



Fire Safety Policy

Version	Document Title	Status	Author	Approved by	Date	Review Date	Next Review Date
0.1	Fire Safety Policy	Final	HSE	Principal/ Vice Principal	July 2023	August 2025	August 2026
Regional Director		Principal		Vice Principal			
Head of Foundation Stage		Head of Primary		Head of Secondary			

Purpose

Newlands School Dubai is committed to ensuring the safety and well-being of all pupils, staff, and visitors. This fire safety policy outlines our procedures for fire prevention, emergency evacuation, and staff training in compliance with statutory requirements and best practices.

Objectives

To minimize the risk of fire-related incidents.

To ensure a safe and orderly evacuation in the event of a fire.

To provide regular fire safety training and drills.

To maintain effective communication with Dubai Civil Defense and Dubai Municipality.

Responsibilities

Operations and HSE Manager is designated as the 'Responsible Person' for overseeing fire safety measures.

They will ensure regular fire risk assessments are conducted and updated.

All staff members are responsible for familiarizing themselves with evacuation procedures.

Staff must participate in fire safety training sessions and drills.

Fire Prevention

Newlands currently maintains an active contract with Trio Light Fire and Safety LLC, which oversees regular inspections of the fire prevention systems in coordination with Newlands operations team. These inspections are conducted as part of Newlands broader commitment to fire safety. In addition, the Newlands Operations and Health and Safety teams carry out weekly and monthly inspections to assess the effectiveness of the fire prevention systems, ensuring compliance with safety standards.

Furthermore, Newlands has an active subscription to Hassantuk, an initiative by Dubai Civil Defense, which is a real-time notification system that alerts the authorities in the event of an emergency. This system provides an additional layer of security by ensuring that civil defense personnel are promptly informed of any potential threats.

All staff at Newlands are thoroughly trained on the school's emergency evacuation procedures, ensuring that everyone is well-prepared to respond effectively in the event of a fire or other emergency.

Fire Detection and Alarm Systems

Newlands has installed fire alarms, smoke detectors, emergency water sprinklers, manual calling points, hose reels, and fire extinguishers across all school buildings. The Newlands Operations team conducts weekly testing of the fire alarm systems, while the fire safety contractor performs inspections every three months, with all results documented. Additionally, Newlands maintains an active subscription to Hassantuk, a real-time notification system by Dubai Civil Defense, which alerts authorities in the event of an emergency.

Procedures for elimination or reduction of risk of fire from high-risk areas

- Routine inspections and risk assessments are conducted in labs and high-risk areas.
- Labs and high-risk areas are equipped with fire extinguishers, smoke detectors, and sprinklers.
- Organic and inorganic chemicals are separated and stored in different fire-protected cabinets with additional ventilation systems.
- Weekly and monthly inspections are conducted by the Newlands security and facility team
- Quarterly inspections are conducted by a third-party company
- Electrical, mechanical, and equipment are installed, used, maintained, and protected in accordance with the manufacturer's instructions.
- The stock of flammable materials and chemicals from the labs is reduced.
- Flammable items kept away from sources of ignition

Emergency Evacuation Plan and Procedures

Teachers

- The safe evacuation of all children in a timely and silent manner.
- Collecting the emergency pack for the classroom, this should contain, green/red emergency card, current register and hi visible jacket.
- Room checked card to be displayed on the door once classroom cleared and closed the door.
- Conducting a roll call once at the fire assembly point, if any persons are identified as missing the correct signal (red card) must be communicated as quickly as possible to the incident commander. If all persons are present the green card must be displayed.
- Provide information to the incident commander relating to any children with disabilities that have been placed at a pre-determined refuge area.
- Ensuring children remain at the fire assembly point until the civil defense or the principal give the all clear.

LSA

- Check and ensure no student is left behind in the classrooms or washrooms
- Close lights, shut the doors and hang the checked sign on the class door handle
- Assist the teacher to lead students along the nearest evacuation route to the assembly location
- Maintain and observe social distance norms as far as possible
- Keep students calm and quiet to accomplish a safe and fast evacuation
- Assist in lining up students at the assembly point and in taking attendance
- Inform the teacher, if any student is missing & ensure return to campus is orderly, smooth, and efficient

School Security Team

- All emergency exit doors should be cleared at all times with no obstruction.
- Fire alarm systems are checked on a weekly basis and ensure that the system is working and updated. And if you find fire alarm and firefighting system faults, report immediately to the operation department for further action.
- During the emergency gates are to be locked after the last person evacuated, no one will enter and exit until all clear announced by the incident commander.

In the event of finding a fire the following procedure must be followed:

- Immediately raise the alarm by activating the nearest manual call point (MCP).
- If safe to do so rescue any persons who are in immediate danger.
- If safe to do so, attempt to tackle the fire, please note that you must never put yourself or others at risk. Fires larger than a waste paper bin should be left to trained emergency personnel.
- Evacuate the building safely and smoothly supporting any persons on the way. Make your way to the designated fire assembly point and await roll call.

Training and Drills

Twenty percent of the entire staff need to be trained in firefighting. Additionally, all new staff joining Newlands School must undergo training on fire evacuation procedures. Fire drills should be conducted at the beginning of every term to ensure preparedness.

Communication with Emergency Services

- Mohammed Mishal (Operations & HSE Manager) – 0501242197
- Fire- 997
- Ambulance – 998
- Police – 999
- Electricity – 991
- Water - 992

References

- UAE Fire and Life Safety Code of Practice
- Newlands Emergency Evacuation Procedures
- Newlands Fire risk assessment

Review and Monitoring

The fire safety policy will be reviewed annually or following any fire-related incident.

Feedback from drills and training sessions will inform policy updates.

Ensure compliance with any changes in local fire safety regulations.