



Najd National Schools
International Program

Emergency evacuation plan



Emergency evacuation plan

Safety & Security Committee
Najd National Schools for Boys – Riyadh

Vision:

Creating a school setting that prioritizes safety by adhering to recognized safety standards.

Mission:

Proactively mitigating risks, minimizing their impact, and guaranteeing the utmost safety in all school operations, benefiting students, staff, and the institution's assets.

1. Introduction

This plan has been prepared to ensure an orderly and safe evacuation of Najd National Schools – Boys, when an emergency occurs, or a fire alarm is heard.

The primary objectives of the evacuation plan are:

- a) To ensure that each person leaves the building safely and goes to the agreed assembly point.
- b) To define procedures for the safe evacuation of individuals who cannot use the stairs.
- c) To complete a thorough sweep of the buildings after the completion of the evacuation process.
- d) To select individuals from among the occupants of the buildings and assign them tasks to ensure the achievement of the objectives of the plan.

Cases that require the evacuation of the building in whole or in part:

- a) The outbreak of fires.
- b) Leakage of chemicals.
- c) Defects in the building in terms of engineering.
- d) Air pollution inside the building.
- e) Health reasons (the spread of epidemics and infectious diseases).

Evacuation exercises must be done at least once during one semester.

2. Evacuation Procedures

Overview:

- a) The occupants of the building are notified of the need to evacuate it by operating the alarm system.
- b) Upon hearing the fire siren or receiving instructions to evacuate the building, all occupants of the building must evacuate it immediately, and proceed to the predetermined assembly point in a location far from the building.
- c) The occupants of the building must ensure that their visitors adhere to the evacuation procedures mentioned in this plan, and leave the building with all those in it.
- d) Genitors should be informed of the procedures mentioned herein, and they must leave the building when they hear the siren.

Evacuation Instructions:

When hearing the siren, or receiving instructions to evacuate the building in response to an emergency:

- a) Do not panic and get confused.
- b) Do not ignore the siren.
- c) Carry out the instructions of safety officers or teachers accurately.
- d) Leave the building immediately and quietly through the nearest lane designated for evacuation.
- e) Close the doors when you go out.
- f) Turn off all electrical appliances if the situation permits.
- g) Do not return to the class or office whatever the reasons.
- h) Go to the designated assembly point, and if the assembly point is unsafe or closed due to the state of emergency, go to the alternative assembly point.
- i) Do not return to the building unless directed by the safety officers or the school principal stating that the situation has become safe. (**The siren being turned off does not mean that the state of emergency is gone**)

Notes and caveats:

- a) Do not try to extinguish fires unless you are trained to use a fire extinguisher, but you must always remain ready to evacuate.
- b) The Civil Defense Department (998) should be informed of all fire incidents, including fires that have been extinguished.
- c) Do not enter any room if it is full of smoke, or if the door is hot to the touch.

Remember these four points:

- Keep people away from the source of immediate danger.
- Warn. Activate the siren and inform the Civil Defense by phone (998).
- Limit the fire and smoke. Close doors and windows provided they do not endanger your safety.
- Evacuate. Leave immediately to the assembly area.

Evacuation lanes and assembly areas:

Evacuation lanes and escape exits are specified on the building's floor plans. As for the assembly areas, they are specified on the site plan.

Procedures for persons requiring evacuation assistance:

- a) Any person who cannot use the stairs or needs assistance during evacuation should be provided with the necessary assistance under the supervision of a safety officer or other employee.
- b) Safety officers and teachers shall ensure that emergency and rescue personnel report anyone in need of additional assistance.
- c) Healthy people are evacuated first, then people with special need of assistance are evacuated.

3. Responsibilities

- All employees have responsibilities under the evacuation plan as described below.
- For the purposes of this plan, the safety officers and their replacements are regular employees who are selected to ensure that the evacuation of the building is carried out according to plan. This includes directing the occupants of the building towards assembly points, where they are checked by name as well as providing assistance to those in need of assistance during evacuation.
- Emergency and safety officers are selected from among the staff working in the building, and Appendix (3) includes a list of persons who play key roles in organizing fire emergencies. The responsibilities of each of them are as follows:

Duties	Responsible Entity
<ul style="list-style-type: none"> ✓ Identify the fire safety plan and emergency evacuation plan for the building. ✓ Be fully prepared to face fire incidents and other emergencies at all times. ✓ Be calm during emergencies. ✓ Cooperating with rescue supervisors, and complying with instructions. ✓ Know the launch locations of the alarm system and firefighting equipment. ✓ Know the locations of escape exits and assembly areas. ✓ Know the phone numbers of the parties that should be contacted in case of emergency. ✓ Treat each alarm as an emergency. ✓ Not to stay in the area that requires evacuation and not to try to return to it. ✓ Go immediately to the assembly area and stay there until further instructions are issued. ✓ Inform emergency medical services and staff trained in first aid about medical conditions resulting from the emergency. 	<p style="text-align: center;">Staff</p>
<ul style="list-style-type: none"> ✓ Coordinate the work of inspecting fire safety precautions, assess the risks of fire exposure and make the necessary recommendations. ✓ Provide assistance in the preparation of a fire safety plan and an emergency evacuation plan. 	<p style="text-align: center;">Safety & Security Officer</p>

<ul style="list-style-type: none"> ✓ Arranging with an accredited body to conduct periodic maintenance of fire safety systems and firefighting devices. ✓ Monitor compliance with the fire safety policy. ✓ Advising the management on all matters related to fire safety. ✓ Provide advice and coordination according to the fire safety plan and evacuation plan in the event of a fire or the implementation of an emergency evacuation. 	
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<ul style="list-style-type: none"> ✓ The main rescue supervisor of the building must be fully aware of the fire safety plan. ✓ When the siren goes off, the main rescue supervisor must evacuate the building and head to the assembly points. ✓ The main rescue supervisor shall take note and receive reports from the floor rescue supervisors upon their successive arrival to the assembly area. ✓ When the information on the evacuation of all floors and areas is complete, the main rescue supervisor must report it to the security and safety officer. ✓ Ensure that the General Directorate of School Security and Safety and the Civil Defense Department are informed of the fire or fire alarm. ✓ Provide the General Directorate of School Security and Safety and the Civil Defense Department with a report on the situation upon their arrival at the site. 	<p>Main Rescue Supervisor of the building</p>
<ul style="list-style-type: none"> ✓ Each floor should be assigned a rescue supervisor, who is responsible for clearing the floor from its occupants in the event of a fire or any other emergency. ✓ The rescue supervisor must be familiar with the fire safety plan, the locations of escape exits and how to operate the alarm units. ✓ When the alarm goes off, the rescue supervisor must start directing the occupants of the building towards the nearest exit to escape and inform them of the location of the assembly point and direct them to it after the evacuation of the building is completed. 	<p>Rescue supervisors specialized in different floors</p>

<ul style="list-style-type: none"> ✓ Rescue supervisors should be the last to leave, do a quick check of rooms and close the doors on their way to the escape exits. ✓ If anyone refuses to evacuate, the rescue supervisor must not remove him by force, but must inform the main rescue supervisor. ✓ Each rescue supervisor must have information about individuals on his floor with special needs who cannot use the life ladders alone, and make arrangements to assist them in evacuation. ✓ After moving away from the building, the rescue supervisor must inform the main supervisor in the assembly area that the place has been evacuated, or report any person who refused to evacuate, as well as inform him of the number of those present. 	
<ul style="list-style-type: none"> ✓ Follow the instructions of the rescue supervisors. ✓ Gather students and avoid panic, panic and confusion. ✓ Driving students to the assembly area calmly and orderly. ✓ Complete student attendance when they arrive at the assembly area. ✓ Check the students through the list of names on the classroom door. 	<p>Teachers</p>
<ul style="list-style-type: none"> ✓ Spreading awareness and education in the fields of emergency, security and school safety through training and participation in exhibitions, seminars, conferences, signboards, publications and brochures. ✓ Work on finding mechanisms to measure the safety performance index, in cooperation with other competent authorities. ✓ Ensure the application of safety principles in all school construction works of the Ministry of Education and supervised. ✓ Preparing and supervising the implementation of annual and strategic plans for emergency, security and safety, executive plans for evacuation operations and periodic fire and rescue exercises in schools, to ensure the preservation of the security and safety of students, school employees and property. ✓ 	<p>General Directorate of School Security and Safety (Ministry of Education)</p>

Fourth: Building Information

Assembly points:

Upon hearing the siren of the alarm, all those present must evacuate the building and go to the agreed assembly points, provided that each floor of the secondary school building is allocated a gathering point according to the following table:

Assembly Points _Elemntary School	Floor
Northwest of Playground (A1)	Ground
North side of the Playground (A2)	First
Northeast of Playground (A3)	Second

Assembly Points _Middle School	Floor
North side of Playground (B1)	Ground
North side of the Playground (B2)	First
North side heast of Playground (B3)	Second

Assembly Points _High School	Floor
West of Playground (C1)	Ground
West side of the Playground (C2)	First
West of Playground C3)	Second

Responsibilities

Elementary Safety Team			
Role	Name	Phone Number	E-mail Address
Safety & Security Supervisor	M. Mustafa Al Bsar		
Deputy Security and Safety Supervisor	Ahmed Al Nawam		
Main Safety Officer of the building	Khaled AlFawzan		
Deputy Chief Main Safety Officer of the building	Fayez Alshehri		
Ground Floor Main Safety Officer	Khaled Daher		
Deputy Ground Floor Main Safety Officer	Yazeed Albathi		
Main Safety Officer of the first floor	Mohammad Ghaboura		
Deputy Main Safety Officer of the Second floor	Khaled Shmeis		
Main Safety Officer of Second floor	Awad Aljohani		
Deputy Main Safety Officer of Second Floor	Fadi Abuzahr		
Basement Main Safety Officer	Mahmoud Khaled		

Middle School Safety Team			
Role	Name	Phone Number	E-mail Address
Safety & Security Supervisor	M. Mustafa Al Bsat		
Deputy Security and Safety Supervisor	Ahmed Al Nawam		
Main Safety Officer of the building	Mishari Bin Abdul karim Aldakhil		
Deputy Chief Main Safety Officer of the building	Mahmoud Faraj Dawood		
First Floor Main Safety Officer	Nawaf bin Abdulaziz Al-Askar		
Deputy Safety Officer First Floor Main	Khaled raad		
Main Safety Officer Second floor	Mohamed Mahmoud Al Qudah		
Deputy Main Safety Officer Second Floor	Mohamed Mahmoud Khaled		
Basement Main Safety Officer	Malik Haddad		

High School Safety Team			
Role	Name	Phone Number	E-mail Address
Safety & Security Supervisor	M. Mustafa Al , Bsot		
Deputy Security and Safety Supervisor	Ahmed Al , Nawam		
Main Safety Officer of the building	Abdul mohsen Aljaber		
Deputy Chief Main Safety Officer of the building	Mohammed Alhossan		
Ground Floor Main Safety Officer	Ramzi Othman		
Deputy Ground Floor Main Safety Officer	Waleed Alshammari		
Main Safety Officer of First floor	Abdulaziz Alqahtani		
Deputy Main Safety Officer of the first floor	Bilal Matar		
Second floor Main Safety Officer	Faleh Al , Subaie		
Deputy Main Safety Officer Second Floor	Suhaib Albardan		
Third floor Main Safety Officer	Thamer Alghamdi		
Basement Main Safety Officer	Adeeb Aql		



Dates of implementation of evacuation experiments in the secondary stage for the year 2023/2024 AD		
Wednesday 20/09/2023	Fifth week	First Semester
Wednesday 27/12/2023	Fifth week	Second Semester
Wednesday 17/04/2024	Fifth week	Third Semester