



Fire Evacuation Plan Creative Kids Early Learning Centre

1. Creative Kids Early Learning Centre is required to have policies and procedures to evacuate the facility quickly in case of a Fire/ Emergency. The plan should be developed to consider 4 evacuation scenarios:

- a. **In-place evacuation:** Keeping children and staff members in place but securing location for the emergency at hand. Example: Weather related or chemical hazard.
- b. **On – site evacuation:** Movement of children and staff members out of buildings affected and relocated to other areas on premise or property.
- c. **Off – site evacuation:** Movement of some or all children and staff members off campus to another designated area.
- d. Major Disasters or Emergencies

2. The plan needs to be reviewed annually and updated as needed. The date of the reviews to be documented.

3. The plan should be available for immediate review by staff, parents, and Governing/ Licensing Authorities.

4. Each child, of capable age should be trained and made aware, on the emergency evacuation procedures during orientation.

Conduct fire drills monthly.

5. When children are relocated, staff will maintain the children’s records as well as documentation for a child’s release to an authorized person.

6. We also need to develop arrangements for mutual aid/relocation with other facilities and schools in the area.

7. Make sure emergency supplies are available including but not limited to items listed below

Contact List for Children’s Families	Hand Sanitizer/Cleaning Agent/Disinfectant
Contact List for Staff Families	Wet Wipes and Tissues
Children’s Emergency Information	Disposable Cups
Medications/Medical Supplies	Water and Non-Perishable Food
Charged Cell Phone	Diapers for Infants
First Aid Kit	Blankets
Flashlights w/extra batteries	Vehicle Keys (With the school Bus Drivers)
Battery operated radio w/extra batteries	



8. Assigned staff members with specific responsibilities like those listed below during an emergency. These assignments include **who will supervise which children.**

Assigned Task	Staff Member
Call 997	
Call Parents/Guardian	(Respective Class Teachers)
Provide First Aid	FIRST AIDER
Take Emergency/First Aid Kits	FIRST AIDER –
Go with children to hospital	(Person assigned for handling the respective group)
Turn off gas, electricity, and water	
Post relocation site information	
Supervision of Children	Respective Class Teachers/ Assistants responsible – ASSEMBLY POINT COORDINATORS

9. We as a Children’s facility are required by the Fire Civil Defense Department to have an **Escape Plan and a Fire Plan.**

- The Escape Plan is a copy of the facility’s floor plan indicating the location of:
- Primary and secondary exits,
- Fire extinguishers
- Fire alarm pull stations
- The fire alarm control panel
- Accessible routes
- Assembly area(s)

10. **Know the location of the following:**

- First Aid Kit
- Additional Emergency Supplies
- Cell Phone
- Electricity Shut Off
- Water Shut-Off
- Air Vent Shut-Off



Fire Evacuation Procedures:

Steps to follow during an emergency:

1. In the event of an emergency the Teacher/ Assistant will be notified as soon as possible regarding the situation and the response to it.
2. An accounting of all children and staff is to be kept. We would always start and end with counting children and matching to attendance list of the day when moving the children.
3. The emergency information on each child and staff should accompany the attendance list during an evacuation.
4. The first aid kits, any medical supplies such as children's medication and emergency supplies should be taken when facility relocates to a safe place or area.
5. A cellular telephone should be available to contact emergency agencies, parents and Child Care

FIRE EVACUATION PLAN

Creative Kids Early Learning Centre

Clayton Residency Tower, Al Abraj Street; Business bay, Dubai

Emergency Response to Fire at Creative Kids Early Learning Centre Business bay

The following paragraphs describe the do's and don'ts, precautions and responsibilities in a fire related emergency. The Centre Manager may be contacted for further information or explanation of this plan.

Take the following actions in case of fire or if you hear the Fire alarm Ring.

1. Do not panic, remain calm.
2. Use portable fire extinguisher if it is safe to do so or if you feel that the fire is small and can be contained with the extinguisher.

Report Fire to **997** once outside using cell phone. Tell 977 **"There is a fire at Creative Kids Early Learning centre, located at the Ground Floor in the Clayton Residency Tower, at the Al Abraj Street; Business bay, Dubai**

3. ." As soon as the fire is discovered, start an orderly evacuation as during a fire drill.
4. Instruct the children that they must line up quickly in the required manner (as practiced during the fire drill).
5. Children to be told to remain calm and keep their hands to themselves.
6. They would be told to follow the person who is assigned to lead them for evacuation.



7. All children to evacuate the classrooms and the premises by designated routes to the **Assembly Area**.
 8. The day's attendance and Evacuation Muster Roll to be checked.
 9. Evacuate ALL children and ALL adults through the nearest exit away from the fire to an area well away from the building.
 10. If you know of any visitor in your floor / area, please inform and assist the person towards the emergency exits as well as the Assembly point. It is important that the visitor is counted by the Assembly Point Coordinator during roll-call.
- **Children in Classroom 1,2 and 3 will go out the direct Emergency exit near their class rooms and proceed to the Emergency Exit (Marked) leading to the stairway in the Food Court hallway situated a short distance away.**
- **All the children will leave with their designated caretakers along the designated/predefined direct exit to the adjoining Emergency Exit leading to the staircase down to the Assembly Point of the Building at the ground floor.**
- **In case the fire starts during the After School programme, children will still follow the same procedure.**
11. The Teacher/Assistant or designee (if absent) will check all bathrooms and any other room or areas to double check that everyone has been safely evacuated out of both the facilities.
 12. All teachers/ Assistants will take attendance log, time sheet, first aid kit.
 13. Teachers/ Assistants will close all doors as they leave the building.
 14. Teachers/ Assistants will account for all children by checking attendance log and reporting to the Director or designee as soon as possible.
 15. Assistant First Aid will be provided as needed.
 16. Do not reenter the building until permission is given by the Fire Officials.
 17. Notify parents to pick up children as soon as safety permits.

Never attempt to fight a fire unless:

- You know how to operate the fire extinguisher.
- You have an appropriate type of fire extinguisher, depending on the source and type of fire.
- The fire is small and confined.
- The fire is blocking or imminently going to block your exit.
- In case you need to evacuate due to fire in the floor or vicinity, always feel the temperature of a door (with the back of your hand) on the outside of a door prior to opening it.
- If a door is hot:
- Do not open.



- Place a blanket or similar article along the bottom of the door to keep out smoke. If possible, wet the material first.
- Retreat and close as many doors between you and the fire as possible.
- If a door is not hot:
- Open the door cautiously, stand behind the door and be prepared to close it quickly if there is excessive smoke.
- Conduct a final search before leaving, if safe to do so,

Important instructions:

- Do not use the elevators as a means of leaving the building.
- Do not re-enter the facility and pack any bags, or personal possessions.

Individual Tasks:

Emergency Coordinator:

- In case of a fire inside the facility, go to the scene of the fire and assume control. Ascertain that a fire is indeed in progress.
- With the assistance of the other colleagues, evacuate children/ occupants in the Centre before attempting to fight the fire, **if the fire is small**.
- If the fire is too large to fight, commence to evacuate all persons from the premises, ensuring that all persons leave by way of the emergency fire exits.
- Once all persons have been evacuated from the centre, remain at the entrance door of the premises and inform building security/ evacuation staff and the Manager that the premise has been evacuated.
- Also, dial "997" and inform the following details:
 - Nature of emergency - Fire
 - (Name) and place of work at the **Clayton Residency**
 - Address, Location
 - Call back telephone number (Area Code followed by direct telephone number) and the Emergency
 - Your mobile number.
 - Extent of the fire.
 - Entry points.
 - Parking.



Assembly Point Coordinator:

- Should have a complete list of all the employees/ children/ parents at Creative Kids ELC
- Upon evacuation and congregation at the Assembly Point, do a roll call and ensure everybody is accounted for including any parent/ visitor.
- Inform the Emergency Coordinator/ building security& evacuation staff and Fire Brigade immediately, if any employee or visitor is not accounted for.
- Ascertain information on the whereabouts of the missing person and where he / she last seen was. It could be possible that the individual was not in the building at the time of incident (and could have possibly gone to pick or drop a child from the school bus and has not been allowed back into the building by the security)
- All the relevant information must be passed on to the Emergency Coordinator and Fire Brigade.

First Aider:

- Assist the Emergency Coordinator in evacuation.
- Will also act a First Aider.
- Attend to any First aid requirement and coordinate with Manager/ building security & evacuation personnel if Ambulance etc is required.



A Teachers Plan for Fire Evacuation:

Fire Evacuation Plan:

- ❖ In the event of a fire I would carry out the following actions:
- ❖ Stay calm and keep the children calm.
- ❖ Gather the children together; any child that is unable to walk will be carried to the group.
- ❖ As a group, we will make our way to the nearest SAFE exit (any child unable to walk will be carried).
- ❖ I will wait until everyone is safely out of the building and will dial 997 using my mobile or cordless telephone.
- ❖ Once we are all out of the property we will stand away from it until emergency services have arrived.
- ❖ I will then contact parents and let them know what has happened.
- ❖ Priority will also be taken into ensuring that escape routes are kept free from trip hazards.
- ❖ I also carry out random fire drills with the children so that if a REAL fire did occur the children wouldn't panic. We would carry out the same procedure as above.

This is an additional document in every teachers planning folder.