



Fire Safety Policy

1. Policy Statement

Merryland International School is committed to providing a safe and secure environment for all students, staff, visitors, and contractors. The school recognizes its responsibility to prevent fire hazards, protect life and property, and ensure compliance with the fire safety regulations and requirements of the United Arab Emirates and relevant authorities. The school will take all reasonable measures to minimize fire risks and maintain effective fire prevention, detection, evacuation, and emergency response procedures.

2. Purpose

The purpose of this policy is to:

- Protect the lives of students, staff, visitors, and contractors.
- Prevent fire incidents through effective risk management and safety practices.
- Ensure safe and orderly evacuation in the event of a fire or emergency.
- Maintain fire safety equipment and systems in operational condition.
- Comply with UAE Civil Defence, ADEK, and other applicable regulatory requirements.
- Promote awareness of fire safety responsibilities among all members of the school community.

3. Scope

This policy applies to:

- All students and staff.
- School leadership and governing bodies.
- Visitors, contractors, and service providers.
- All school buildings, facilities, vehicles, and staff accommodations managed by the school.

4. Fire Safety Objectives

The school aims to:

- Maintain a fire-safe environment at all times.
- Identify and eliminate potential fire hazards.
- Ensure all occupants understand fire safety procedures.



- Conduct regular fire drills and emergency preparedness activities.
- Ensure prompt and effective emergency response.
- Continuously review and improve fire safety measures.

5. Roles and Responsibilities

Principal

The Principal shall:

- Ensure effective implementation of this policy.
- Allocate adequate resources for fire safety management.
- Ensure compliance with all relevant regulations.
- Review fire safety arrangements regularly.

Health and Safety Officer / Fire Safety Coordinator

The designated officer shall:

- Conduct regular fire risk assessments.
- Monitor compliance with fire safety procedures.
- Coordinate fire drills and emergency training.
- Maintain records of inspections, drills, incidents, and maintenance.
- Liaise with relevant authorities when required.

Staff Members

All staff shall:

- Familiarize themselves with fire evacuation procedures.
- Report fire hazards immediately.
- Ensure exits and escape routes remain unobstructed.
- Participate in fire drills and training sessions.
- Use electrical and heating equipment safely.

Students

Students shall:

- Follow fire safety instructions and evacuation procedures.



- Participate responsibly in fire drills.
- Report unsafe conditions to staff.

Visitors and Contractors

Visitors and contractors shall:

- Follow all school fire safety requirements.
- Comply with evacuation instructions during emergencies.
- Avoid actions that may create fire hazards.

6. Fire Prevention Measures

The school will:

- Conduct periodic fire risk assessments.
- Ensure safe storage of flammable materials.
- Maintain good housekeeping standards.
- Regularly inspect electrical installations and equipment.
- Prohibit smoking and unauthorized use of open flames on school premises.
- Ensure emergency exits, corridors, stairways, and assembly points remain accessible at all times.
- Promote fire safety awareness through training and communication.

7. Fire Detection and Protection Systems

The school shall maintain:

- Fire alarm systems.
- Smoke and heat detection systems.
- Fire extinguishers.
- Emergency lighting.
- Fire hose reels and hydrants where applicable.
- Clearly marked emergency exits and evacuation signage.

All fire protection systems shall be inspected, tested, and maintained by authorized personnel in accordance with regulatory requirements.



8. Emergency Evacuation Procedures

In the event of a fire alarm:

1. All occupants must stop activities immediately.
2. Staff shall supervise and guide students to the designated assembly point.
3. Occupants shall evacuate using the nearest safe exit.
4. Lifts must not be used during evacuation.
5. Personal belongings should not be collected.
6. Attendance shall be verified at assembly points.
7. No person may re-enter buildings until authorized by emergency services or school leadership.

9. Fire Drills

The school will:

- Conduct fire drills at least once each term or as required by regulatory authorities.
- Evaluate evacuation times and effectiveness.
- Record drill outcomes and corrective actions.
- Provide additional training where necessary.

10. Training and Awareness

The school will ensure:

- Staff receive fire safety induction and periodic refresher training.
- Designated staff are trained in the use of fire extinguishers.
- Students receive age-appropriate fire safety education.
- Fire safety information is communicated regularly to the school community.

11. Reporting and Investigation

All fire incidents, near misses, false alarms, and fire hazards must be reported immediately to the school administration.

The school shall:

- Investigate all fire-related incidents.
- Identify root causes.

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- Implement corrective and preventive actions.
- Maintain records of investigations and outcomes.

12. Monitoring and Review

The implementation of this policy shall be monitored regularly by the school leadership and Health and Safety Team. The policy will be reviewed annually or sooner if required by changes in legislation, regulatory requirements, or operational needs.

13. Related Documents

- Health and Safety Policy
- Emergency Evacuation Procedures
- Risk Assessment Policy
- Business Continuity Plan
- UAE Civil Defence Regulations
- ADEK Health, Safety and Environmental Requirements

This policy will be reviewed every year.

Principal



Reviewed on 02 June 2026

Merryland International School is an outstanding, ISO 9001-certified, British Curriculum K-12 school located in Abu Dhabi, U.A.E. providing high quality education to pupils of more than 40 nationalities. Merryland has been a pioneer in education for the last four decades remaining true to its motto 'Changing lives...Nations wide'.

