



مدرسة الرسالة العلمية الدولية
AI Resalah International School of Science



RISS EMERGENCY EVACUATION PLAN

2025-2026



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The purpose of this School Emergency Plan is to provide a useful framework for coping responsively with the various disasters that could occur at RISS and to assign responsibilities to meet these emergencies.

First: 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 activation 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 that the school is prepared to respond effectively in times of emergencies.

Such preparations will also help us meet our obligations toward the community.

This plan is developed to be used **in case of emergency. All members of the school** and other employees should be:

- Familiar with this plan
- Be prepared to activate it immediately
- Perform any duties to which they are assigned to, and activate it effectively
- **The school should keep** Parts of the plan and Fire Evacuation Layouts posted in the school building in a prominent spot.
- All who uses the building should familiarize with the provision as it applies to that room.





- When you have a substitute, make sure they are aware of this plan and the functions they will be required to perform.
- **Members of the RISS** shall teach the Emergency Plan to the students. The members of each classroom shall be instructed in the evacuation plan so they can respond immediately upon receiving the necessary warning.
- **Evacuation and Definitions**
- It's essential for members of the school to identify the necessary action and vocabulary in the time of emergency.
-
- **Evacuation** is temporary but rapid removal of people from building or disaster (or threatened) area as a rescue or precautionary measure.
- **Emergency Evacuation** is the immediate and urgent movement of people away from the threat or actual occurrence of a [hazard](#).



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

Second: Elements of the plan

The school emergency management Team requires both adequate emergency preparedness and emergency response capabilities.

1. School emergency management team responsibilities:

- Guide school residence to designated assembly points through escape routes and exits
- Transfer valuable things and documents
- Provide first aid and morality to all specially students
- Fight the fire and help Civil Defense and Rescue Departments
- Develop school emergency management Teams such as Firefighting team, First Aid team, Assembly points team and awareness team.

• Fire –Fighting Team

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.



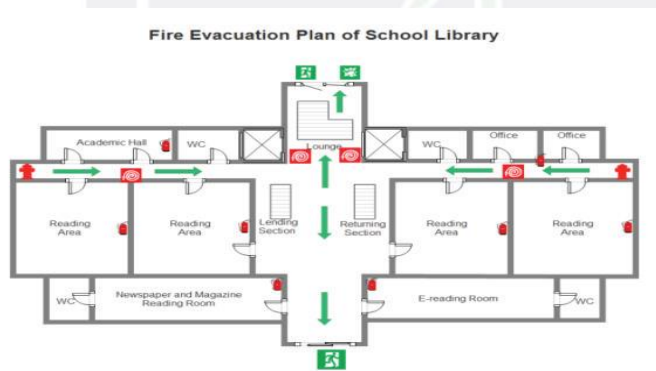


This team main role is to:

- 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 Extin guishers
- 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:

- Fire Evacuation Layouts Fire Extinguishers



Action to be taken by the team discovering fire

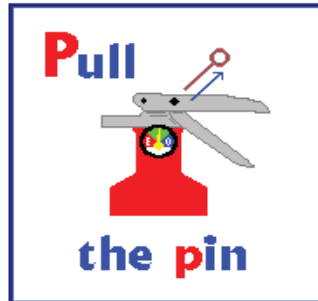
- **Activate** fire alarm break glass
- Inform the concerned authorities:
 - ✓ **Civil Defense** at 997
 - ✓ **Police** at 999
 - ✓ **Ambulance** at 998
 - ✓ **Electricity authority** at 991
- **Fight the fire** by using Fire Extinguisher: Follow PASS





PASS Stands for . . .

P: Pull the safety pin



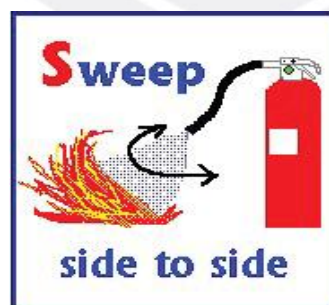
A: Aim the nozzle at the base of the fire.



S: Squeeze the handle



S: Sweep from side to side.



- **NA.** Make sure that you give your back to the door while you fight the fire





Allotted members of Fire Fighting Team (See appendix No.1)

- **First Aid Team** (available at designated assembly points)



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.

Equipment should be provided to the team

- Fire Evacuation Layouts

Fire Evacuation Plan of School Library





- Fire Aid Kits



- Transport means (Wheel Chair, Stretchers)



Allotted members of First Aid Team (See appendix No.2)

- **Assembly Points Team**





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

Members of Assembly Points Team (See appendix No.3)

- Awareness Team



This team main role is to:

- Keep working around the year in preparing instructional boards and leaflets about evacuation, and placed it in clear visible area
- Make sure that there is a periodic maintenance for all fire –fighting systems in the school

Allotted members of Awareness Team (See appendix No.4)





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. (year group order)
- ✓ 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

2. School Principal responsibilities and duties

- Make sure that all staff and students are familiar with escape routes, exits and designated assembly points.
- Make sure all escape routes and exits are opened during working hours.
- Ensuring regular use of primary and secondary escape routes.

3. Head of teacher's responsibilities





- Make sure that all doors and windows are closed
- Disconnect electrical main switch board
- Supervise the evacuation procedures
- Make sure the Civil Defence has been informed
- Waiting for arrival of Civil Defence
- Make sure that all staff and students are available at assembly point

4. Teachers, staff and teachers

- Try to remain calm and not to feel panic
- Stop working
- Switch off the light
- Move to the Designated Assembly Points
- Instruct students not to run or hold hands
- Simple rules for building evacuation which teachers must stress upon the students, like do not push, run, talk or go back during the evacuation.

5. Security responsibilities

- Make sure that the building is safe
- Unauthorized people are not allowed to enter the school building
- Prevent unauthorized entry into the school building when the fire alarm is raised
- Wait for the arrival of Civil Defense

Preventive measures for School Staff

- Training them on fire plan
- All members of staff to be aware of escape routes and exits





- All members of staff should be aware of the locations of fire extinguishers and how to use them
- If the first attempts to put out the fire do not succeed, evacuate the building immediately.
- Make sure that all doors and windows are closed behind them as they leave the building

Third: Emergency Equipment Provided



Appropriate equipment however is always necessary to save life and properties so, the following :



- **Locate** designated assembly point outside the building (see Appen dix No.5)
- **Fire extinguishers** should be available and maintained
- **First aid kits** should be available within the school building
- Provide **escape routes**, **exit** and directional **exit signs**

Fourth: Mock drill Training



It's known that school is a very fire safe place to be, therefore,

- Conducting and preparing scenarios fire drills several times a year is essential to ensure everyone in the building knows how to escape, exit quickly and quietly.
- A school fire drill may be scheduled and announced in advance so that students can dress appropriately.
- The element of surprise is not important to conduct the school fire drill, what's important is that everyone can easily hear and recognize risk/ danger tone, and teams are aware and trained to perform their role effectively.
- School fire drills must be taken seriously, as everyone in the building must participate.
- It is important to have two exists/ways out of the school.
- Involve your Civil Defense department in fire drill planning for the school. In case of an emergency evacuation or a mock drill, all class teachers and prefects have to help





- to guide the students safely out of the classroom to the safe area and to control if all of them arrived there.
- Everyone needs to know the school evacuation layout, which shows the routes of evacuation and assembly points. They also need to know the number of students in their class on a given day.

The proper school emergency management Team has to be prepared for any emergency by knowing about the warning signal, the evacuation plan, the emergency exits, keys and emergency equipment. They also should take measures in advance to guarantee that students can be safely evacuated.

Evaluating the Mock Drill

Mock drill is an exercise that is conducted to examine a systematic process of planning, executing, and evaluating an evacuation process, and to evaluate the ability of school emergency management Team to respond during the emergency.

Summary of evacuation plan procedures

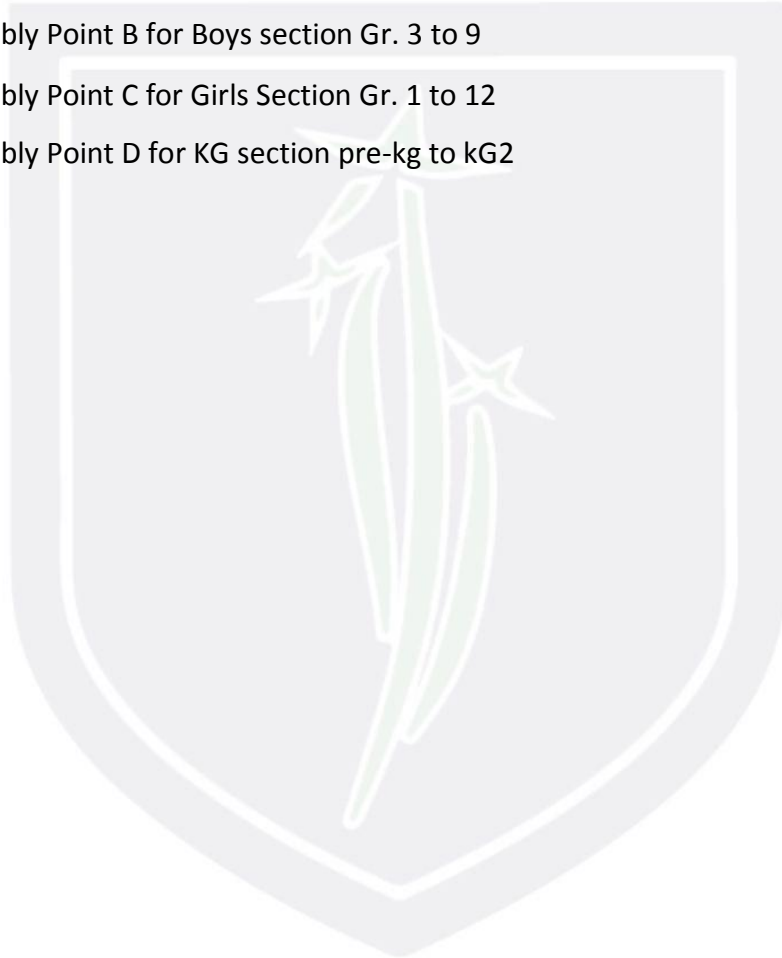
- On discovering a fire everyone is required to evacuate the building immediately
- There should be Fire Warden in each floor and
 - ✓ Find out the location of the fire
 - ✓ Escort all student to the assembly point through emergency exits
 - ✓ Make sure that all have been evacuated
- Make sure that all staff and students are gathering at the designated 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
- There are emergency numbers posted on the corridor where it is clear and visible

Fifth: Designated Assembly Points at RISS (see appendix 5)

- Assembly Point A for Administration
- Assembly Point A for Boys High school Gr. 10 to 12
- Assembly Point B for Boys section Gr. 3 to 9
- Assembly Point C for Girls Section Gr. 1 to 12
- Assembly Point D for KG section pre-kg to kG2





RISS EVACUATION COMMITTEE

S.Y. 2025-2026

Committee No.1

Fire – Fighting Team Members

No.	Name	Position	E-mail	Contact Number	Remarks
1	Mr. Mohamad Naina	I.T. Support	nina@riss.ae	0509421721	
2	Mr. Motaleb	Maintenance support	motaleb@riss.ae	0508972047	
3	Mr. Tarek	Operation Manager	mohamed.tarek@riss.ae	0559460698	
4	Mr. Robel	Support Staff	mohammed.robela@riss.ae	0502863906	





Committee No.2

First Aid Team Members

No.	Name	Position	E-mail	Contact Number	Remarks
1	Ms. Maryam	School Doctor	mariam.saif@riss.ae	0568081541	
2	Ms. Abeer	School Nurse (G.S)	abeer.salim@riss.ae	0558020155	
3	Mr. Tarek	Operation Manager	mohamed.tarek@riss.ae	0559460698	
4	Mr. Analisa	Head of Transport	Maria.analisa@riss.ae	0558339575	
5	Ms. Semi Umma	School Nurse (B.S)	semi@riss.ae	0502908109	





Committee No.3

Assembly Point Team

No.	Name	Position	E-mail	Contact Number	Remarks
1	Ms. Ghada	HOS Gr. 1 to 5	ghada@riss.ae	0553541170	
2	Ms. Rania	HOS KG	rania.jamal.qoffa@riss.ae	0505867079	
3	Ms. Maryam Namrood	HOS Gr. 6 to 12	maryam.namrood@riss.ae	0507931679	
4	Mr. Ehab	HOS Gr. 3 to 5	ehab.said@riss.ae	0505283232	
5	Mr. Zahair	HOS Gr. 6 to 9	zuhairmahmoud@riss.ae	0503233484	
6	Mr. Wael	HOS Gr. 10 to 12	wael.othman@riss.ae	0508030993	
7	Mr. A. Koshary	P.E HOD	a.abdelmonim@riss.ae	0566515717	





Awareness Team

No.	Name	Position	E-mail	Contact Number	Remarks
1	Ms. Huda Alsamkari	RISS Principal	principal@riss.ae	0553327186	
2	Ms. Lamiaa Shawqi	Social worker	Lamiaa.s@riss.ae	0501771251	
3	Ms. Ghada Hamed	HOS KG	Kg_hod@riss.ae	0556736068	
4	Ms. Aliaa	S.W 6-12	aliaa.abbes@riss.ae	050777693	
5	Mr. Tarek	Operation Manager	mohamed.tarek@riss.ae	0559460698	

Huda Alsamkari

Principal

Signature

MOHAMED TAREK

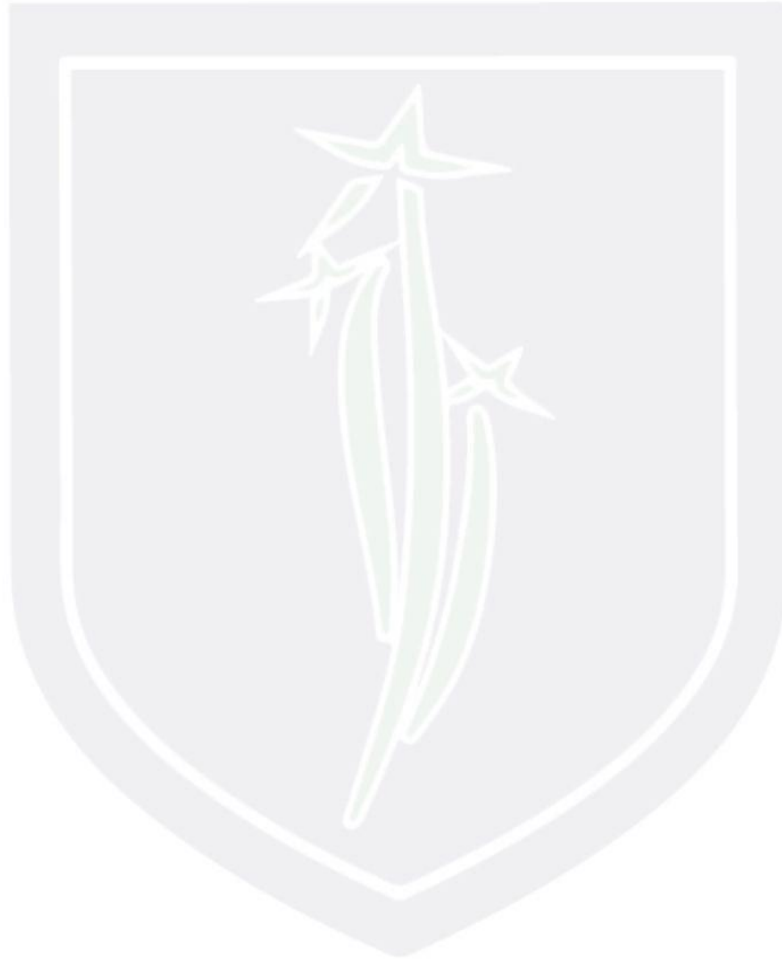
Operation Manager

Signature





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