



Emergency Management Plan

IMPORTANT CONTACTS	
Civil Defense	999
Emergency Service	998
ADEK EHS Section	02-6150182 or 02-6150322
OSH Officer	0553173980
Facilities Operations and Management	0559126353



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1. PURPOSE AND SCOPE

The purpose of this document is to provide guidance to school in the process of developing school based emergency management plans that address the four components of prevention, preparedness, response and recovery.

This guideline applies to all schools and covers all employees, students, contractors and visitors.

Purpose

To ensure the safety of staff, students and others in the event of an emergency.

Objectives

- To identify potential emergencies and implement elimination or control measures to prevent those emergencies, where possible
- To enable effective preparation for emergencies through appropriate training of personnel, testing of equipment and practice of evacuation drills
- To provide staff and students with a clear understanding of how to respond effectively in the event of an emergency
- To ensure the recovery of staff, students and the workplace after an emergency.

1.3 Scope of the Emergency Management Plan

This plan applies to all activities at the workplace and takes into account hazards that may occur with school activities that occur outside the school boundaries.

Note: Planning for excursions and other off-site activities are subject to separate risk management and emergency planning processes.



2. PROCEDURE

2.1 General Requirements

Emergency management plans.

Emergency planning committee – this committee will ensure the safety of the school.

Emergency operation center - To enhance coordination and communication during emergency. An area is assigned; Vice Principal Room, where decision maker gather during emergency. This area will serve as the main communication link between the Emergency Response Team, Mr. Anwar Jamal, OSH Manager and incident support team and with local emergency team.

- Complete school / work place map showing fire exits, emergency exist.
- All the company employs and staff should be aware about emergency exists.
- Contact details of all emergency response team.
- Details of all students, employees and staff working in the school with proper contact numbers are kept in 1 file (Consolidated Sheet)
- Regular checking of their emergency response plan by practicing drills by regular intervals.
- Display all emergency contact details at all corners of the school.
- OSH Calendar is posted in the OSH Board.

2.2 Emergency Response Team

GES has established a small team to oversee the development and implementation of school specific emergency management plans. This team will be responsible for activating response procedures in the event of an emergency.



Order of Succession

Leadership authority during an emergency shall flow downward through the following list of people:

EMERGENCY RESPONSE TEAM	
Mr. Viswanathan	Principal
Mr .Paul P Pack	Vice Principal
Mr .Baiju	Phase 3 Lead / Child Protection Officer
Mr .Samseer Thayyil	Head of Facilities
Mr .Anwar Jamal	OHS Officer
Ms. Saritha	Student Counselor
Ms. Fathima	Student Welfare Officer
Ms. Mary Sobi	Clinic Nurse

2.3 Prevention

The prevention - mitigation phase is designed to assess and address the safety, security and integrity of school buildings, learning environments of students and staff. Prevention is the action or actions taken by schools. Examples of prevention activities that may be incorporated into a school's emergency management plan may include: Establishing communication procedures for staff, parents, and students.

- 1) What could be done to prevent the emergency from occurring?
- 2) If the emergency can't be prevented, what could be done to mitigate (lessen) its impact?
- 3) How could the school be prepared to respond to the impact of the emergency?
- 4) How could the school respond during the actual emergency if it occurred?
- 5) How could the school recover from the emergency?



Potential emergency scenarios that school must consider during this step of emergency planning include:

- Severe weather – sand storms, flooding, heavy rains, etc;
- School bus accident;
- Earthquake;
- Fires and explosions;
- Off-site emergencies – during events/excursions;
- Epidemics of communicable diseases;
- Intruders;
- Bomb threat;
- Hazardous substance release – inside and outside school grounds;
- Medical emergency – major injury/fatality.

2.4 Preparedness

School may have little control over the some of the hazards that may have an impact on them. However they can be prepared by developing proactive measures to mitigate their impact or respond to such events.

Preparedness involves considering the range of emergencies that require further action and developing response plans which should include:

- To create a school emergency and disaster preparedness committee
- To design a school emergency and disaster preparedness plan
- To know the responsibilities of stakeholders and
- To conduct emergency drills and exercises

2.5 Response

When emergencies arise, schools and school districts must quickly implement the policies and procedures developed in the prevention mitigation and preparedness phases to effectively manage the crisis and protect the school community. Throughout the response phase, efforts focus on deescalating the emergency and taking accelerated steps toward recovery.

Examples of response activities include:

- Delegating responsibilities;
- Deploying resources;
- Activating the communication,
- Accountability and decision making;



- Documenting all actions, decisions and events (e.g., what happened, what worked and what did not work); Holding debriefing meetings; and reviewing after-action reports to determine recovery activities and necessary revisions to the emergency management plan based on lessons learned.

When disaster strikes:

- Follow established emergency procedures for raising the alarm, evacuating personnel and making the disaster site safe
- Contact the leader of the disaster response team to direct and brief the trained salvage personnel
- When permission is given to re-enter the site, make a preliminary assessment of the extent of the damage, and the equipment, supplies and services required.

2.6 Recovery

The recovery phase quickly restores educational and business operations in schools and school districts following an incident. Recovery is an ongoing process that includes not only the mental, emotional and physical healing process of students, faculty and staff, but a school's physical (buildings and grounds), fiscal (daily business operations) and academic (a return to classroom learning) recuperation. Strong partnerships with members of the law enforcement and public and mental health communities are essential for effective recovery efforts.

Examples of recovery activities include:

- Outlining service delivery systems;
- Providing mental health services or offering referral services;
- Developing letter templates for emergencies;
- Predetermining strategies for accepting donations following a death or an incident;
- Establishing a policy for standing or temporary memorials and ensuring that it is consistent for all events;
- Ensuring that a process is in place for soliciting and receiving parental consent for such activities as providing medical treatment or receiving counseling services;
- Establishing a process for screening and registering volunteers.



2. 7 Reporting Requirements

Where the safety of students, employees or contractors is at risk, or there is a threat to property or the environment, it must be reported immediately to emergency services on 999. It must then be reported to ADEK EHS Section on 02 615 0182 or 02 615 0322.

Report the following incidents to ADEK EHS Section:

- Fatality or serious injury (see Incident Reporting & Investigation Procedure);
- Transport accident;
- Fire, explosion, flooding, major disaster or natural event;
- Chemical, biological or radiological spillage or contamination;
- Outbreak of disease;
- Assault, threat or offensive behavior;
- Siege, hostage or disappearance of a student;
- Firearms, weapons or bomb threats.

3. RESPONSE TO SPECIFIC EMERGENCIES

EMERGENCY PROTOCOLS

3.1 Fire and Evacuation

Prompt action can prevent risk of personal injury and property damage but the first priority is the safety of students, employees, contractors and visitors.

In the event of a fire: Pull the **FIRE ALARM** and call **999**

If you see smoke or flames:

Use **CARE**:

- **C**ontain the fire by closing all doors as your leave
- **A**ctivate the nearest Fire Alarm pull station (Pull stations are located near all building exits)
- **R**eport the fire by dialing 999
- **E**vacuate or extinguish (In most cases, it is best to Evacuate)



Use a Fire Extinguisher only if:

- You have been trained;
- The fire is contained, and you have reported the fire by FIRE ALARM or 999 activation;
- Everyone has left the area;
- There is little smoke or flames. Never fight a fire if:
- You lack a safe way to escape should your efforts fail;
- It has left its source of origin;
- If you can't control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately.

BUILDING EVACUATION

You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due an emergency, fully cooperate with Emergency Response Team and:

- Remain Calm
- Immediately evacuate the room where the internal fire/smoke occurred;
- Assist people in immediate danger – especially with disabilities;
- Notify Civil Defense on 999;

EVACUATION PROTOCOL

- Leave all the belongings;
- Close the room if you are the last one to exit;
- Walk, do not run, to the nearest exit until reaching the designated assembly point;
- Use stairs, not elevators;
- Check students attendance against class rolls and account for all visitors at assembly area;
- Designate a security guard to ensure Civil Defense has access to the site of fire;
- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call **998** to report location and number of people needing assistance;
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner;
- If you are unable to evacuate, call **999** and report your location



- Conduct a final check in pairs, if it is safe to do so, to ensure all staff and students are accounted for. Advise the Chief Warden of the result;
- Wait for instructions before returning to your building after an evacuation.
- Contact ADEK OSH Section for advice and support as required.

3.2 Earthquake

Earthquakes are a natural hazard which cannot be prevented but the effect that an earthquake has on the school can be reduced if you have a plan

In the event of an earthquake:

- When you hear the first alarm, do the **DROP, COVER** and **HOLD**;
- If none of these is available: move against an interior wall and cover your head with any hard bound books;
- Remain under cover until the movement subsides;
- When you hear the second alarm, leave the room immediately with any hard material that can cover your head, and go to the nearest exit until reaching the assembly point;
- Class teachers check the attendance of the students, personnel, and visitors at the assembly points;
- Inform the EMT if anyone is missing;
- If damage has occurred in your area, inform the Civil Defense immediately;
- Laboratory Personnel:
 - Exit the lab to the corridor;
 - Duck and cover near an interior wall
- If out in the open:
 - Stay in an open area away from buildings, power lines, trees or roadways;

After an earthquake:

- Stay on the assembly point until further notice from the EMT;
- Be alert for safety hazards such as fire, electrical wires, gas leaks etc.;
- Call **999** and report the situation
- Be prepared for aftershocks
- Contact ADEK OSH Section for advice and support as required.



3.3 Hazardous Substance Release

Inside school grounds

The Emergency Response Team will assess the need to evacuate based on all immediately available information and hazardous substances guidelines. Material Safety Data Sheets should be kept in a readily accessible location.

In case of a hazardous substance released inside the school grounds:

- Move students, employees and others to a safe area;
- Check attendance against class rolls at assembly area;
- Contact Civil Defense **(999)** if the nature of substance is unknown or it is unsafe to deal with;
- Ensure the spills is cleaned up if it is safe to do so;
- Give the all clear for students, employees and others to return to the building.

Outside school grounds

An event such as a fire, motor vehicle accident or industrial incident may cause a hazardous substance release. As a result emergency services may ask that you secure and seal the building. During this type of event it is important to maintain communications with emergency services who will notify you if additional measurements are required. In the event of hazardous substance being released where the contamination is confirmed outside the school buildings:

- Move all students, staff, and others into buildings immediately;
- Call emergency services (999);
- Check attendance against class rolls at assembly area;
- Occupy rooms furthest from emission source, close to an exit and upwind if possible;
- Close all external doors and windows. Turn off air conditioners;
- Evacuate if directed by emergency services.



3.4 Bomb Threat

The school emergency should procedure for dealing with bomb threats. A bomb threat checklist should be established which is used by the person who answers the phone to obtain and record as much as much useful information as possible.

If you receive a bomb threat, remain calm and:

- 1) Obtain as much information as possible:
 - a. Write down the number from where the call is coming.
 - b. Write down the exact time of the call.
 - c. Write down as accurately as possible the statements made.
 - d. Listen to the voice to determine the gender, age, accents, tone etc.
 - e. Listen for background noises.
 - f. Try to signal for someone else to also listen on the telephone, if possible.
 - g. Do not hang up and stay on the line as long as possible; wait for the caller to hang up.

- 2) Keep the bomb threat caller talking, and ask as many questions of the caller as you can:
 - a. When will the bomb go off? How much time remains?
 - b. Where is the bomb located?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. How do you know about this bomb?
 - f. Why was it placed here?
 - g. Who are you?
 - h. What is your name?

- 3) Call 999 immediately

- 4) Complete a Bomb Threat Checklist form and have it ready, along with your notes from the call, for responding officers.



3.5 Sand Storm

Sand storms are among nature's most violent and unpredictable phenomena. High winds lift dirt or sand particles into the air, unleashing turbulent, suffocating clouds that can reduce visibility.

In case of sand storm:

- Put a mask or any cloth that can cover your nose and mouth;
- Look for shelter;
- Get to high ground;
- Shield yourself from flying objects;
- Wait out the storm;
- Try safely outrunning the storm;
- Take cover and stay put;
- Check students' attendance against class rolls and account for all visitors.

3.6 School Bus Accident

- The OSH Committee shall organize and conduct emergency bus evacuation instruction at least once within the school year.
- The school bus drivers, caretakers, and the supervisor shall:
 - Instruct students that lunches and books should be left on the bus in the evacuation procedure;
 - Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
 - Have students leave the bus one row at a time, left and right sided alternating, in a prompt and orderly fashion;
 - Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, caretaker or the EMT;
 - Provide any other training that will protect the safety of the students in the event the bus needs to be exited due to an emergency.



3.7 Off-Site Emergencies

Action by: Person in-charge

- Inform/call immediately the school's Emergency Response Team and/or OSH Officer;
- Stay Calm and give an accurate information;
- Always keep the phone with you for communication;
- Wait for the Civil Defense to come and the instructions of the school.

Action by: Emergency Response Team

- Open and continue to maintain, a personal log of all factual information received, action taken, and the time of those events;
- Make every attempt to clarify exactly what has happened;
- All staff should be informed as soon as possible, and given the same accurate information;
- When informing children, seek advice on how to do this;
- Set up arrangements to enable accurate information to flow into and out of the school and for telephone calls, by ensuring –
 - Sufficient help is available to answer the many calls that could be received;
 - Staff maintain records of all calls received
 - Call **999** to give the location of the off-site emergency
- In a major emergency, it will be important to prepare an announcement or a coordinated release of information to parents.
 - Individual parents contacted by telephone
 - If the incident is away from school, seek Civil Defense advice whether parents should travel the scene, or whether children should be take home.

3.8 Hostile Intruder

If a hostile intruder is OUTSIDE the school:

1. All staff, students, visitors need to go to one place, close and lock windows and doors;
2. Turn off the lights
3. Try to get everyone down on the floor (so that no one is visible from outside the room)



4. Call 999. The Dispatcher will ask for, at least, the following information:
 - a. Your Name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter
 - e. Number of persons who may be involved
 - f. Your location
5. Stay in place
6. Do not respond to any voice commands until you are sure that they come from a Police Officer, or the OSH Committee and the Emergency Response Team.

If a hostile intruder is INSIDE the school:

1. Exit (get out of) the building immediately;
2. Notify anyone you may encounter to exit the building immediately;
3. Call 999. The Dispatcher will ask for, at least, the following information:
 - a. Your Name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter
 - e. Number of persons who may be involved
 - f. Your location

3.9 Medical Emergency

If someone is injured or becomes ill:

- Stay Calm
- Dial 999 and explain the type of emergency, location, condition, and number of victims;
- Let the dispatcher know of any safety hazards – chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher;
- Do not move the victim unless there is danger of further injury if s/he is not moved;
- Render first-aid or CPR only if you have been trained;
- Do not leave the injured person except to summon help;
- Comfort the victim until emergency medical services arrive;
- Have someone stand outside the school to flag down the ambulance and/or Emergency Response Team when they reach the vicinity.



3.10 Heavy Rain

Heavy rainfall is defined as high amounts of precipitation in a short period of time, which usually falls spatially limited and is accompanied by short warning times due to its convective origin.

In case of Heavy Rain

1. Communication Plan:

- Emergency Contact List: Maintain an updated list of emergency contact numbers, including:
 - Local authorities (e.g., Civil Defense, Municipality, Police).
 - School management and staff.
 - Parent contact information.
- Notification System: Utilize multiple channels to communicate with parents and staff:
 - SMS and WhatsApp alerts.
 - School website and social media platforms.
 - Public address (PA) system within the school.

2. Preparation Measures:

- Pre-Monsoon Inspection: Conduct regular checks to ensure:
 - Drainage systems are clear and functional.
 - Roofs and windows are secure and waterproof.
 - Electrical systems and wiring are safe.
- Stockpile Emergency Supplies: Keep the following ready:
 - First aid kits.
 - Flashlights and batteries.
 - Drinking water and non-perishable food.
 - Emergency power backup (generators, UPS systems).

3. Action Plan During Heavy Rain:

- Monitoring Weather Conditions:
 - Designate a staff member to monitor weather updates from reliable sources (e.g., UAE National Center of Meteorology).
- Transportation Safety:
 - Suspend school bus services if roads are flooded or unsafe.
 - Inform parents promptly about delays or cancellations.



- School Closure:
 - Consult with ADEK to decide on school closure if heavy rain persists.
 - Inform parents and staff immediately.

4. On-Campus Safety Measures:

- Sheltering in Place:
 - Move students and staff to designated safe zones within the school, such as upper floors and areas away from windows.
- Electricity Management:
 - Turn off non-essential electrical equipment to prevent short circuits or hazards.
- Flood Mitigation:
 - Use sandbags or other barriers to prevent water entry into classrooms and critical areas.

5. Evacuation Plan:

- Evacuation Triggers:
 - Rising water levels or damage to school infrastructure.
- Evacuation Routes:
 - Identify and communicate safe exit routes to all staff and students.
 - Ensure routes avoid waterlogged areas.
- Transportation:
 - Arrange for safe transportation of students to their homes or an alternate shelter.

6. Post-Rainfall Recovery:

- Inspection:
 - Inspect the school premises for damage and safety hazards before resuming operations.
- Sanitation:
- Ensure thorough cleaning and disinfection of affected areas.
- Counseling:
 - Provide support to students and staff if they experience trauma or distress due to the event.
- Conduct regular training for staff on emergency response protocols.
- Organize drills for students to familiarize them with evacuation and safety procedures.



7. Training Drills

- Conduct regular training for staff on emergency response protocols.
- Organize drills for students to familiarize them with evacuation and safety procedures.

4. RELATED DOCUMENTS

- School Emergency Management Plan from ADEK OSH

5. DOCUMENT REVIEW AND HISTORY

- This document will be reviewed at the frequency outlined in the OSH Committee.