



RADIANT INDIAN SCHOOL FOR GIRLS AND BOYS,

SHARJAH

FIRE AND SAFETY POLICY

1. Purpose

The purpose of this policy is to ensure the safety and well-being of all students, staff, and visitors by establishing effective measures for fire prevention, preparedness, response, and evacuation.

2. Scope

This policy applies to:

- All students
- Teaching and non-teaching staff
- Visitors and contractors within the school premises

3. Objectives

- To prevent fire hazards through regular monitoring and safe practices
- To ensure all occupants are prepared to respond effectively in case of fire
- To provide clear evacuation procedures
- To comply with local fire safety regulations and standards

4. Fire Prevention Measures

- Regular inspection and maintenance of electrical systems and equipment
- Safe storage of flammable materials
- Prohibition of open flames and unauthorized electrical appliances
- Clear marking and unobstructed access to emergency exits
- Installation and maintenance of fire detection and alarm systems

5. Fire Safety Equipment

The school shall ensure the availability and proper maintenance of:

- Fire extinguishers (appropriate types for different hazards)
- Fire alarms and smoke detectors
- Fire hose reels and sprinklers (where applicable)

- Emergency lighting and exit signage

All equipment will be:

- Checked periodically
- Serviced as per regulatory requirements
- Easily accessible at all times

6. Roles and Responsibilities

School Management

- Ensure compliance with fire safety regulations
- Provide necessary resources and training
- Conduct periodic safety audits

Fire Safety Officer / Coordinator

- Monitor implementation of fire safety measures
- Maintain safety records and inspection logs
- Coordinate emergency drills

Teachers and Staff

- Guide students during evacuation
- Ensure classroom exits are clear
- Report hazards immediately

Students

- Follow safety instructions
- Participate actively in drills
- Avoid unsafe practices

7. Emergency Evacuation Procedures

- On hearing the fire alarm, all occupants must evacuate immediately
- Follow designated evacuation routes displayed in classrooms and corridors
- Do not run, push, or panic
- Teachers must lead students to the assigned assembly area

- Attendance must be taken to ensure all students are accounted for
- No one should re-enter the building until declared safe

GRADE	ASSEMBLE POINT
KG1 & KG2 SECTION & KG – GRADE 1 SUPERVISOR ROOM, KG WASHROOMS	Assemble in Bus Area
2-4 SUPERVISOR ROOM, 2-4 STAFFROOM,1A,1B,1C,1D,2A,2B,2C,2D, 3A ,3B, ACTIVITY ROOM, COMPUTER LAB, STORE ROOM, GRADE 1&2 BOYS &GIRLS WASHROOM	Assemble in Bus Area
ACTIVITY ROOM, 4A, 4B, 4C, CLINIC & SOCIAL WORKER, CLINIC WASHROOM,3-4BOYS WASHROOM, STORE ROOM	Assemble in front Area of Reception
5B,6B & 5-7 BOYS WASHROOM	Assemble in front Area of Reception
7B,8B,9B,10B, BOYS PRAYER ROOM,8-12 STAFFROOM, LIBRARY, LABS (biology, chemistry &physics),8-12 BOYS WASHROOM	Assemble in front Area of Reception
5A,6A,7A,8A,9A,10A,11 COMMERCE ,11SCIENCE, 12 SCIENCE AND 12 COMMERCE,5-7 STAFFROOM, GIRLS PRAYER ROOM, COMPUTER LAB,5-7 SUPERVISOR & 8-12 SUPERVISOR ROOM, GIRLS WASHROOM	Assemble in Bus Area
OFFICE, SECURITY ROOM	Assemble in front Area of Reception

8. Fire Drills

- Fire drills will be conducted at least once per term
- Drills will simulate real emergency conditions
- Observations will be recorded for improvement

9. Training and Awareness

- Staff will receive regular fire safety training
- Students will be educated on fire safety practices
- Awareness programs will be conducted periodically

10. Reporting and Review

- All fire incidents, even minor ones, must be reported and documented
- The policy will be reviewed annually or after any major incident
- Improvements will be implemented based on feedback and audit findings

11. Compliance

This policy complies with local civil defense regulations and school safety standards.

Conclusion

The school is committed to maintaining a safe environment by promoting a culture of awareness, preparedness, and responsibility toward fire safety.