



SWISS INTERNATIONAL SCHOOL  
QATAR

# EVACUATION POLICY

Staff Incharge	Grounds Supervisor
Latest revision	August 2025
Approved by	Head of School
Next Revision	August 2026



## Our Vision

SISQ aims to develop learners who are  
**FULFILLED INSPIRED PREPARED**

## رؤيتنا

تهدف المدرسة السويسرية إلى تطوير متعلمين  
يتصفون بأنهم

مُسْتَعِدُونَ مُلْهِمُونَ مُشَبَّعُونَ

## Notre Vision

SISQ encourage les apprenants à devenir

**ACCOMPLIS INSPIRÉS PRÊTS**

## Our Mission

Through learning that is fun, engaging, holistic, collaborative and caring, SISQ develops students who are:

- Intellectually fulfilled: they find joy in their own learning and the learning of others; they are curious, engaged and passionate about learning.
- Emotionally fulfilled: they are happy with themselves, healthy, balanced and confident.
- Socially fulfilled: they develop meaningful relationships; they are connected to others, the world around them and the environment.

Through learning that is inquiry-based, meaningful, challenging, authentic and innovative, SISQ develops students who are:

- Inspired to keep learning: they are inquisitive, questioning and willing to try new things; they take ownership of their learning and are self-motivated.
- Inspired to share and apply their learning: they can use their learning to improve their lives and the lives of others; they communicate their learning to inspire others.

Through learning that is focused on transferable skills, character, attitudes and dispositions, SISQ develops students who are:

- Prepared for the future: they embrace change and challenge; they adapt to new situations and think creatively to solve complex problems.
- Prepared to lead lives of integrity: they are principled and strong; they have a set of values that guide them when they make decisions.
- Prepared to be good global citizens: they are multilingual, open-minded and multicultural in their outlook; they are courageous, caring and prepared to take action to make their community and the world a better place.

## رسالتنا

من خلال المتعة والمشاركة، والتعاون، والشمولية والاهتمام، تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مشبعون فكرياً، يجدون الفرح في تعلمهم وتعلم الآخرين؛ إنهم فضوليون ومشاركون ومتحمسون للتعليم.
- مشبعون عاطفياً إنهم سعداء بأنفسهم، يتمتعون بصحة جيدة، ومتوازنون، وواقفون من أنفسهم.
- مشبعون اجتماعياً: يطورون علاقات ذات مغزى؛ إنهم مرتبطون بالآخرين وبالعالم من حولهم وبالبيئة.

من خلال التعلم الهادف والقائم على الاستقصاء، والتحدى والابتكار، تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- ملهمون لمواصلة التعلم: فهم فضوليون ومتساثلون ومستعدون لتجربة أشياء جديدة؛ يتعلمون بدوافع ذاتية.
- ملهمون لمشاركة ما تعلموه وتطبيقه، يمكنهم استخدام ما تعلموه لتحسين حياتهم وحياة الآخرين؛ ينقلون تعلمهم لإلهام الآخرين.

من خلال التعلم الذي يركز على المهارات القابلة للنقل والمهارات الشخصية والمواقف والتصرفات تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مستعدون للمستقبل يتبنون التغيير والتحدى؛ يتكيفون مع المواقف الجديدة ويفكرون بشكل خلاق لحل المشكلات المعقدة.
- مستعدون لعيش حياة تنسم بالنزاهة: أصحاب مبادئ، أقوياء؛ لديهم مجموعة من القيم التي توجههم عند اتخاذ القرارات.
- مستعدون ليكونوا مواطنين عالميين صالحين: فهم متعددو اللغات ومفتحون ومتعددة الثقافات في نظرهم؛ إنهم شجعان ومهتمون ومستعدون لاتخاذ إجراءات لجعل مجتمعهم والعالم مكاناً أفضل.

## Notre Mission

Au travers d'expériences d'apprentissage amusantes, intéressantes, holistiques, collaboratives, positives, SISQ encourage les apprenants à devenir:

- Intellectuellement accomplis: ils prennent plaisir à apprendre individuellement et collectivement. Ils sont curieux, intéressés et passionnés par leur apprentissage.
- Emotionnellement aptes: ils savent s'apprécier, ils sont positifs, équilibrés et sûrs d'eux-mêmes.
- Socialement compétents: ils développent des relations significatives avec les autres, ils vivent en harmonie avec les autres, le monde et l'environnement.

Au travers d'un apprentissage centré sur la recherche, significatif, comportant des défis, authentique et innovant, SISQ encourage les apprenants à devenir:

- Toujours prêts à apprendre: ils sont curieux, ils posent des questions et sont prêts à innover, ils sont responsables de leur apprentissage et intrinsèquement motivés.
- Toujours prêts à partager et à appliquer leurs connaissances: capables d'utiliser leurs compétences pour transformer positivement leur existence et celle des autres, ils transfèrent leurs apprentissages pour inspirer autrui.

Grâce à un apprentissage orienté vers des compétences de transfert, l'édification du caractère, créant des attitudes et une disposition psychologique bénéfiques, SISQ encourage les étudiants à devenir:

- Prêts pour l'avenir: ils acceptent le changement et les défis, s'adaptent à de nouvelles situations et résolvent des questions complexes grâce à leur créativité.
- Déterminés à vivre de manière éthique, ils suivent leurs principes et sont intègres. Leur valeurs les guident dans la prise de décisions.
- En tant que citoyens du monde: ils parlent plusieurs langues, pratiquent l'ouverture d'esprit en se confrontant à de multiples perspectives. Ils sont courageux, attentionnés et prêts à l'action pour transformer positivement leur communauté et le monde.



SISQ ensures the safety of staff, students, and visitors on our premises. This policy is designed to safeguard, so far as reasonably practicable, the fast and safe evacuation of all staff, students, and visitors in the event of an emergency.

### **General responsibility of all staff:**

- Log in and out daily
- When absent for a short period during the school day log out and in with the manual attendance entry/exit register located at the main building reception
- Be familiar with the school evacuation maps displayed in the main school areas, including fire exits, manual call points and fire extinguisher locations
- Activate the nearest manual call point in case of fire
- Evacuate the premises in silence when the fire alarm goes off and head towards the assembly point (See image 1)
- Do not go back to collect personal belongings
- Do not use the lift
- Call 999 in case of a real emergency (school address: Al Hashimiya Street, Al Luqta, Zone: 52, Street: 915, Building: 42)

### **Head of School (HoS) is responsible for the following:**

- All aspects of Health and Safety of students, staff and visitors within SISQ premises
- Oversee Emergency Evacuation drill plans
- Oversee the actions at the assembly point during the evacuation and ensure both buildings are evacuated in a safe manner
- Coordinate and communicate further appropriate evacuation actions from the assembly point
- In HoS's absence, delegation of tasks will be done to the Leadership team (LT)

### **Leadership Team (LT) is responsible for the following:**

- Report to the HoS if all students are accounted for within their division in the assembly point
- A member of the LT is responsible for staying within the premises outside of school hours if a SISQ student is using the facilities, and ensure all evacuation procedures are followed if needed
- Ensure all the staff in ADMIN EY, PYP, MYP, and DP are accounted for at the assembly point.

### **Teaching Staff are responsible for the following:**

- Periodic review of procedures with their students using the official presentation [HERE](#).
- Class teachers must take daily student attendance.
- Class teachers teaching a class must evacuate their student group to the assembly point, making sure no one is left behind and the door is closed.
- Collect their register and cards from the designated staff member at the assembly point.
- Indicate the register has been taken at the assembly point by raising the appropriate color card: RED (NOT accounted for/INJURED), GREEN (all accounted for), or YELLOW (need help).
- Model and maintain silence at all times.



### **Facilities Team are responsible for the following:**

- Ensure that fire risk assessments are reviewed at least annually or whenever there is a building alteration, change of occupation or use of premises
- Ensure maintenance and testing of the fire alarm system, fire extinguishers and emergency lighting system
- Make sure all routes are fit for purpose (cleared from obstacles, with appropriate exit signage and emergency lighting)
- Ascertain the reason why the fire alarm sounded and communicate to the HoS if it is safe to return to the building
- Monitor security staff to ensure procedures are followed
- Ensure subcontractors (security, cleaning, and maintenance teams) undergo regular fire safety training
- In case of a fire alarm, verify the reason. If it is a false alarm, reset the system. If not done within the 3-minute period, phone MEKDAM to inform of the false occurrence.
- Tasks can be assigned to the Ground Supervisor and Security as deemed necessary

### **Human Resources Manager is responsible for the following:**

- Ensure admin staff are counted at the assembly point
- Be aware of any staff on leave
- Ensure that all staff are informed of this policy and of any relevant changes to the procedures
- Tasks can be assigned within HR department as deemed necessary

### **Reception staff are responsible for the following:**

- Download and print daily student attendance at 8:00 AM
- Update the paper register when students arrive late or leave early
- Bring the student paper registers, students' emergency contact details folder, and green, yellow and red indicator cards to the assembly point
- Deliver to HR the staff paper registers
- Dispatch student registers and indicator cards to the teachers lined up with classes

### **Security staff are responsible for the following:**

- Ensure all fire exits and escape routes remain free from obstruction at all times
- Issue all visitors with a visitor's badge and log their names and details in the visitor register at the guardhouse.
- Lock the main pedestrian gates when the fire alarm sounds
- Bring the visitors register to the assembly point and ensure that visitors are accounted for
- The security supervisor is in charge of the evacuation and checking attendance during non-school hours





School nurse is responsible for the following:

- Bring a first aid kit and the Automated External Defibrillator (AED) to the assembly point
- Administer first aid/guide first-aiders if needed

Fire marshals are responsible for the following:

- To a reasonable extent, check that everyone has evacuated the area they are responsible for. See Annex 1 for fire marshals' names and designated areas.

Swiss International School is committed to continuously improving and prioritizing health and safety. We adhere to and implement the Ministry of Education's guidelines on security, health, and safety for private schools and kindergartens (Protecting and Caring for Students—First Edition, 2025).

IMAGE 1: Evacuation route and Muster point

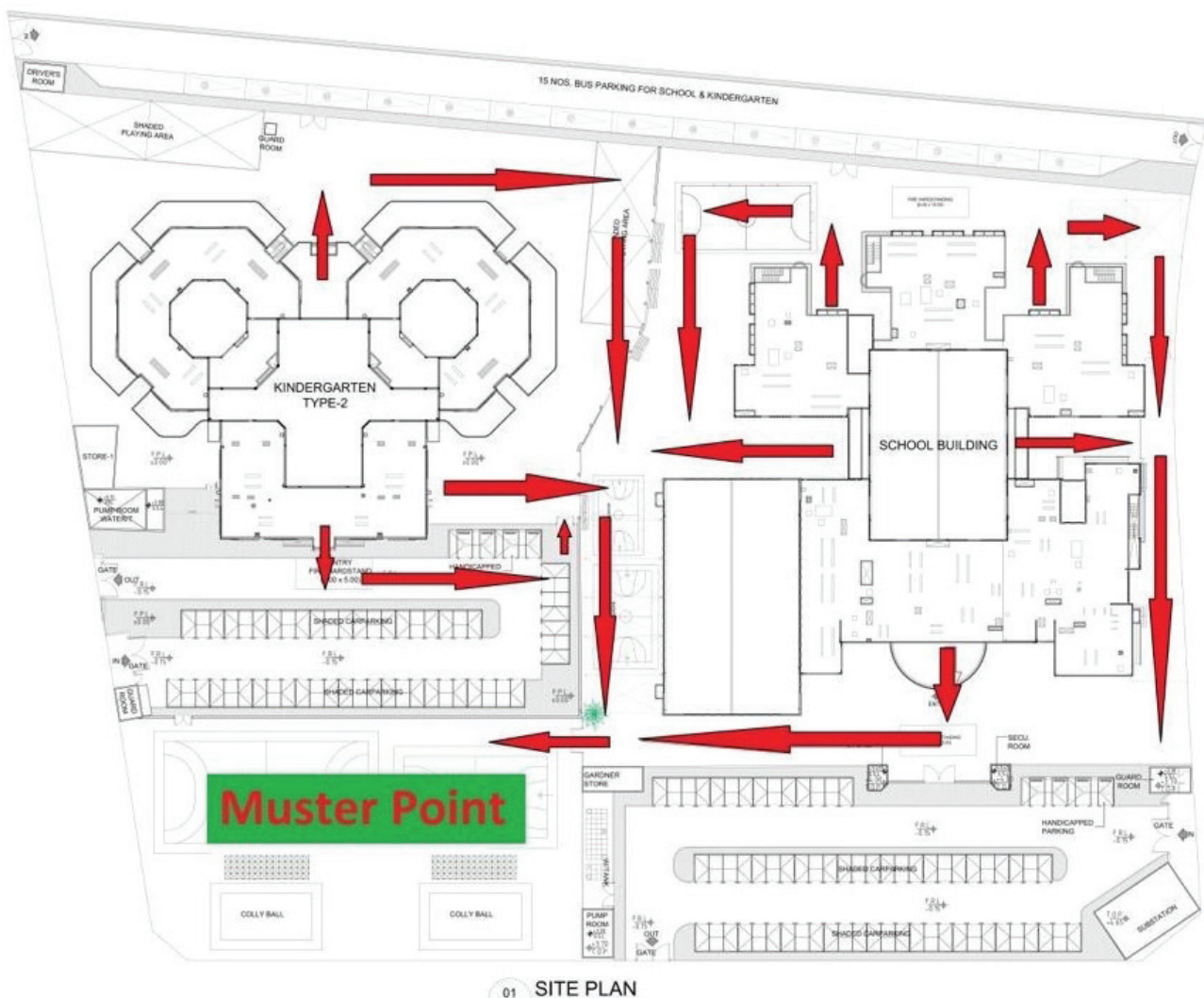




IMAGE 2: Evacuation Muster Point View

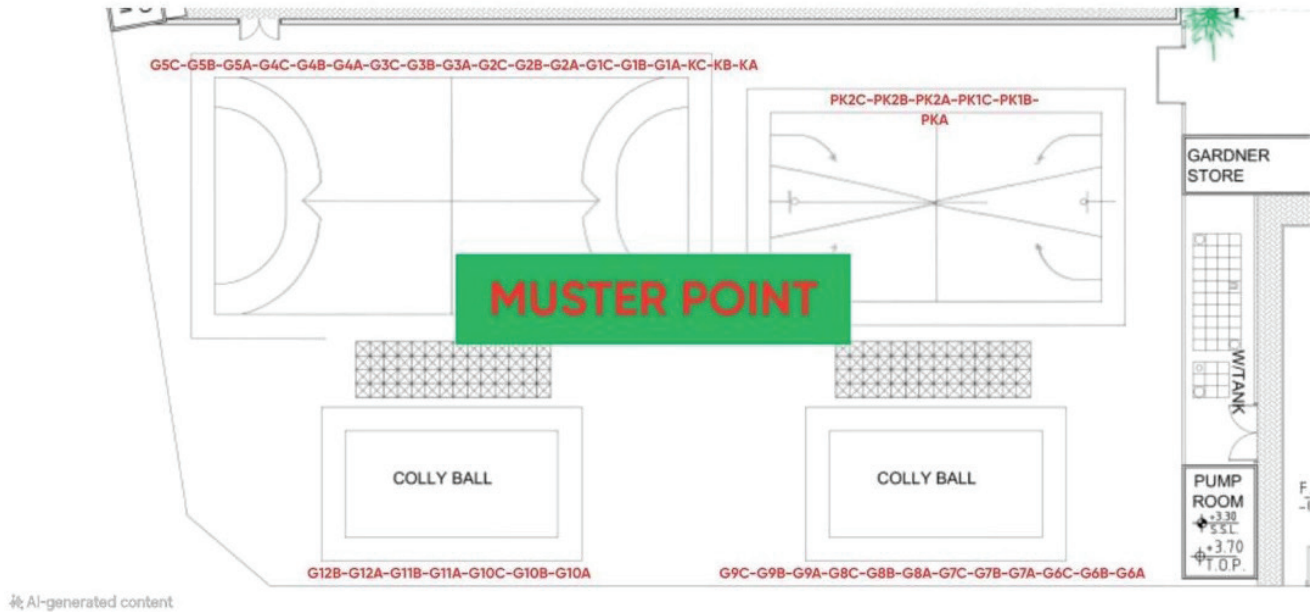


IMAGE 3: Fire Marshal Allocated Area

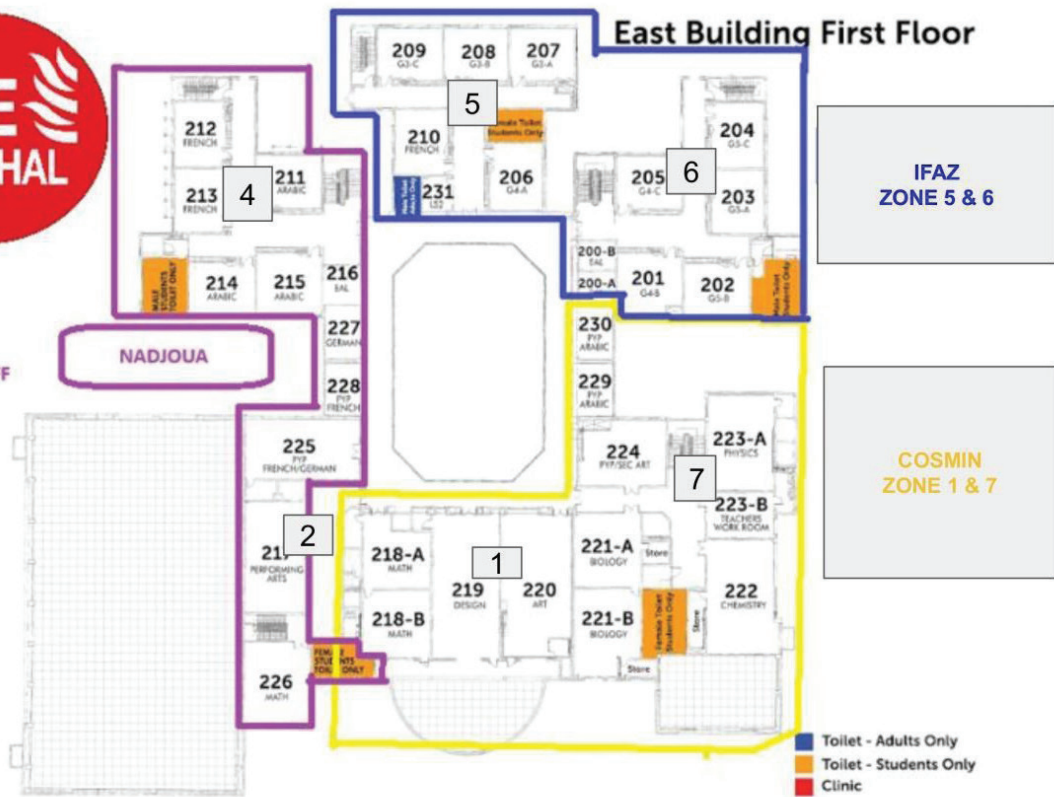




ZONE 2 & 4 FF

NADJOUA

## East Building First Floor



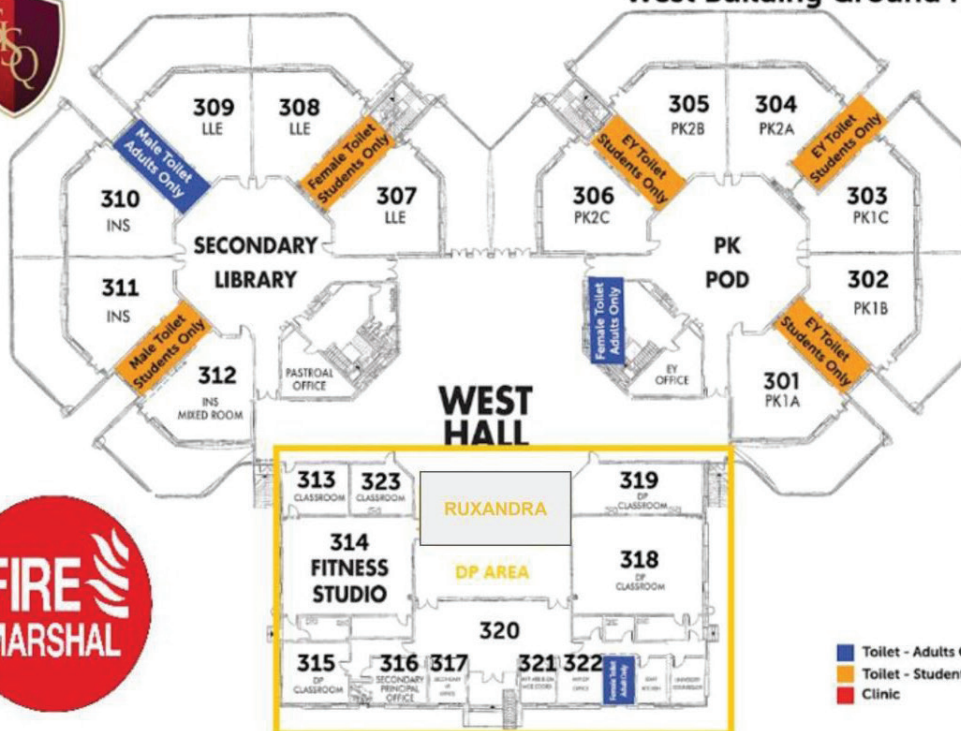
IFAZ  
ZONE 5 & 6

COSMIN  
ZONE 1 & 7

- Toilet - Adults Only
- Toilet - Students Only
- Clinic



## West Building Ground Floor



FIRE MARSHAL - ALLEN

AREA  
SECONDARY LIBRARY  
HUB GF & FF

FIRE MARSHAL - PK ASSIST

AREA  
PK POD GF & FF

- Toilet - Adults Only
- Toilet - Students Only
- Clinic







## Fire Marshal List (2024-2025)

S/NO	NAME	ALLOCATED AREAS
1	Kuk-Hee Kim	East Building Ground Floor (Area 1 and 7)
2	Angela Vincent	East Building Ground Floor (Area 2 & 4)
3	Catherine Mabilangan	East Building Ground Floor (Area ,5 & 6)
4	Ifaz Mohamed	East Building First Floor (Area 5 & 6)
5	Nadjoua Boubeker	East Building First Floor (Area 2, 4)
6	Cosmine Tripsa	East Building First Floor (Area 1 & 7)
7	Allen Lucas	West Building MYP Library and Ground Floor
8	Matthew Bradley	West Building First Floor & Control Students/Staff at the AP entrance
9	Abdulla Malik	Support staff and students with special needs
10	Dan Dorran	Communicate green/red status to Leading LT at the assembly point
12	Sonia Bradley	Communicate green/red status to Leading LT at the assembly point
13	Rachida Bechri	West Building Staff room and early years GF
14	Ruxandra Vladica	West Building (DP Area)
15	Erin Pienaar Nagham Shehab	Assist reception (distributing the attendance)
16	Mohamed Zaheem	Cover
17	Security	Outdoors
18	Zaffer Zulfi ckar	Fire Panel
19	Angelo Abano	Fire Panel