

Emergency Response Policy 2024-2025

Policy Statement

Safa British School ensures that it follows best advised practice in its planning and its prevention, response and recovery in the event of an emergency.

Aims

The aim of this document is to outline the procedures and responsibilities in the instance of a school emergency.

The emergency management plans address four components:

- Prevention
- Preparedness
- Response
- Recovery

This policy covers all staff, pupils, contractors and visitors.

Practice and procedure

General Requirements

SBS ensures that staff, students and the school community know the contents of the school's emergency management plan and are trained so that they know what to do in an emergency. Additionally, the school tests their emergency arrangements through practice drills at regular intervals (two drills in the first term and one drill each term after that) to ensure that procedures work and everyone is familiar with their roles and responsibilities.

Emergency management plans:

- Describe actions to be taken before, during and after an emergency to ensure the ongoing safety of staff, pupils and others present at SBS.
- Cover all circumstances when the school is responsible for student safety, such as school excursions.
- Are reviewed periodically, after practice drills and following an incident, accident or emergency situation.

Emergency Response Team

The school has a team to oversee the implementation of SBS's specific emergency management plans. They are also consulted when drawing up the Emergency Management Plans. This team will also be responsible for activating response procedures in the event of an emergency.

Prevention

Prevention is the key to emergency management and requires making an assessment of the potential hazards and risks to the school and identifying what actions need to be taken to prevent or reduce their impact on the school's occupants, property and community. Those responsible for creating risk assessments are encouraged to consider the following:

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 the school plans for during its emergency planning include:

- Severe weather - rain, sandstorms and high temperatures or humidity.
- 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.

Preparedness

The school may have little control over some of the hazards that may have an impact on. However, installs procedures and plans that help prepare it for such an eventuality and it develops proactive measures to mitigate their impact or respond to such events.

These preparations consider the range of emergencies that require further action and the development of response plans which include:

- A site plan and general description of the school and environment:
- Roles and responsibilities of staff and others
- Identified evacuation assembly areas - sites that are well beyond the school grounds, internal locations within buildings for cases where external evacuation is not appropriate:
- Alternative evacuation assembly areas and exits from buildings and grounds
- Emergency services and key personnel contact numbers
- Methods of communicating during an emergency

Response

In the instance of an emergency, the Emergency Management Plan is 'activated'. It is therefore essential that everyone knows what to do and where to go. For this reason, staff are trained to carry out the necessary actions and are provided with guidance in advance. The school's Emergency Response Team are advised that there could be some confusion during an emergency situation and, as leaders in the situation, they are expected to demonstrate a calm and confident approach so that all stakeholders are reassured that the situation is under control.

Issues to consider in the preparation of emergency response plans include:

- Procedures for confirming the emergency and deciding to activate the emergency response plan.
- Procedures for reporting the emergency.
- Arrangements for supervision of students for the duration of the emergency and until normal dismissal time.
- Arrangements for recording of details concerning any student who is released into the care of a parent/guardian during an emergency.
- Lockdown/lockout and evacuation procedures including arrangements for a mandated head count of all students and staff following such an event.
- Readiness levels and 'trigger points' for decision about school closures.

Recovery

Plans to restore the school back to normal service as quickly as possible are planned for during the preparedness planning stage, the focus being on pupils, staff, contractors and the community and then the facilities and infrastructure.

The recovery phase also looks to capture the lessons learnt from the experience. The emergency response team will evaluate what worked and what didn't and how the planning process, preparation, prevention and response can be improved. From the lessons learnt, emergency response plans are updated. Additionally, the investigation process and reporting takes place at this stage.

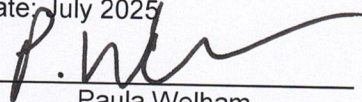
Reporting Requirements

KHDA guidelines require schools to inform the concerned government authorities involved including the KHDA in a timely manner to avoid any further action in line with the Executive Council Resolution No. (2) of 2017 Regulating Private Schools in the Emirate of Dubai. It must be reported to: RPC@khda.gov.ae

Reviewed: July 2024

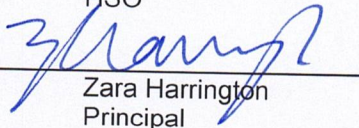
Next Review Date: July 2025

Reviewed by:



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