

Evacuation plan

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Introduction:

Confronting crises and emergencies by preparing, anticipating or dealing with them -if they occur- places a heavy burden on kindergarten in this area to ensure comprehensive protection for its students and associates. Therefore we had to prepare a comprehensive plan to address the disasters and emergencies to which kindergarten might be exposed, including how to evacuate the school building from its occupants in emergency situations and take all necessary procedures to ensure their safety, reassurance, stability and security. On this basis, awareness-raising, training and information on how to respond to such incidents are effectively reflected in the response.

- Assumptions (potential risks)
- Fire incident in the kindergarten.
- Fire incidents or collapse in homes adjacent to the kindergarten.
- collapse of a Part of the kindergarten or educational complexes.
- Risk Analysis
- Human damage
- Material damage
- Psychological damage
- Plan's objectives

The school building's crisis and emergency plan aims at:

- Protection of life and property.
- Psychological preparedness for risk.
- Knowing the nearest safety exit in the kindergarten or the educational facility and evacuating the building from the people immediately after hearing the fire alarm by heading them to the designated assembly points of the school building
- Group organization of optimal solution at the time of emergency.
- Developing the spirit of cooperation between educational team.
- Avoid the effects of panic attacks at the time of accidents which results in deaths and injuries because of desecration during the evacuation process.
- Effectively deal with the event, control the hazard, prevent the spread of fires, and work to minimize the resulting loss of capacity through the use of effective means.
- Formation and training of the Crisis and Emergency Management Team and identification of their respective duties and tasks to serve as a general framework for the implementation of evacuation plans and rescue operations and a guide for the protection of individuals in coordination and collaboration with the Department of Civil Defense and Fire, and the Ministry of Health.
- Communicate with the Ministry's Crisis and Emergency Management Team in situations requiring rapid intervention [such as fires - and mass poisoning].

Crisis and emergency plan requirements:

Establish a crisis management team and train it on how to detect crisis alert signals, take preventive action, respond effectively and contain damage.

Availability of means, tools and instructions which organize plan implementation mechanism.

How to act in case of a fire:

- Breaking the fire alarm glass to turn it on.
- Contact the Civil Defense immediately if there is no direct contact with the Civil Defense System.
- Firefighting if possible using the nearest fire extinguisher suitable for fire type also allows:
 - o Pull the safety nail in the fire extinguisher
 - o Face the nozzle of the fire extinguisher to the scene of the fire.
 - o Press the handle to run the fire extinguisher.
 - o Make sure that where you stand is not dangerous and that you can escape if the fire spreads.
 - o Use the appropriate extinguisher for fire type.

Emergency duties

Emergency duties

Responsibilities and functions of the Deputy Kindergarten:

- Prepare an emergency security, safety and evacuation plan for presentation.
- Cooperate and communicate with the Civil Defense Department to train kindergarten occupants in eviction in the event of an emergency crisis (fire/gas leak).
- Ensure that all doors on emergency exits and corridors leading to them are open throughout the working hours and are easy to open outside (the direction of people's rush).
- Ensure that all occupants of the building are fully aware of the emergency exits and have the familiarity to use.
- Ensure that all emergency exits are free of obstacles and are fully visible to the occupants of the school building with the indicative

paintings on them.

- The establishment of a security and safety team to carry out the necessary work, taking into account in such a situation the different personal, psychological and physical factors and determining roles so that each member of the group knows the required role.

Duties of teachers, administrators and student

- Be calm and not confused
- Stop work immediately
- cut off electric Power from the building
- stop using electric lifts in the building
- Alert students not to run or overtake their colleagues so that there are no injuries between them
- Close the room door or the evacuated place and do not lock it and place a paper on the door indicating that (the place has been evacuated)
- Head to the assembly points identified by the evacuation map through the nearest ladder and emergency exit
- The responsible employee must count the number of students present after the evacuation at the gathering points, with the need to report any missing student to the official.
- The need to cooperate with the Civil Defense Department if they arrive at the building and facilitate their work
- Not to return to the building for whatever reasons until you are authorized to do so by the officials

Safety and Security groups

Safety group

(Academic coordinator , Administrative coordinator and Administrative staff)

Some of the most important duties of the evacuation members:

- Inspect the means of safety and its validity and present each observation and all threats to students to the administration to which it's turn is to handle the situation by itself or present it to the authorities.
- Coordination with the Kindergarten Administration for all new Civil Defense Safety Awareness Bulletins
- Allocation of a Civil Defense Panel to be placed in an obvious location (Security and Safety Board) of the school building with guidance and posters of this aspect.
- To inform the Civil Defense of any situation occurring in the kindergarten at the time of its occurrence because the time factor in such cases is important and thus the situation is directly through the respective groups in the field of work until the arrival of the Civil Defense personnel.
- Secure books and folders related to security and safety in the school library.
- Establishing cultural activities among students and staff in the field of security and safety.
- Familiarize students with the numbers of Civil Defense Operations' telephones for use in necessary cases that warrant them.

Power off group

(Security Guard, Administrators in the kindergarten)

One of its most important actions is:

- Preventing the expansion of the fire area and the need for all the members of the group to know about the location of the electrical meters, and everything related to this aspect and to participate with the rest of the different groups.

First Aid Kit

(Nurse)

- Her responsibility is to provide first aid to the injured and to refill first aid kits.

Eviction Group (Teachers, assistants and attendants)

- They are among the most important groups and should be the largest in numerical terms. The most important actions required of them are to:
- Know all kindergarten entrances and all emergency exits.
- Ensure that emergency doors are opened in case of accidents.
- Placing indicative posters on the exits in a prominent place and in clear writing.
- Coordinate with the phase management to create evacuation maps for the building at the main entrance of the building showing emergency exits, main entrance, shortest ways out and important information about the building as well as to develop evacuation maps for each role separately showing emergency exits for the sections they are in.
- Knowing the assembly points at or outside the building and placing the posters indicating those points (students are gathered in case they are evacuated from the buildings) provided that the safety conditions are met away from the scene and ensure that the employees know the facility and the students about those points.
- The shortage of people in the danger zone to ensure that it is free from anyone
- Evacuation starts from areas most at risk
- Evacuations begin from the ground floor and closer to the exits
- The evictions must be systematic in order to avoid trampling, injuries and deaths - God forbid - and, for example, the return of children from the toy area to the classroom.
- In the absence of emergency exits, their exit from the stairs shall be as follows (as they pass through the ladder they must descend from the left and right side so that the middle area of the peace is used for civil defense and officials of the facility
- Make sure there is no storage at emergency exits

- Coordinate with the Department to set a different tone than usual (for classes) and secure electrically powered microphones and dry batteries to be used to guide in case of evacuation.
- Evacuation training.

Reception Group

(Arabic Language Teachers, Islamic Education and Administrative Staff)

- They are located at assembly sites or points to receive students, calm them down and alleviate their dismay and mission:
- Reception of students in safe places away from danger sites.
- Calm them down and mitigate the risk.
- Locate students and find out who is behind them in the building.

Important remarks

- All the work, tasks and groups mentioned by its members in case of emergency shall be carried out until the Civil Defense arrives and is pre-trained.
- Groups should be trained in the work mandated by the Department with repeated experiences.
- The Department has to give the groups new notice in the field of civil defense.
- Take care to manage the building to lock the power off the building and close the gas sources at the end of the school day.
- The Department should consider that the building is commensurate with the number of students
- The Department should hold cultural competitions in the field of civil defense.
- The Department should provide a training program for students and kindergarten workers on how to cope with emergencies.
- Field visits to students within the school activity program for security and safety stakeholders

School Security and Safety Requirements

Means and equipment be supplied:

- Assembly points for all kindergarten buildings must be specified.
- Ensure that primary control devices are available for all types of fires and are usable immediately.
- Ensure the availability of medicines, tasks and medical tools for first aid operations.
- Ensure adequate emergency exits and doors and all indicative panels that facilitate evacuations and the occupants of the building indicate escape routes, emergency exits and assembly points.
- First aid bags and staff training are provided.