

<b>P O L I C Y</b>	<b>Owner</b>	Director of Administration
<b>FIRE SAFETY</b>	<b>ID (Version)</b>	DU/5.2. (v2.0)
	<b>Published</b>	19/02/2019
	<b>Valid Until</b>	19/02/2020

## POLICY STATEMENT

Protecting students – as well as staff, parents, visitors and external service providers – from the risk of fire whilst in the school’s care is of paramount importance to us at Arbor. The school is committed to adhering strictly to all applicable fire safety codes and adopting fire safety best practices so as to put itself in the best possible position to effectively prevent, promptly detect, and calmly respond to, fire incidents in any form.

## APPLICATION

### 1. MAINTENANCE AND INSPECTION OF FIRE SAFETY SYSTEMS

The school, under the guidance of its Director of Administration and the active supervision of its Facilities Manager, will ensure that sufficient (as determined through comprehensive risk and control assessments undertaken annually by the school) fire safety systems are installed on school grounds and are regularly checked and tested, in line the requirements outlined in the *UAE Fire and Life Safety Code of Practice*. The school’s fire safety systems include:

- Fire detection equipment (including smoke detectors);
- Fire alarms (connected 24/7 to the applicable emergency services);
- Evacuation equipment (including a voice evacuation system and emergency exit lights); and
- Fire-fighting equipment (including sprinkler systems and fire extinguishers).

For this purpose, the school will maintain in place an agreement with a contractor approved by Dubai Civil Defence to annually inspect and service all applicable equipment.

In addition, monthly checks of all applicable equipment will be conducted by the school’s Facilities Manager to ensure it is in good working condition and unobstructed / readily accessible.

Further information and guidelines on Arbor’s fire safety system inspection and management programme are available to staff in the school’s internal *Fire System Management Procedure*.

### 2. FIRE INCIDENT MANAGEMENT

Arbor treats fire incidents in any form as critical incidents, for which the school has defined a comprehensive critical incident management framework under the command and coordination of a well-prepared Critical Incident Management Team headed by the school’s Principal and comprised of key school staff.

As part of this framework, the school has defined robust fire evacuation procedures to ensure that students, staff, parents, visitors and external service providers are able to calmly respond to fire incidents and, when necessary, follow designated fire evacuation paths and use emergency exits to reach predetermined assembly points around the school’s campus in a safe and orderly manner.

Further information and guidelines on Arbor’s critical incident management framework, covering fire evacuation, are available in the school’s *Critical Incident Management Policy*.

### 3. FIRE SAFETY TRAINING AND AWARENESS

#### 3.1. FIRE SAFETY TRAINING

Underlining the importance of enhancing fire safety knowledge across Arbor, the school will ensure that the required number of staff as per the *UAE Fire and Life Safety Code*, including teachers and

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those in key positions, receive adequate and regular fire safety training, including (but not limited to) practical preventive and response measures to be taken and the proper usage of fire-protection equipment and fire extinguishers.

### 3.2. FIRE DRILLS AND AWARENESS

In order to ensure the effectiveness of the school's fire evacuation procedures and the preparedness of all students and staff (including their familiarisation with the school's fire evacuation paths, emergency exits, assembly points and Critical Incident Management Team), campus-wide fire evacuation drills (supplemented by general awareness training in various forms) will be conducted every school term, with at least one drill being organised in conjunction with Dubai Civil Defence, in line with *UAE Fire and Life Safety Code* requirements.

## 4. RECORD KEEPING

Records of all fire safety system maintenance and inspections, fire safety training and awareness given to students and staff, and fire drills performed will be kept in a log book by the school's Facilities Manager and made available to the school's Principal and other authorised parties as required.

## RELATED DOCUMENTS

Document Title	ID / Reference No.
Fire System Management Procedure	DU/5.2.1. (v1.0)
Critical Incident Management Policy	DU/5.3. (v2.0)
The Regulatory Reform (Fire Safety) Order 2005	<i>External</i>
UAE Ministerial Resolution No. (505) of 2012	<i>External</i>
UAE Fire & Life Safety Code of Practice - September 2018	<i>External</i>

## ABBREVIATIONS AND DEFINITIONS

Abbreviation / Term	Description / Definition
UAE	United Arab Emirates

## AUTHORIZATION HISTORY

Authority	Status	Date
Director of Administration	Recommended	22/01/2019
Policy and Procedures Officer	Cleared	22/01/2019
Principal	Approved	24/01/2019
Board of Governors	Approved	24/01/2019