

COMPREHENSIVE PLAN FOR EMERGENCY MANAGEMENT AND SCHOOL EVACUATION

Item	Details
Issue Number	1.0
Effective Date	April 2026
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Accreditation Body	School principal
Owner of the policy	Khalifah Al Hamzah American school

1- Purpose

This plan is designed to ensure that Khalifah Al Hamzah American Private School is fully prepared to respond to all emergency situations in an effective and organized manner. Its purpose is to safeguard students, staff, and visitors while ensuring the uninterrupted continuation of educational and operational activities in accordance with the highest standards of safety and security.

The plan establishes the minimum requirements in the following areas:

- Comprehensive emergency preparedness measures
- Approved evacuation procedures
- Crisis response and incident management protocols
- Coordination with relevant government authorities and emergency services
- Communication with parents and other stakeholders
- Reporting incidents and emergencies to the competent authorities
- Alternative plans to ensure operational and educational continuity

2 -Scope

This plan is applicable to all individuals, facilities and activities associated with the school, including but not limited to:

- All students, staff, contractors, and visitors on campus.
- All buildings and facilities of the school include the main building and the nursery section.
- School transportation services include buses, drivers, and supervisors.
- All school activities and events are organized on or off campus.

3-Definitions

Term	Definition
Emergency	Any emergency circumstance or incident that poses a direct or potential threat to the safety of personnel, property, or the continuity of operations within the school.
Evacuation	An orderly and safe transition from the hazard site to a predetermined assembly point.
Precautionary lockdown	Securing school facilities due to an internal or external security threat.

Out of sight	Placing individuals in places that are not visible from threat sources (staying away from windows and doors).
Stay on site	Staying inside the building due to the risk of evacuation due to external conditions.
Emergency Response Team	A school team is responsible for managing and implementing emergency procedures.
Rally point	A safe location outside the danger zone to be directed to when evacuating.
PEEP Plan	An individualized evacuation plan for people of determination that takes into account their specific needs.

4 -Emergency preparedness requirements

The school is committed to providing and implementing all emergency preparedness requirements to ensure full compliance with approved regulatory policies.

N	Requirement	Status at School
1	Evacuation Procedures	<input checked="" type="checkbox"/> Prepared and activated
2	Precautionary Lockdown	<input checked="" type="checkbox"/> Prepared and activated
3	Shelter-in-Place procedures	<input checked="" type="checkbox"/> Prepared and activated
4	Emergency Communication Procedures	<input checked="" type="checkbox"/> Prepared and activated
5	Communicate with parents and engage them in the language that is most accessible to them	<input checked="" type="checkbox"/> Prepared and activated
6	Student Reunion Procedures	<input checked="" type="checkbox"/> Prepared and activated
7	Emergency contact lists	<input checked="" type="checkbox"/> Updated and available
8	Evacuation maps displayed in designated locations	<input checked="" type="checkbox"/> Displayed in all venues
9	Human Resources Management and Educational Continuity Assurance	<input checked="" type="checkbox"/> Alternative plans prepared
10	Training staff on all emergency procedures	<input checked="" type="checkbox"/> Regular Training Programs

5. Emergency Response Team

5.1 General Leadership

The school has established an Emergency Response Team responsible for supervising the implementation of the Emergency Management Plan and coordinating response operations during emergency situations. This ensures prompt decision-making and effective management of the situation in accordance with the approved roles and responsibilities.

The General Leadership Team for Emergency Response consists of the following members:

N	Name	Job Title	Mission in the Team	Duties and Responsibilities	
1	Naser Alyassi	Principal	Emergency Commander/Team Leader	<ul style="list-style-type: none"> ☑ Provide overall leadership and supervision of the school's emergency management process. ☑ Assess the nature and severity of the incident and determine the appropriate response. ☑ Approve and announce major decisions, including evacuation, shelter-in-place, precautionary lockdown, or school closure. ☑ Issue immediate instructions to all teams and ensure that all actions are aligned with the approved emergency plan. ☑ Maintain continuous communication with the crisis management team until the situation is fully resolved. ☑ Authorize the return to normal operations only after confirming that the school environment is safe. ☑ Receive all information from the emergency teams and ensure that instructions are communicated clearly and promptly. 	
2	Ibtisam Hassan	Vice principal	Deputy Emergency Commander	Organize the implementation of all emergency procedures and monitor that each team is carrying out its assigned role.	

3	Shafi Allah	Health and Safety Officer	Security and Safety Officer Emergency Coordinator	<ul style="list-style-type: none"> ☑ Ensure that all decisions and instructions are documented during an emergency. ☑ Follow up on the progress of the response and immediately address any delays or obstacles. ☑ Lead and supervise the evacuation process from the beginning of the incident until all students and staff reach the designated assembly points safely. ☑ Verify that all classrooms, offices, laboratories, toilets, and common areas have been checked and cleared. ☑ Ensure that each evacuation route and emergency exit is used according to the approved plan. ☑ Coordinate with the headcount and accountability team to confirm that all students, staff, and visitors are accounted for. ☑ Report immediately if any person is missing or if there are obstacles affecting evacuation. ☑ Conduct field supervision of all safety measures during the emergency and confirm that the site remains secure. 	
4	Sikandar	Bus Administrator	Transportation Coordinator	<ul style="list-style-type: none"> ☑ Take full responsibility for the management of school transportation during emergencies. ☑ Contact all bus drivers and transportation supervisors immediately once the emergency plan is activated. ☑ Ensure that buses are moved safely to the designated evacuation or reunification area if required. ☑ Coordinate the safe dismissal or relocation of students transported by school buses. ☑ Serve as the only official point of contact with the school transportation company or service provider. 	

				<ul style="list-style-type: none"> ☑ Keep an updated record of all buses, drivers, routes, and student transportation lists during the emergency. 	
5	Dr Sahwa	School Doctor	Medical Officer	<ul style="list-style-type: none"> ☑ Provide immediate medical assistance to any injured or affected student, staff member, or visitor. ☑ Administer first aid according to the nature of the injury or illness. ☑ Assess and classify injuries according to their severity and determine which cases require urgent medical intervention. ☑ Coordinate with ambulance services, hospitals, and health authorities when additional medical support is needed. ☑ Prepare injured persons for safe transfer to the nearest medical facility if necessary. ☑ Keep records of all injuries, first aid provided, and the actions taken. 	
6	Faiza	Parent Relations Officer	Communications and Media Officer	<ul style="list-style-type: none"> ☑ Communicate promptly with parents, guardians, and the relevant authorities during and after the emergency. ☑ Deliver accurate, clear, and official messages regarding the situation, actions taken, and any required instructions. ☑ Inform parents of student status, dismissal procedures, or reunification arrangements when necessary. ☑ Maintain direct communication with police, civil defense, ambulance services, and education authorities. ☑ Ensure that only approved and verified information is shared to avoid confusion or misinformation. ☑ Document all outgoing and incoming communications during the emergency. 	

2.5 Operational teams

Duties	Mission	Name	Signature
Direct students, staff, and all individuals present to the designated emergency exits and assembly points while ensuring that unsafe or hazardous areas are avoided.	Team Leader	Shafi Allah	
Escort students and staff in the kindergarten section to the assigned emergency exits and assembly area in a safe and orderly manner.	Member	Mayada Wahid	
Supervise and guide students in the boys' section toward the designated emergency exits and assembly points.	Member	Latifa Ibrahim	
Supervise and guide female students in the girls' section toward the designated emergency exits and assembly points.	Member	El Zahra	
Lead students and staff in the laboratory areas to the nearest approved emergency exits while ensuring that all laboratory safety procedures are followed.	Member	Shafina	
Direct administrative staff and visitors to the appropriate emergency exits and designated assembly points.	Member	Yvonne	

B. Communication Team

Main Duties	Mission	Name	Signature
<ul style="list-style-type: none"> Ensure communication with the relevant authorities. 	Team Leader	Noura	

<ul style="list-style-type: none"> • Distribute and number communication devices. • Relay information as quickly as possible. • Record and document the movements of the teams. 			
Assist the team leader with all communication and coordination tasks	Member	Marwa	

C. First Aid Team

Main Duties	Mission	Name	Signature
<ul style="list-style-type: none"> ▪ Provide immediate first aid and medical assistance to injured persons according to the nature of their injuries. ▪ Assess and classify injuries based on their severity in order to determine treatment priorities. ▪ Arrange and supervise the safe transfer of injured people to the nearest medical facility when necessary. ▪ Coordinate and cooperate with the relevant authorities, including ambulance services, hospitals, police, and civil defense. 	Medical Officer	Dr. Sahwa	
First aid and medical support assistance	Nurse 1	Sumaya Bahadur	
First aid and medical support assistance	Nurse 2	Namitha	

D. Headcount and Accountability Team

Duties	Mission	Name	Signature
<ul style="list-style-type: none"> ▪ Proceed immediately with the designated assembly points to verify that all staff members are present and that no one remains inside the building. ▪ Conduct a headcount of injured or affected individuals and confirm their status. ▪ Estimate and record the expected arrival time of the relevant emergency authorities, such as ambulance, police, civil defense, or other response teams. 	Leader	El Zahraa	
Assistance with statistics and counting	Member	Mariam	
Assistance with statistics and counting	Member	Fatima	

E. Rescue Team

Duties	Mission	Name	
Assist and transport individuals who are unable to move independently from the assembly areas or from inside the building to the nearest safe location or ambulance point.	Leader	Mohamed Al, Namrawi	
Assistance with rescue operations	Member	Rukhsar	

Emergency Response Protocols

The school has adopted clear and approved response protocols to deal with various types of emergencies, ensuring rapid response, reducing risks, protecting lives and property, and maintaining operational continuity.

6.1 Evacuation

The school has adopted evacuation procedures to be implemented in cases where the school building or part thereof becomes unsafe to continue to use, and the cases that require evacuation include the following:

- Fire accidents.
- Structural damage or breakdowns in buildings.
- Exposure to hazardous substances or gas leaks.
- Collapse or exposure of a part of the building to the risk of falling due to natural factors or hazards.
- Any other emergency that the emergency team deems necessary evacuation in order to preserve public safety.

Evacuation Procedures

The school has adopted organized procedures to carry out the evacuation according to a clear operational sequence, including the following:

- Activate the fire alarm system or the approved alarm system for emergency cases.
- Teachers directly supervise the movement of students through the approved evacuation routes in an orderly and safe manner that ensures the prevention of stampedes and the achievement of smoothness during movement.
- Students head to the approved gathering points quietly and regularly according to the designated routes.
- Teachers hold official attendance records for use during the inventory and accountability process.
- Teachers conduct a numerical count of students as soon as they arrive at the approved gathering points.
- Any student who is missing or not registered to attend is immediately reported to the Emergency Response Team.

- Students or staff are prohibited from entering buildings or classrooms unless an official permit is issued by the competent authorities or an authorized emergency commander.

Emergency exits and assembly points - Main Building (3 Exits)

Exit Number	Location	Users in Case of Emergency
1	Girls section	Classes from Grade 2 to 8 Girls
2	Boys' section	Classes from grades 5 to 10 HOD room SENO room
4	Main Exit	Reception Principal office Vice principal office Canteen Accountant Purchaser room Registration Male staff room Female staff room

Emergency Exits – Kindergarten Department (2 Exits)

Exit Number	Location	Users in Case of Emergency
3	Kg section	KG2 A KG2 B Gr 1 A, B & C SEN room

5	KG section	KG2C Pre B Pre A KG1 A.B&C Non-Arab room
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Evacuation Implementation Guidelines When a Fire Alarm Is Heard

The school has adopted clear procedures to deal with immediately when the fire alarm is sounded to ensure that the evacuation is carried out in an orderly and safe manner, including the following:

- Students are immediately directed to the approved escape routes and emergency exits closest to their locations when a fire alarm is heard.
- The nurse is present at the approved assembly point accompanied by a first aid kit to provide medical support when needed.
- The evacuation movement is carried out calmly and regularly to ensure that confusion or stampede between students is avoided.
- The electricity supply shall be disconnected from the affected area or building when the evacuation is carried out whenever the situation requires it and in accordance with the approved technical procedures.
- Students are directed to use the nearest safe and approved emergency exit according to the school's approved evacuation plan.

6.2 Precautionary Lockdown

- The school has adopted precautionary lockdown measures to deal with situations involving a security threat inside or outside the school, to ensure the protection of students and staff and reduce the level of potential risks.

Precautionary Lockdown Procedures

Approved procedures include:

- Announcing the state of precautionary lockdown through approved internal means of communication, including school radio, walkie-talkies, and official emergency kits.

- Security personnel should close and secure all entrances and exits as soon as the situation is declared.
- Closing the doors of the classrooms tightly and securing them according to the approved procedures.
- Designated safe areas within the building to be used as hiding points for students and marked with clear markings to ensure they stay out of sight when needed.
- Secure windows and close curtains or approved blocking methods.
- Turn off the lights inside the classrooms and facilities.
- Directing students to take safe and low positions while adhering to complete calm and complete discipline until the emergency is over.
- Ensure that students remain out of sight and are not exposed through windows or door openings.
- Prohibition of entering or exiting classes throughout the precautionary closure period except with official instructions.
- Limit external communication to authorized official sources and prevent any unauthorized individual communications to avoid spreading inaccurate information or provoking panic.
- The precautionary closure will continue to be applied until an official directive is issued by the competent authorities through the approved communication channels.

In-class actions during lockdown

- The school has adopted the following measures inside the classrooms during the implementation of the precautionary closure:
 - Locking the doors tightly.
 - Use appropriate barriers behind doors when needed.
 - Close the windows and curtains completely.
 - Turn off light sources.
 - Gather students in designated safe areas away from doors and windows.
 - Maintain complete silence and reassure students until the issuance of official instructions.

6.3 Shelter in Place

- The school has adopted the on-site protocol to deal with situations that require students and staff to remain inside the building for their safety, and cases include the following:
- Hazardous environmental conditions such as severe storms or air pollution.
- External security incidents that may affect the school surroundings.

Shelter in Place procedures

- Approved procedures include:
- Closing all entry points and ventilation according to the nature of the situation.
- Students and staff will remain inside the school premises until an official notification is issued confirming the safety of the resumption of normal activities.
- Follow up on updates and instructions issued by the competent authorities on an ongoing basis.
- Prepare to switch to an evacuation protocol whenever the case warrants and the necessary safety conditions are met.

6.4 External explosion, debris falling, or security incidents

- The school has adopted special procedures to deal with external incidents that may affect the safety of the building or its occupants, including the following cases:
- Explosions or impacts caused by accidents located near the school.
- Falling debris or unknown objects.
- Debris from air accidents or projectile interception.
- Security incidents in the vicinity of the school.

Immediate actions

- Approved procedures include:
- Instruct students immediately to stay away from windows and glass surfaces inside classrooms.

- Transferring students to indoor areas or safe corridors away from external walls and windows in all educational and service facilities.
- Transportation of students in the outdoor courtyards to pre-defined corridors and indoor areas within the building.
- The school principal shall activate the emergency response team immediately.
- Immediate communication with the competent emergency services depending on the type of case.
- Follow all instructions and directives issued by the competent authorities without delay.
- Implement evacuation procedures when the building is found to be unsafe, in direct coordination with the competent authorities.

7. Evacuation Infrastructure Requirements

The school is committed to providing a safe and integrated infrastructure that supports the efficient and effective implementation of evacuation procedures, ensuring the highest standards of security and safety during emergencies, including, but not limited to, the following:

- Providing clear emergency exits that comply with the approved security and safety requirements, which are maintained and inspected periodically to ensure their continuous readiness, and the total number of exits is (5) distributed according to the approved engineering plan of the building.
- Installation of approved signs for evacuation routes in all facilities, corridors, and vital locations within the school building, ensuring clear and easy access to exit routes.
- Allocating and identifying safe and approved gathering points, illustrated by clear visual identification, with the number of two main gathering points in the boys and girls arenas.
- Providing efficient and compliant fire alarm systems that comply with regulatory standards, subject to periodic inspection and maintenance to ensure their operational efficiency and immediate readiness when needed.
- Providing emergency lighting systems covering all corridors and emergency exits to ensure clear visibility and continuity of safe movement during evacuations.

- Adequate firefighting equipment is provided and distributed throughout the building in accordance with approved safety requirements, including a total of 18 Dry Chemical Powder extinguishers and 25 CO₂ extinguishers. All extinguishers are subject to regular inspection and maintenance to ensure they always remain fully operational and ready for use.

8. People of Determination

The school is committed to ensuring that all evacuation procedures and emergency arrangements meet the needs of students of determination, in accordance with the approved policies and regulations, by applying the following procedures:

- Training shadow teachers and concerned staff on mechanisms to support students of determination during various emergencies, including evacuation, precautionary closure, and on-site stay, to ensure that appropriate support is provided according to the individual needs of each student.
- Prepare and implement personal evacuation plans (PEEP) for all students of determination, considering their motor, medical, sensory and communication needs specific to each case.
- Assign a responsible companion (shadow teacher) to each student of determination whose condition requires additional support during the implementation of evacuation procedures, precautionary closure or other emergency situations.
- Assigning shadow teachers and medical staff to provide the necessary support to students in terms of motor assistance or the use of medical devices and supplies during emergency situations.
- The Liaison Officer coordinates with emergency coordinators and parents when needed to ensure effective communication and exchange of information related to the emergency.
- The shadow teacher is committed to continuous coordination with the medical staff of the school clinic to immediately report any incidents, challenges, or developments related to the student's condition during the implementation of emergency procedures.

9 - School Transportation

The school's approved emergency procedures include specific protocols for managing emergencies related to school transportation. The Transportation Coordinator is responsible for ensuring the implementation and follow-up of the following:

- Ensure the availability and readiness of school buses required to transport students when needed during emergencies, with a total of 17 designated and fully equipped

buses allocated for emergency response and distributed according to specific routes covering most areas of the emirate.

- Ensure that all bus drivers and bus supervisors are trained in the approved emergency procedures, including evacuation methods, exit routes, assembly points, and the required actions during emergency situations.
- Ensure that school transportation routes are clearly defined and regularly updated to support rapid response and efficient movement when emergency plans are activated.
- Designate the Transportation Coordinator as the official and sole point of contact with school transportation service providers to maintain unified communication channels and ensure prompt coordination during emergencies.
- Maintain updated records and contact lists for all drivers, bus supervisors, and transportation service providers, and review and update them regularly.

10 -Student Headcount and Accountability

Section supervisors, in coordination with social workers and support staff, are responsible for accounting for all students during emergencies in accordance with organized procedures that ensure accurate accountability and the safety of all individuals. These procedures include the following:

- Use the official attendance records during evacuation procedures to verify the number of students and ensure that all students have been accounted for at the designated assembly points.
- Immediately report to the Emergency Leader any student who is absent or unaccounted for as soon as the initial headcount has been completed.
- Coordinate with the relevant authorities and emergency services, when necessary, to support search and rescue operations in accordance with the approved procedures.
- Officially document the results of the student headcount in the approved emergency records and forms.
- Maintain updated and detailed records of all stages of the headcount process to ensure proper tracking and to identify any students who remain missing or whose evacuation from the building has not been confirmed.

11. Communicating with Parents

The school has established clear and effective procedures for communicating with parents during emergencies in order to ensure that information is delivered quickly, accurately, and clearly. The approved communication channels include:

- SMS messages sent through the school's approved communication systems and to the mobile numbers registered in the school database.
- The school's official email (khalifah.alhamzah.psych@spea.shj.ae)
- Approved digital platforms used by the school, including official communication groups such as Telegram groups, Paradigm application, and approved emergency contact numbers.
- Public announcements, internal calling systems, and the school radio to communicate with students, staff, and visitors who are present on campus when required.

All messages sent to parents during emergencies must be clear, accurate, and easy to understand. At a minimum, all communications should include:

- Confirmation of the general status of student safety.
- A brief explanation of the nature of the incident or emergency.
- Clear instructions and guidance for parents regarding any actions or procedures they are required to follow.

12 -Reunification

The school has developed organized procedures for reuniting and handing over students after the occurrence of emergency cases, in order to ensure the safety of students and the accuracy of handover procedures, including the following:

- Allocating specific and approved areas for reunion and student reception operations.
- Verify the identity of the approved parents or guardians before handing over any student.
- Document all student deliveries in the official approved records of the emergency situation.
- Supervisors and shifts are responsible for organizing the delivery process and supporting the work teams in guiding parents and receiving students through the approved and designated exit gates.

The process of handing over students is limited to parents or guardians authorized and authorized to do so according to the official records approved by the school.

13. Coordination with the competent authorities

The school adopts clear mechanisms for immediate coordination with the competent authorities during emergencies to ensure the speed of response and effective management of the situation, and regular coordination with the relevant authorities within the framework of preparedness and pre-emergency preparedness, including the implementation of joint trainings and exercises and raising the level of institutional readiness.

Emergency Numbers and Competent Authorities

Entity	Number	When to Call
Sharjah Police	999	All Security Incidents
Civil Defense / Fire Department	997	Fire/Explosion/Structural Accidents
Ambulance Services	998	Need for medical help
Electricity Emergency	991	Power outage/electrical failure
Water Emergency	992	Water outage/leakage
Government Helpline	800555	General Government Inquiries
Police - Non-Emergency	901	Non-urgent communications
Coast Guard	996	Maritime Accidents
Al Madam Medical Center (Nearest Medical Center)	06 8012600	Medical center
Al Dhaid Hospital(Nearest Hospital)	+971 6 802 0200	Hospital

In the event of an emergency, the instructions and directives issued by Sharjah Police , Civil Defense, or any other competent authority shall be adopted as the highest priority authority, and shall be implemented immediately in accordance with the internal procedures adopted in the school whenever the situation so requires.

14. Incident Reporting

The school has adopted a clear protocol for reporting incidents and emergency incidents to the Sharjah Education Authority, through which all serious incidents that occur within the school are immediately reported through the approved administrative channels.

Cases for which immediate reports are made include:

- Injuries to students or staff.
- Fire accidents.
- Explosions or falling debris.
- Threats of bombs or suspicious objects.
- Security incidents affecting the safety or operational stability of the school.
- Large-scale evacuations.
- Facts that require the intervention of emergency services.
- Interruptions of essential services.
- Unauthorized entry or the presence of undesirable persons on campus.

The prompt notification to SPEA includes the following basic information:

- The name of the school.
- A brief description of the incident or incident.
- The overall safety status of students and staff at the time of reporting.
- Actions taken by the school to deal with the situation.

A detailed written report shall be prepared and submitted to SPEA within a period not exceeding (24) hours from the time of the incident, through the official approved communication channel

-15 Emergency Drills

The school adopts a periodic plan to implement emergency training and practical exercises to ensure a high level of readiness and readiness among all employees and students

Type of Drill / Training	Minimum Frequency	Status
Fire Evacuation Drill	Twice each academic year	<input checked="" type="checkbox"/> Conducted / <input type="checkbox"/> Scheduled
Lockdown Drill	Once to twice each academic year	<input type="checkbox"/> Conducted / <input checked="" type="checkbox"/> Scheduled
Staff Emergency Preparedness Training	Once annually	<input checked="" type="checkbox"/> Conducted / <input type="checkbox"/> Scheduled
Shelter-in-Place Drill	Once annually	<input type="checkbox"/> Conducted / <input checked="" type="checkbox"/> Scheduled
Non-Fire Emergency Evacuation Drill	Once annually	<input type="checkbox"/> Conducted / <input checked="" type="checkbox"/> <input type="checkbox"/> Scheduled

Documentation of emergency drills

The school maintains documented records of all emergency drills and exercises carried out, and is kept in approved safety and compliance files, subject to review and verification during periodic inspections and follow-up related to institutional compliance.

Human Resource Management and Education Continuity

The school has adopted appropriate organizational arrangements to ensure the continuity of the educational and operational process in cases where there may be a shortage of staff as a result of exceptional circumstances or various operational challenges, including the following:

- Prepare alternative plans to cover classes and essential functions in the absence of staff.

- Train reserve staff on basic operational tasks and procedures to ensure business continuity.
- Maintain up-to-date contact lists for all substitutes and reserve staff.

Awareness and Training

Employees

The school has adopted periodic and regular training programs for all employees on the emergency management plan and precautionary closure procedures, to ensure their readiness to deal with various emergency cases according to the approved procedures.

All staff members were also introduced to the approved mechanisms and procedures for providing guidance and support to parents when needed.

Students

The school has adopted regular training and awareness programs aimed at enhancing students' understanding of emergency procedures and raising their level of readiness to deal with various emergencies.

Awareness programmes include:

- Introducing students to evacuation routes, gathering points, and precautionary closure measures in accordance with their age and cognitive levels.
- Conducting awareness sessions designed to boost students' confidence, reduce feelings of panic, and develop their awareness of their responsibilities during emergencies.
- Providing awareness programs through classroom lessons, safety briefings, and visual guidance displayed in various school facilities.

Lockdown and Security Breach Policy

Importance of the Policy

The school has adopted a specific policy for dealing with lockdown and security breach situations due to the direct risks these incidents pose to the safety of individuals and the continuity of the educational process. This policy aims to enhance the preparedness of staff and enable them to:

- Respond quickly and appropriately during emergency situations.
- Maintain the highest standards of security and safety within the school environment.
- Apply approved procedures in accordance with local and international best practices.

Definition of a Security Breach

A security breach is defined as any situation or incident that places the school or its occupants at risk, including, but not limited to, the following:

- Unauthorized entry into the school by individuals without prior approval or permission.
- Verbal or physical threats.
- Incidents involving violence.
- Attempts to tamper with or damage the school's technical or security systems.
- Cyberattacks and hacking attempts.

Approved Response Principle

The school has adopted the principle of “Report First – Act Second” as the basis for responding to security breaches. This includes:

- Immediately reporting any identified threat to the school administration or the safety and security officer.
- Preventing any unauthorized individual action or direct confrontation.

Security Breach Response Procedures

The approved response procedures include the following:

- Immediately identify and assess the nature and severity of the threat.
- Promptly report the incident to the relevant internal authorities.
- Implement the appropriate procedures according to the type of incident and level of risk.

Response Procedures According to the Type of Breach

Unauthorized Entry by Unknown Persons

- Immediately report the incident.
- Implement a partial or full evacuation if there is a direct threat.

Violent Incidents

- Immediately report the incident.
- Contain the situation only through authorized personnel and in accordance with approved responsibilities.

Cybersecurity Breaches

- Immediately report the incident to the Information Technology team.
- Take the necessary measures to protect student and staff data.

Precautionary Lockdown Procedures

The school has adopted clear procedures for implementing precautionary lockdown, including the following:

Announcing the Situation

- Use the school public address system.
- Use wireless communication devices.
- Use the approved emergency communication groups.

Securing Entrances

- Secure and lock all entrances and exits by the security team.

Procedures Inside Classrooms

- Lock classroom doors securely.
- Place suitable barriers behind the doors when necessary.
- Close windows and curtains.
- Turn off the lights.
- Gather students in the approved safe areas داخل the classroom.

Prevention and Security Awareness

The school has adopted preventive measures that support security awareness, including:

- Promoting and reinforcing a culture of security awareness among all members of the school community.
- Conducting documented annual training sessions.
- Simulating realistic security scenarios.
- Conducting regular lockdown and evacuation drills.

Protection of Students of Determination During Security Incidents

The school's procedures include specific arrangements to protect students of determination during security breach situations, including:

- Implementing Personal Emergency Evacuation Plans (PEEPs).
- Assigning designated assistants when necessary.
- Giving priority to moving them to safe areas.
- Training staff on the appropriate support methods according to their needs.

Fire Safety and the Use of Fire Extinguishers

Duties of the Firefighting Team

The school has adopted clear responsibilities for the internal firefighting team, including the following:

- Respond immediately to the location of the fire while remaining calm, assessing the situation, and informing the relevant administration.
- Attempt initial control of the fire using the available equipment within approved safety limits.
- Be familiar with the locations of firefighting equipment and fire protection systems throughout the school.
- Receive continuous training on the correct use of firefighting equipment in accordance with approved instructions.
- Monitor the validity and readiness of firefighting equipment and coordinate for its regular inspection and maintenance.
- Ensure that firefighting equipment is installed in visible and easily accessible locations and that the necessary safety signs are provided.

19-Fire safety

How to Use Fire Extinguishers (PASS)

The school has adopted the mechanism of using fire extinguishers according to the internationally approved PASS methodology, to ensure the safe and effective use of firefighting equipment during emergency situations, according to the following steps:

Symbol	Meaning in English	Approved procedure
P – Pull	Pull the Safety Pin	Pull the safety bolt before using the extinguisher.
A – Aim	Aim at the Base of the Fire	Direct the extinguisher nozzle directly at the base of the fire.
S – Squeeze	Squeeze the Handle	Press the extinguisher handle to activate the extinguishing process.
S – Sweep	Sweeping from Side to Side	Move the spray direction from right to left and vice versa to cover the entire fire area.

General Safety Guidelines for the Use of Fire Extinguishers

The school has adopted a set of general guidelines that must be followed when using fire extinguishers to ensure safe and effective use. These include the following:

- Proceed to the location of the fire only after assessing the situation and confirming that it is safe to intervene.
- Maintain a safe distance of approximately 2–3 meters between the user and the source of the fire to ensure effective extinguishing and reduce the risk of the fire spreading.
- Whenever possible, use the fire extinguisher while standing in the direction of the wind to improve the effectiveness of the spray and ensure user safety.
- Hold the nozzle of the extinguisher firmly and direct it straight toward the source of the fire.
- Begin extinguishing the fire at the base of the flames while moving the spray in a steady side-to-side motion from right to left and back again until the fire is under control.

Emergency Preparedness Checklist

The school has adopted a periodic checklist to review the readiness of the safety, security, and emergency management system in order to ensure that all operational and organizational requirements related to the emergency plans are fulfilled. The checklist includes the following items:

m	Item
1	Provides an approved and periodically updated school emergency management plan.
2	Provides updated contact lists for all employees, students, parents, and competent authorities.
3	Create an emergency response team that includes, at a minimum, the school principal, the health and safety officer, the liaison officer, the transportation coordinator, and the school nurse.
4	Implement training programs for all employees on evacuation, precautionary closure and on-site stay-at-home procedures.
5	Periodically inspect and review safety equipment and systems, including fire extinguishers, alarms, and emergency lighting.
6	Verify the readiness of emergency exits and ensure that they are free of any obstacles throughout official working hours.
7	View evacuation maps at critical locations within the school, including classrooms, corridors, laboratories, canteens, and administrative offices.
8	Carry out fire evacuation drills twice during the school year.
9	Implement precautionary closure exercises at a rate of one to two times during the academic year.
10	Provides personal evacuation plans (PEEP) for all students of determination.
11	Implement periodic coordination with the competent authorities to participate in emergency exercises and exercises.
12	Provides clear and approved procedures for communicating with parents during emergencies through various official means.
13	Training the transportation coordinator and drivers on emergency procedures for school transportation and buses.
14	Keeping documented records of all exercises and exercises carried out.
15	Ensure that the needs of students of determination are taken into account within the evacuation and emergency procedures.
16	Implementing periodic awareness programs for students about emergency procedures appropriate to their age and educational levels.
17	Periodically update the contact details of the emergency response team and share it with all relevant members.
18	Verify the safety of security and storage areas and prevent the accumulation of materials or obstructions in corridors and emergency exits.