



ALZUHOOR PVT SCHOOL EMERGENCY EVACUATION PLAN

Why does School Need Evacuation Plan?

School evacuation plan is a document showing evacuation routes on the building structure. Preparation in advance can prevent emergency injuries and disasters. Schools should prepare students well by letting them get familiar with the school escape routes, so that when accident occurs, they know where to go and what actions to take.

TYPES OF EVACUATIONS:

- FALSE EVACUATION.
- MANDATORY EVACUATION.

The potential risks:

(1) Natural disasters: (floods, heavy rain and wind, earthquakes, fires, outbreaks of infectious diseases).

(2) Other incidents: (quarrels, violence, external aggression, and gas and chemical leakage).

Risk analysis:

- Human damage.
- Physical damage.
- Psychological damage.

❖ **Plan Objectives**

The School Emergency Plan has as its primary objectives:

1. To save lives and avoid injuries.
2. To safeguard school property and records.
3. To promote a fast, effective reaction in coping with emergencies.
4. To restore conditions back to normal with minimal confusion as promptly as possible.

For these objectives to be attained, it will require clear procedures and responsibilities, identification of all tasks to be performed and by whom, an organized yet flexible response, and the dedication and cooperation of all.

It is vital to the continued functioning of the school; its staff and students shall be prepared to respond effectively in times of emergencies.

The mission:

The emergency team at the educational facility, with the support of volunteer support and teams, deals with various emergencies and crises in order to save lives and property to ensure the safety and security of all students and school staff.

Evacuation priorities:

Disabled and sick

Healthy people

Personal properties

Important and precious properties

Timing:

The school trains students and teachers in the school to have imitation for real evacuation every semester.

Places to evacuate:

Classrooms

Administrative rooms and teachers' rooms

Mosques

Laboratories

Library

GENERAL Evacuation Guidelines

- ✓ Visitors and contractors must leave the building.
- ✓ Call the Civil Defense – All outbreaks of fire are to be reported to the Civil Defense.
- ✓ Follow the nearest escape route and the exit.
- ✓ Follow the direction arrows towards the nearest exit door.
- ✓ When using emergency stairs, keep close to the wall and rails.



- ✓ Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.
- ✓ Ensure the alarm is raised BEFORE attempting to tackle a fire.
- ✓ Students are to line up in and remain standing one in front of the other.
- ✓ The teacher/member of the school emergency management Team will ensure that all doors and windows are closed behind them as they leave the building.
- ✓ Place wet towels under doors to prevent spread of smoke.
- ✓ Each teacher will be given their register logbook upon entering the assembly point, and they will call the registered person and double check to ensure that no person is left inside the building.
- ✓ Students and staff are to remain in their Evacuation Assembly Areas until instructed to move by the Principal or Civil Defense.

Assembly point

A location designated as the place for a group to meet or for people to gather in an emergency

Assembly point is also defined as a specific designated open space where people can congregate in the event of a fire.

This should be easy to reach and also free from dangers of the fire. The main reason why people need to get to the fire assembly point is because it helps identify any missing people. It is important that assembly signs be well designed with clear visibility. They should be able to guide people to safety without problem.

Identify emergency exits as follows:

Building 1

Ground Floor (Ms Ruba) Exit No. 11

Ground Floor (Ms mahdia) Exit No. 12

First Floor (Miss Imane) Exit No. 14

First Floor (Miss Laila) Exit No. 15-13

Building 2

Boys (6-7-8)

Ground and first floor Exit No.10

Girls (6-7-8)

Ground and first floor Exit No.9

Building 3

Girls (8-12)

Ground Floor Exit No. 2-3-4

First Floor Exit No. 2-4

Boys (8-12)

Ground Floor Exit No. 5-7-8

First floor Exit No. 6 -8



- **School emergency management team**

Name	Position	E-mail	Contact Number
Mr. Mohamed Motawea	Principle	principal@alzuhourschool.com	0509565084
Ms. Heba Magdy	Principal Assistant	alzuhour@alzuhourschool.com	0507543549
Mr. Mohammad Btoosh	Safety Officer	Mohamed.ajeel@alzuhourschool.com	0557962428

School emergency management team responsibilities:

- 1-Guide school residence to designated assembly points through escape routes and exits;
- 2-Fight the fire and help Civil Defense and Rescue Departments;
- 3-Develop school emergency management Teams such as firefighting team, first Aid team, and awareness team.

ALZUHOUR PVT SCHOOL EVACUATION COMMITTEE

Committee No.1

- **Fire –Fighting Team**

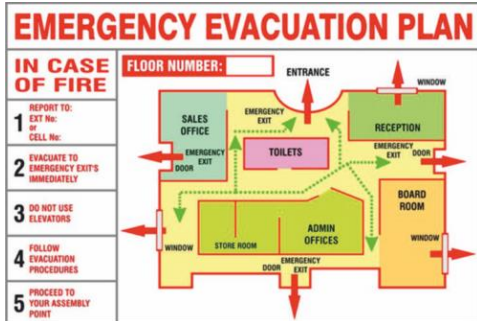
Name	Position	E-mail	Contact Number
Ms. Najah Eessa	Coordinator Arabic	Najah.e@alzuhourschool.com	0507242177
Ms. Dina Khater	Supervisor	Dina.k@alzuhourschool.com	0526627617
Ms. Ghada Sedky	Lab Technician	Ghada.s@alzuhourschool.com	0506305441

Outbreak of a Fire is one of the main reasons to perform complete emergency evacuation in a school. School staff should be trained to manage and firefight in case of emergencies.

This team main role is to:

*Locate the place of the fire through Fire Control Panel which is located in School Administration Corridor

*Put out the fire by using Carbon Dioxide and Dry Powder Fire



Extinguishers

*Make sure that all windows and doors are closed to prevent smoke

Co-operation with concerned departments such as Civil Defense and guide them to the fire location and fire-fighting systems

Equipment should be provided to the team:

Committee No.2

- **Rescue team**

Name	Position	E-mail	Contact Number
Mr. Kamel Mohamed	P.E Teacher	Asc.pe@alzuhourschool.com	0505542147
Mr. Ali Eid	P.E Teacher	Ali.e@alzuhourschool.com	0562312162
Ms. jehan hussain	P.E Teacher	jehan.h@alzuhourschool.com	
Ms. Areej Alomary	P.E Teacher	Areej.a@alzuhourschool.com	0568544115

Rescue team responsibilities:

Transportation of persons unable to move and SEN students from inside the building to the assembly point and ambulance areas.

Evacuation
Team
Procedures



Committee No.3

• Evacuation Team

Name	Position	E-mail	Contact Number
Ms. Nahla Mousa	Activity coordinator	Nahla.m@alzuhourschool.com	0503587751
Ms. Nawal Khayat	HOS	Hos.mid-high.girls@alzuhourschool.com	0506749558
Ms. Mona Hassan	Social Worker	Sw.girls.mona@alzuhourschool.com	0505477247
Ms. Heba Yousef	Supervisor	Sup.heba.y@alzuhourschool.com	0509448848
Mr. Marwan Hamed	HOS	Marwan.h@alzuhourschool.com	0501747039
Ms. Radwa Tarek	Librarian	librarian@alzuhourschool.com	0528858731
Mr. Emad Hamdy	Social worker	Sup.emad.h@alzuhourschool.com	0554770744
Mr. mostafa salah	Supervisor	Mohammad.h.a@alzuhourschool.com	0563370620
Ms. Khalida Hasan	HOS	Khalida.h@alzuhourschool.com	0509114452
Ms. Amal Kanbar	Supervisor	Amal.k@alzuhourschool.com	0505034060
Ms. Yassmen Salah	HOS	Hos.elementary.boys@alzuhourschool.com	0507675968
Ms. Asma Hassan	Supervisor	Asma.h@alzuhourschool.com	0502706123
Ms. Aziza	Social Worker	Aziza.a@alzuhourschool.com	0506102954
Ms. Heba Taja	A/P	Ap.kg@alzuhourschool.com	0551115579
Ms. Ruba Muhanna	HOS	Hos.ruba.m@alzuhourschool.com	0526696343
Ms. mai bani salamh	Supervisor	mai.m.b@alzuhourschool.com	0545356663
Ms. Laila Ibrahim	Supervisor	Laila.i@alzuhourschool.com	0567882323
Ms. Iman Ennouhi	Supervisor	e.imane@alzuhourschool.com	0527226744

This team main role is to:

Make sure everyone in the building has evacuated the premises safely;

Escort appropriately visitors and contractors to outside the building, if it is necessary;

Ensure that no students re-enter the building until the danger is clear;

Supervise the school emergency management team during the evacuation.

Committee No.4

• First Aid Team

Name	Position	E-mail	Contact Number
Dr.Miram	School Doctor	Maram20_agh@yahoo.com	0503940416
Amal Said	School Nurse	clinic@alzuhourschool.com	0553018312
Anisha Wriji	School Nurse	Anisha.wriji@gmail.com	0566869073
Vijila	School Nurse	vijilamoh@gmail.com	0527512874

This team main role is to:

- Triage victims.
- Administer first aid when it is needed
- Record information about injuries and first aid administered.
- Determine the need for medical assistance.
- Ensure the availability of necessary first aid supplies and equipment.



Committee No.5

- **Guidance team**

Name	Position	E-mail	Contact Number
Mr.Mostafa Ahmed	P.E Teacher	Mostafa.a@alzuhourschool.com	0525098444
Ms.Gehan hussein	P.E Teacher	Jehan.h@alzuhourschool.com	0568384505
Mr.Ammar Ali	P.E Teacher	Ammar.a@alzuhourschool.com	0555799640

This Team Main Role for:

Directs and informs all teams, guides individuals and how to behave properly before and during the evacuation process.

Committee No.6

- **Control team**

Name	Position	E-mail	Contact Number
Ms.Rola Ibrahim	Secretary	Rola.i@alzuhourschool.com	0502018186
Mr.Sameh Cejudo	Accounting	acc_sameh@alzuhourschool.com	0567587590
Ms.Fatma Taha	Registration	Reg.fatma.t@alzuhourschool.com	0508986748
Ms.Esraa Hussein	HR	Esraa.h@alzuhourschool.com	0508713396
Ms.Mahdia Rasheed	Supervisor	Mahdia.r@alzuhourschool.com	0555846960

This Team Main Role For:

The task force protects the important places until all people are evacuated or handed over to the concerned authorities.

Designated Assembly Points at al-Zuhour School:

1-KAG1-KG2 (Room 1 to12) +Reception, Auditorium (yard hall girls)

2-High School Girls, Middle School Girls, Administration

(The Stadium behind mid-section)


3-Elementary Section (RoomE020 toE031), Gr1 (Room 13 to 24)
inside the blue stadium

4-Middle School Boys, Elementary (RoomE001 to E019)

outside the school in front of Gate4

5-High School Boys Section (play yard)

Fair Points

Fire hose cabins			
Notes	responsible person	Position	#
<ul style="list-style-type: none"> Each cabinet contains 2 fire extinguishers (1 DCP and 1 CO2) In case the responsible person is late or absent, the person closest to the aforementioned place will use it <li style="color: red;">The attached table shows the most important locations in the fire booth. The rest of the booths of the closest person can use them as needed 	Mahdia Rasheed	Grade 1 entrance	1
	Mahdia Rasheed	G1 Next to the electrical room	2
	Laila	Elementary Section entrance	3
	Dina khater	Second entrance	4
	Imane	room E003	
	Mai bani salamh	KG room No. 02	
	Amal khanbr	Mid-section Girls science lab 106	
	Khalida	Mid-section Girls science lab206	
	Heba Yousef	High section-Girls room 105	
	Nawal alkhayat	High section-Girls Room 207	
	Radwa	High section-Boys ground floor	
	Emad hamdi	High section-Boys first floor	



fire extinguishers

responsible person	Type		Room No.	Postion
The first person near by the extinguisher	Co2	DP	Grade 1 entrance	KG & G1
	Co2	DP	G1 Next to the electrical room	
	Co2	DP	room No. 02	
	Co2	DP	Elementary Section entrance	Elemantary
	Co2	DP	Second entrance	
	Co2	DP	room E003	
	Co2	DP	Mid-section Girls science lab 106	Mid-Girl
	Co2	DP	Mid-section Girls science lab206	
				Mid-Boy
	Co2	DP	105	High-Girls
	Co2	DP	202	
	Co2	DP	205	
	Co2	DP	207	
	Co2	DP	Lab 1	
	Co2	DP	Lab 2	
	Co2	DP	Lab 4	
	Co2	DP	Teacher room	
	Co2	DP	First floor	
	Co2	DP	Computer lab	
Co2	DP	HOD		
Co2	DP	Art room		

Co2	DP	Clinic	
Co2	DP	Pantry Ground	
Co2		Pantry first	
Co2	DP	mosque	
Co2	DP	HOS	
Co2		PE Room	
	DP	Lab3	High-Boys
	DP	Library	
CO2		Pantry	
CO2	DP	Room 111	
CO2	DP	Room 115	
	DP	Mosque	
	DP	Clinic	
CO2		IT	
CO2	DP	Lab 5	
CO2	DP	Lab 6	
CO2	DP	Teacher room1	
CO2	DP	Ground floor	
	DP	Pantry first floor	
	DP	Teacher room2	
		Computer lab	
CO2		Safety office	
		HOD	

Note:

The concerned authorities:

Civil Defense at 997

Police at 999

Ambulance at 998

Electricity authority at 991

• Summary of evacuation plan procedures

- ✓ On discovering a fire everyone is required to evacuate the building immediately;
- ✓ There should be Fire Warden in each floor and Find out the location of the fire;
- ✓ Escort all students to the assembly point through emergency exits;
- ✓ Make sure that all have been evacuated;
- ✓ Make sure that all staff and students are gathering at the design noted assembly points;
- ✓ When students reach assembly areas, implement the form of student accountability (head count system should be implemented);
- ✓ Any discrepancy should be reported immediately to the principal;
- ✓ There are two escape routes in each area.