcount after evacuation.

4. Building Information

School Name:

Rosary Private School – Abu Dhabi

4.1 Assembly Points

- There are **seven (7) assembly points** located at main exit gates.
- Each section of the school has a designated assembly point (nearest exit gate).
- All occupants must proceed to their assigned location upon evacuation.
- Building layouts and assembly point maps are attached

Reference

- **Abu Dhabi Occupational Safety and Health Center (ADOSH)**

In line with the requirements of **ADOSH System Framework and Code of Practice (COP 16 – Emergency Preparedness and Response)** to ensure effective emergency planning and evacuation procedures.

- **Abu Dhabi Civil Defense Authority (Civil Defense)**

Compliance with fire safety regulations, alarm systems, emergency response procedures, and coordination with Civil Defense requirements.

- **Department of Education and Knowledge**

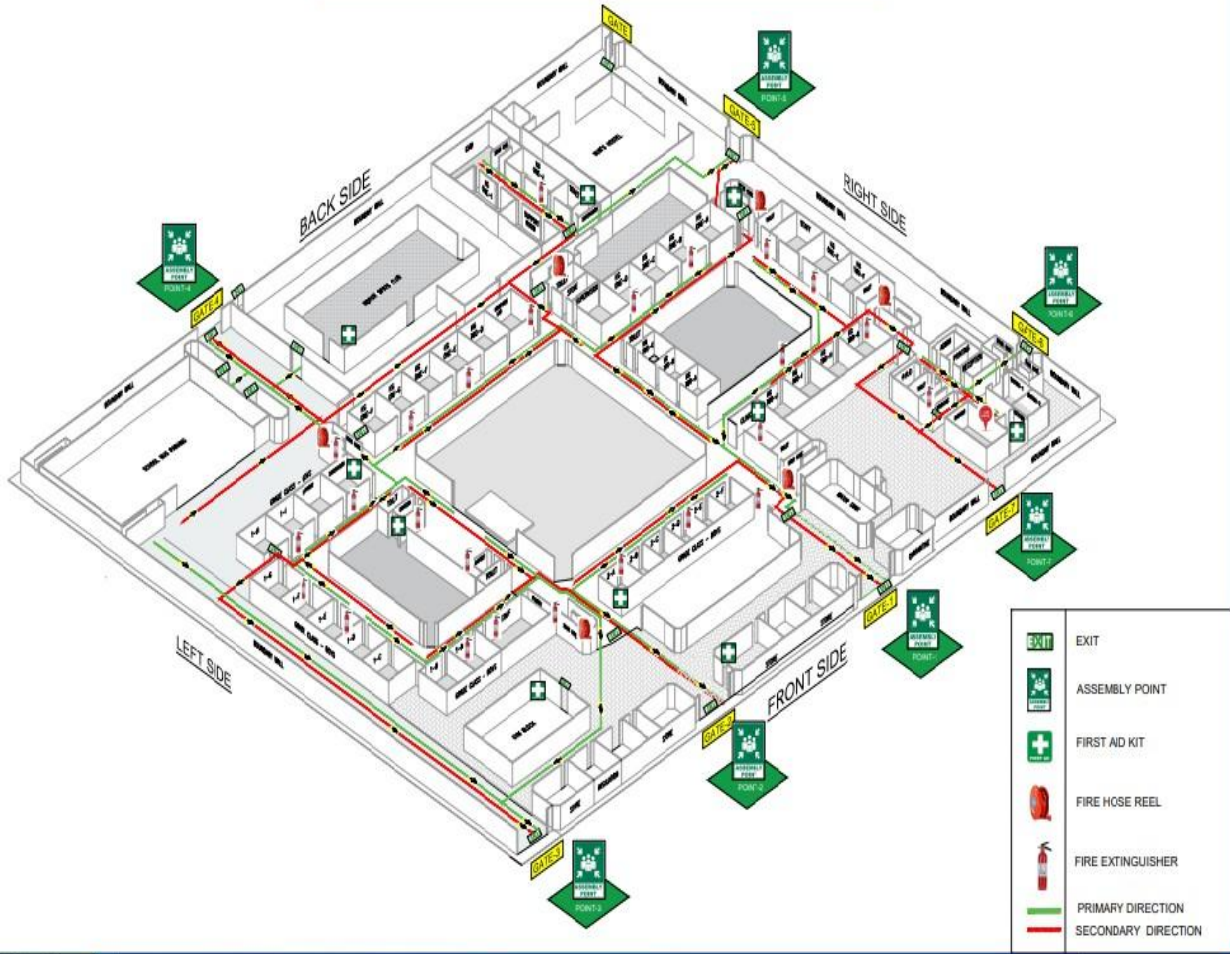
Ensuring that all health, safety, and emergency procedures meet ADEK regulations for private schools in Abu Dhabi

Principal
Sister Claudette Dababneh



OSH officer
Marwah Aljammali

SCHOOL EVACUATION PLAN- GROUND FLOOR



ROSARY SCHOOL

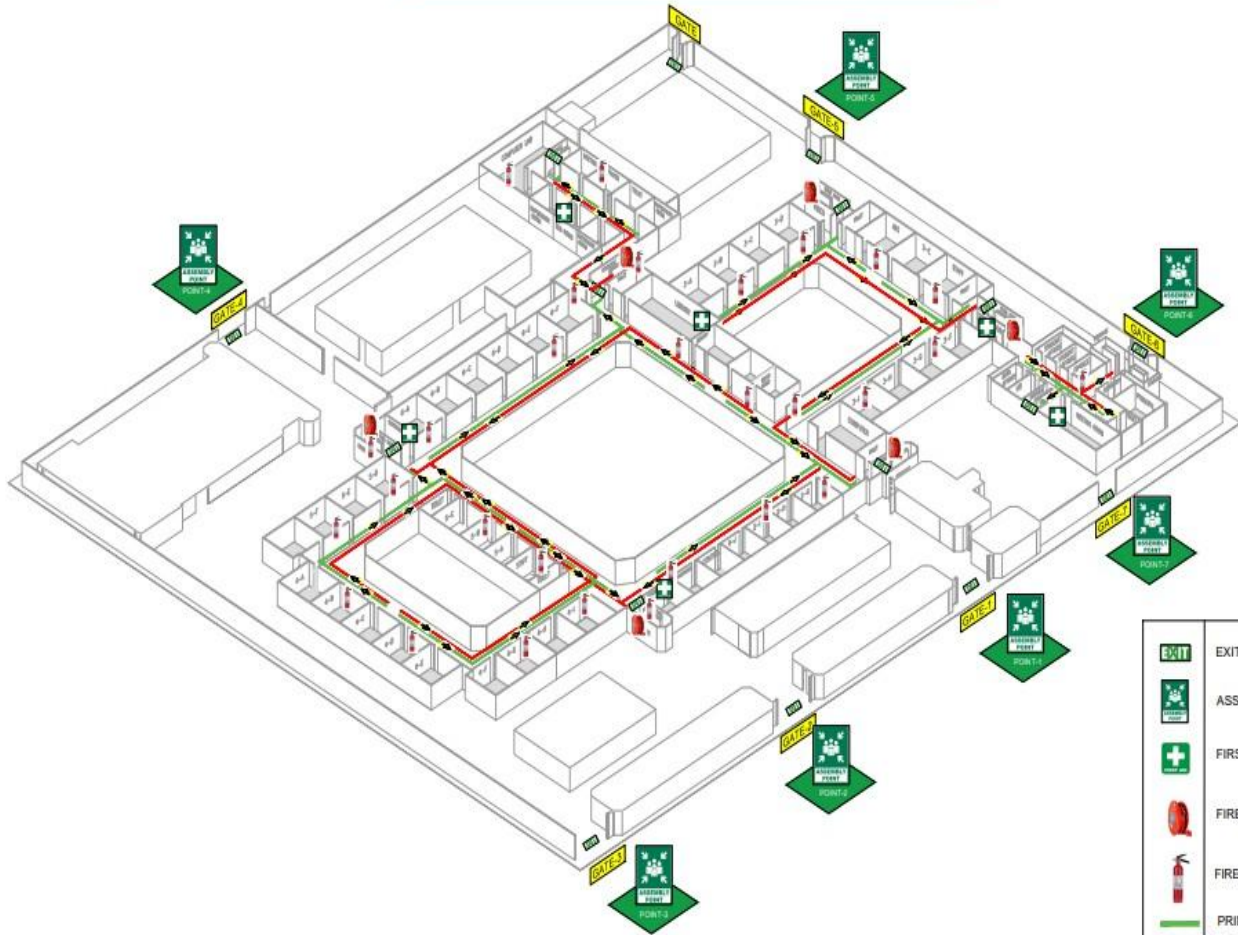
APPROVED BY: SR. MADELINE
APPROVED BY: ENG. HYTHAM HAJAZIN

ROSARY SCHOOL- ABUDHABI UAE

DESIGN BY: SREEJITHS

GROUND FLOOR

SCHOOL EVACUATION PLAN- FIRST FLOOR



	EXIT
	ASSEMBLY POINT
	FIRST AID KIT
	FIRE HOSE REEL
	FIRE EXTINGUISHER
	PRIMARY DIRECTION
	SECONDARY DIRECTION



ROSARY SCHOOL

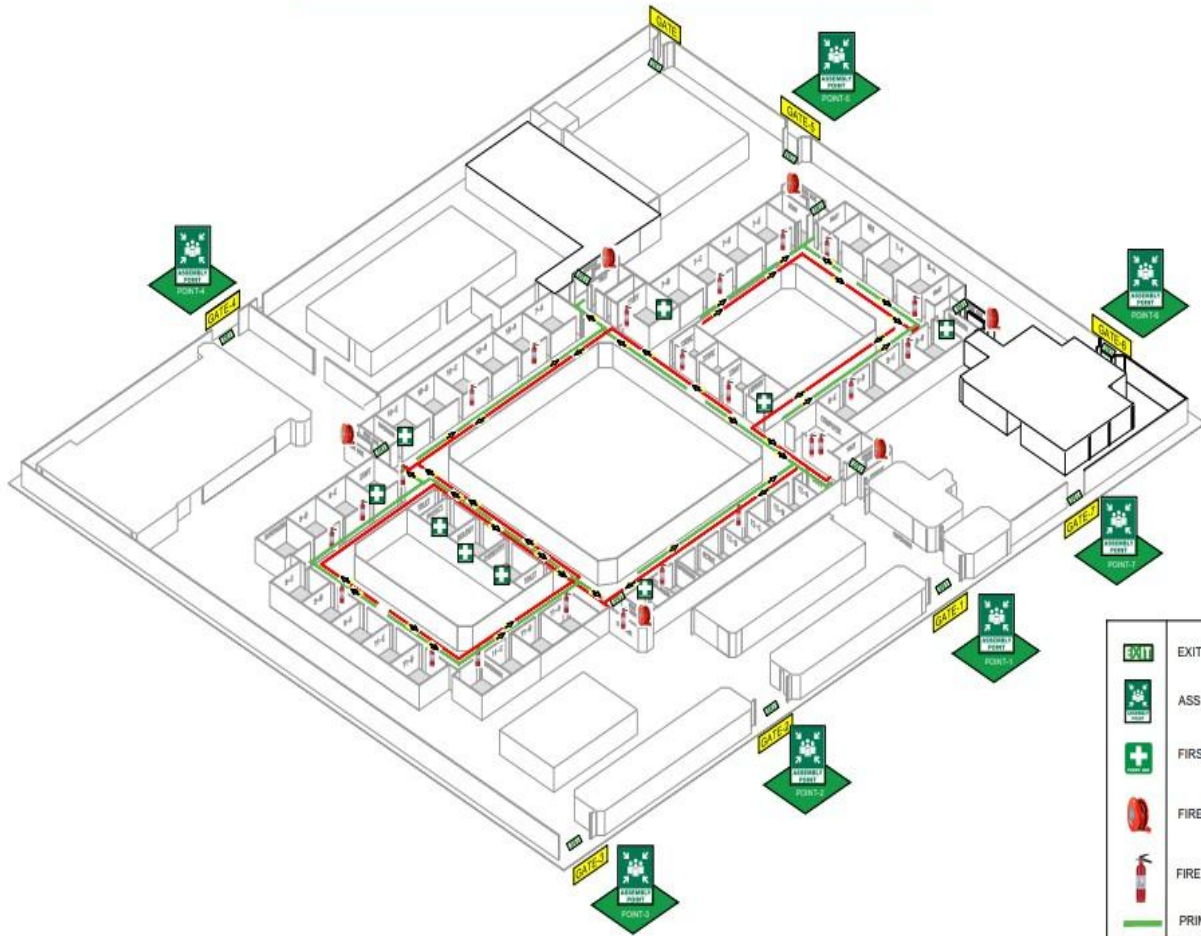
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ROSARY SCHOOL- ABUDHABI UAE

DESIGN BY: SREEJITH S

FIRST FLOOR

SCHOOL EVACUATION PLAN- SECOND FLOOR



	EXIT
	ASSEMBLY POINT
	FIRST AID KIT
	FIRE HOSE REEL
	FIRE EXTINGUISHER
	PRIMARY DIRECTION
	SECONDARY DIRECTION



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SECOND FLOOR