



HAMILTON
International School

Fire Evacuation Policy

Document Control Table

Status		Active
Date Approved		
Latest Review Date		31 August 2026
To be Reviewed		August 2027
Linked Documents and Policies		Emergency Response Plan; Health and Safety Policy; Safeguarding & Child Protection Policy; Business Continuity Plan;
Version	Date	Comments
1.0	September 2025	Previous version. Fire Evacuation Policy, September 2025 to 2026.
2.0	September 2026	Sweepers updated

Rationale

To ensure the safety of all members of the school community through a clear and comprehensive evacuation plan in the event of a fire.

Aims:

- To safeguard all students, staff, visitors, and contractors during a fire evacuation.
- To ensure every individual is accounted for.
- To establish clear procedures, roles, and responsibilities.

Procedures

Student and Staff Registers

- All class registers must be completed by 7:30am.
- ISAMS portal reminder at 7:40am daily.
- Teachers must carry an electronic or paper copy of their daily attendance.
- Receptionist to update iSAMS with late arrivals/early leavers.

Building Evacuation

- When the fire alarm sounds, **evacuate immediately** using the nearest safe exit.
- Move in **silence** and proceed directly to your designated assembly point.
- Close classroom doors after leaving.
- Teachers place **"Room Checked"** sign on corridor doors.
- Sweepers to check do toilet checks
- If one stairway is blocked, use the **alternate stairway**.

Assembly Points

Line up in register/class order in silence.

- **Non-Teaching staff, Parents, Contractors, Visitors, Specialists and Arabic staff** → Artificial grass near cafeteria.
- **HUB Students & Teachers** → Outdoor basketball court (Blackbox Theatre side).
- **Secondary Students** → Outdoor basketball court.
- **Lower & Upper Primary** → Artificial grass in primary play area.
- **Pre-KG, KG1 & Early Intervention** → Artificial grass at early years play area.

Reporting Lines

Students Accountability:

- *Teachers → Complete registers at assembly point and report to Grade/Pastoral Leaders.*
- *Grade/Pastoral Leaders → Report to AHT → Head of Secondary / Head of Primary (for AHT Secondary)*
- *HUB → Registers to Head of Inclusion*
- *Nurses → Report students in care to AHT*
- *Head of Primary/Head of Secondary/ Head of Inclusion → Report missing students to the Principal (Incident Commander).*

Staff Accountability:

- *Primary/Secondary/ Inclusion Staff → Report to Head of Primary/Secondary/ Inclusion → Principal.*
- *Specialists and Arabic Teachers → Report to designated Admin staff for roll call → Principal.*
- *Facilities Staff → Sweep assigned areas → Report to designated Admin staff for roll call → Principal.*

Visitor & Contractor Accountability:

- *Receptionist to bring visitor/staff registers to the assembly point → Principal.*

Await instructions from the Principal.

Roles & Responsibilities

Principal (Incident Commander):

- Oversees evacuation and liaise with Civil Defense.
- Confirms all areas are cleared and authorizes re-entry.
- In absence → Head of Secondary acts as Deputy.

Heads of Secondary/Head of Primary/ Head of Inclusion:

- Collect attendance reports from Grade/Pastoral Leaders.
- Escalate missing people to the Principal immediately.

Designated Admin staff:

- Confirms staff and visitor attendance with Reception.

Sweepers:

- Check assigned areas.
- Display **Green card = all clear / Red card = concern.**
- Report to relevant Head/AH.

All Staff:

- Supervise students at assembly points.
- Remain with their group until the “all clear” is given.

Individuals with Special Needs:

Assistance will be provided for any students or staff with mobility, medical, or other needs, to ensure their safe evacuation.

Designated sweepers

Sweepers: It is the responsibility of all sweepers to confirm their sections are accounted for or to report concern areas by identifying which card is being held up (red for concern/green for all clear). This will need to be communicated to the Head of each Division.

Floor	Area	Responsibility	Substitute
Ground Floor	Pre-KG to BBT	Claire / Muna	Cuisle
	Front Desk/Admin Offices	Euan	Mia
	Grade 3 to KG2	Tomos	Jacynth
First Floor	Specialists to Oasis Café	Tom	Tasmiyah
	Library to Sensory Room	Zainab	Mark
Second Floor	Library to Exams hall	Krishan	Koral
	Head of Secondary Office to MPH	Matt	Kris
Sports Complex	All	Devon	Sammy

- All other areas; Security

• Cafeteria; Sterling Catering Evaluation & Drills

- Fire evacuation drills will be conducted once per term (minimum 3 annually).
- Target: complete evacuation within 3 minutes.
- Drill log will record: date, time, evacuation duration, issues, corrective actions.
- The facilities Coordinator will maintain the log and report findings to the Senior Leadership Team.
- Policy will be reviewed annually or after any fire incident.

Appendices

1. Fire escape route maps.

2. Assembly point maps.
3. Fire Drill Log template.