

Emirates Private School

Emergency Policy/ Plan





Emirates Private School

1. **General:** Out of concern and concern for the security and safety of students, faculty, staff and workers, Especially during emergencies and crises, it is necessary to develop a plan aimed at establishing a coordination mechanism, Effective in educational institutions to deal with emergencies and crises and in cooperation with the authorities concerned in response, Defining tasks, responsibilities and procedures that ensure everyone's safety in all circumstances.
2. **Goal :** To achieve the security and safety of students, teachers, employees and workers in the educational facility when any emergency occurs.
 - I. The Potential Risk:
 - Natural disasters: (floods, severe rains and winds, earthquakes, fires, infectious disease outbreaks - the emerging coronavirus, COVID-19).
 - Contrived security incidents: (quarrels, acts of violence, external attacks, leakage of gases and chemicals, loss or kidnapping) (as in the register of risks and threats to the education sector)
3. **Implementation:**

Concept of operations: the educational facility, with the support of the supporting authorities, deals with various emergencies and crises, according to the following stages: the preparation phase, response, and recovery, in order to preserve the lives and property and ensuring the security and safety of students and workers in the educational facility.



Emirates Private School

- i. The first stage (the preparedness stage): the educational facility, before any emergency occurs, and with the support of the supporting authorities, shall work on preparing the following:
 - Formation of an emergency and crisis management team at the level of the educational facility.
 - Work to educate students, employees and workers in the educational facility to deal with various emergencies and crises.
 - Training on detailed procedures for emergency teams to deal with various emergencies and rescue and evacuation operations for students, faculty, staff and workers at the level of the educational facility.
 - Identifying and identifying assembly points, fire points, and evacuation sites in educational facilities.
 - Raise the necessary requirements and supplies in anticipation of any emergency in the educational facility
 - Activate communication channels with the concerned authorities through wired and wireless phones and hotlines, if required.
 - Creating a database of students, all employees, and parents, and updating it constantly.
- ii. The second stage (response): This stage starts from the occurrence of any emergency or accident in the educational facility and takes the following actions:
 - a. Promptly informing the concerned authorities in the response and giving them a brief assessment of the situation.
 - b. Activating the emergency plan of the educational facility according to the type of emergency.
 - c. Activate volunteer teams in the educational facility, if necessary.
 - d. Activate assembly points and evacuation sites and be guided to by mentors.



Emirates Private School

- e. That the concerned authorities participate in the implementation of the task, each according to their roles and responsibilities.
 - f. Work according to coordination minutes, and activate communication channels.
 - g. Coordinating with the respondents with the details of the event and providing a full picture of the situation.
- iii. The third stage (recovery): This stage begins with controlling the event and ends it, and takes the following actions:
- Counting the loss of life and property.
 - Reporting incident and losses to the higher level or the school district.
 - Raising recommendations and proposals regarding resuming the study at the facility or not, and developing proposals for alternative solutions.
 - Communicate with parents and students to ensure everyone's safety.

Actions taken according to each emergency: (explained in the attached annexes)

Protection elements: Private security companies, with the cooperation of local authorities, secure the perimeter of the facilities

To prevent outside interference or burglary and theft until the event is over.

Affected educational

Coordination Instructions:

Assembly areas. (Attached diagram)



Emirates Private School

4. Administrative Affairs:

- Means of transportation: using the means of transportation available in the educational facility for transportation, evacuation and delivery, and in the event that more means of transportation are needed, the educational region shall be informed, which in turn will provide support from other authorities.
- Medical services: seeking the help of the ambulance team and the clinic of the educational facility in principle until the arrival of support in providing first aid to the injured, and taking into account the priority of transporting the injured according to the severity of the case.
- Subsistence: In the event of a long stay in the educational facility for any emergency circumstances, the request is submitted to the educational district with the necessity to provide food for the existing numbers and according to the agreed method, as the school district coordinates with the concerned authorities to provide the needs of food and drinking

5. Leadership and Communication:

- Leadership:

A suitable location is identified and prepared in the administration of the educational facility for the process of managing the event and communicating with the concerned authorities.

Main Operations Room of the Ministry of Education / Higher Education and District Operations Rooms

Educational.

Operations rooms of the supporting entities (ministries, institutions and local authorities).



Emirates Private School

- Communications:

A wired and wireless communication network and hotlines are used and linked with the school district and response stakeholders.

Providing a wireless connection for the emergency management team in the educational facility and between the volunteer teams

(Important Phone Numbers Appendix)

(Wireless Network Supplement)

Emirates Private School

Roles and Responsibilities:

1. The emergency management team:

Occupation	Name	Role	Duties
School Principal	Khaled Abdullah Mansour	Team leader	- Supervision, follow-up, control, coordination, evaluation and compensation for deficiencies resulting from the establishment's personnel
Vice Principal	Hisham Hassan Mohamed	member	- Ensure the completion of a risk assessment and analysis of all work locations - Implementing the emergency plan when requested to activate it, along with training personnel on it
supervisor A1	Amal Ibrahim	Team leader	- Conduct periodic inspections of emergency exits and fire equipment - Her knowledge, commitment and application of safety laws and legislation
SAFETY OFFICER	INDIRA KOIRALA	Team leader	

Emirates Private School

- **The volunteer teams in the educational facility:**
 - a. Fire team:

Occupation	Name	Role	Duties
supervisor	Najwa Mahmoud	Team leader	<p>Immediate communication with the concerned authorities if this occurs disasters and crises.</p> <p>Emergencies: 999 and 997</p> <p>Immediate communication with the concerned authorities if this occurs disasters and crises.</p>
supervisor	Issra Omar	Team leader	
supervisor	Alaa Salah	Team leader	
Teacher	Ahmed Farag Harb	member	
supervisor	Heba Esmat	Team leader	

- b. Evacuation Team:

Occupation	Name	Role	Duties
Supervisor	Emad Ragheb	Team leader	<p>- Operating the alarm system and notifying the civil defense.</p> <p>- Verify that all gas cocks are locked, the electrical current is disconnected, and the forces are stopped at the scene of the accident.</p> <p>- Instruct students to the nearest exits so that they can exit and gather in the designated place, taking into account gender and health conditions.</p> <p>- Surrounding the fires, cordoning them off in the event of a fire, and extinguishing them by means of extinguishing available in partnership with the safety team in the training unit, until the arrival of the fire brigade.</p> <p>- Noting that the road and lanes are free of obstacles, to facilitate the work of firefighting and rescue teams.</p> <p>- Ensure that the building is completely empty and limit the losses.</p>
Teacher	Mohammed Abdul Aal Quotb Ahmad	member	
Teacher	Mustafa Abulshafi Mustafa Abualsaud	member	
Teacher	Muhammad Abu Al-Maarif Abdul Hamid Muhammad	member	

Emirates Private School

c. ambulance team:

Occupation	Name	Role	Duties
School Principal	Khaled Abdullah Mansour	Team leader	1- An ambulance from the school nurse for minor injuries 2 - Immediate contact with the concerned authorities and emergencies in the event of serious injuries and without delay
Vice Principal	Hisham Hassan Mohamed	member	
School nurse	School nurse	member	
Safety officer	Indira Koirala	Team leader	

d. Rescue Team:

Occupation	Name	Role	Duties
Teacher	Mustafa Kamil	Team leader	-Rescue operations, first aid, evacuation and extinguishing, and dealing with emergencies, crises and disasters. -Ensure the provision of all equipment, requirements and necessary to deal with emergency situations (first aid bags, CPR devices (defibrillation - AED), (chemical spill or leak containment bags, detection and fire fighting systems).
Teacher	Mahmoud Mustafa Lotfi Al-Shennawi	member	
Teacher	Islam Muhammad Hosni al-Gharib	member	
Teacher	Mohammed Saber Yaseen Sadiq	member	
Teacher	Amira Abudlmonim Mohammed	member	

Emirates Private School

f. Team Guidance:

Occupation	Name	Role	Duties
specialist	Marwa Abdulazim	Team leader	Awareness and counseling team for students and train them to face emergencies and crises
specialist	Ibtisma soutri	member	
specialist	Mohammed Jomaa	member	
Teacher	Abdul wahab lazgani	member	
Teacher	Emad aldeen Mohammed	member	

g. Control team:

Occupation	Name	Role	Duties
Teacher	Mohammed Anwar	Team leader	Control the fire and follow up the safe exit of students and staff as soon as possible
Teacher	Mahmoud Shaarawi	member	
Teacher	Aslam Hosni	member	
Teacher	Mohammed Saber	member	
Teacher	Walid Abdel-Aal	member	
Teacher	Tamer Mohammed	member	
Teacher	Mustafa Kamel	member	