



Emergency Response Policy

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Responsible person: Operations & Student Life Manager, Child Protection Officer, School Doctor

Document reference:

OUR VISION

"A generation of heritage guardians and global thinkers"

OUR MISSION

The mission of IPS-Jumeira is to provide a nurturing learning environment which motivates students to develop and exercise essential leadership skills for the 21st century. Our programs promote lifelong learners who display self-discipline, the ability to work effectively and respectfully with diverse teams, display tolerance and acceptance of others, whilst encouraging them to become global citizens who stay true to their heritage.

OUR CORE VALUES

- Tolerance
- Compassion
- Resilience
- Innovation
- Honesty
- Respect
- Collaboration



School Lockdown

Background:

There is a high probability of a fear or traumatic reaction among students in response to the potential circumstances surrounding these procedures. Therefore, it is advisable that students, staff and parents be briefed about the nature of the procedures. All adults working in the school building must be familiar with and trained in these procedures. The success of the threat assessment and lock down procedures is contingent upon staff providing clear direction to students under stressful conditions. The effectiveness of the lock down procedures depends primarily on the ability of the staff to act upon the plan.

General Procedure:

1. The Principal and staff will conduct a threat assessment of incident and, if deemed necessary, call a lock down.
2. The lock down will conclude when classroom doors are unlocked by either the designated staff or Principal.
3. Once a lock down has concluded, the Principal and staff will debrief and review procedure.
4. Schools shall conduct a rehearsal of their lock down procedures a minimum of two times per school year. Rehearsals shall be conducted with students and staff. Schools are to ensure that there is formal communication with parents before and after each rehearsal to alleviate student fear or traumatic response.



School Lockdown Protocol

Teacher Procedures

- 1.** The Principal or supervisor will announce over the speakers "Lockdown lockdown, we are in a lockdown!"
- 2.** All teachers will gather their students into a classroom and lock the doors; if a key or lock is not available the teacher should push a table against the door.
- 3.** Teachers shall check the hall for students in any open area that cannot be made secure (i.e.: gymnasium, cafeteria). If any students are in these areas, the teacher will immediately direct them into a classroom.
- 4.** Once inside a locked room, the teacher shall:
 - 4.1.** Close all windows and blinds;
 - 4.2.** Turn out the lights;
 - 4.3.** Instruct students not to talk or use their cell phones;
 - 4.4.** Instruct students to move to the designated safety area within the classroom while staying low and quiet;
 - 4.5.** Instruct students to stay away from windows, doors and outside walls;
- 5.** No one is to be admitted into, or released from, the classroom until first responders or Principal identify themselves and unlock the door.
- 6.** The lockdown is in effect until the classroom doors are unlocked by an officer, staff or the Principal.

Note: Physical attendance sheets should always be filled out at the start of the class so that accurate record of students is maintained at all times. Attendance sheets should be taken with teachers whenever leaving the classroom.

Intruders

Procedures

1. If a person on school premises is suspected of posing a threat, notify the school office immediately. If it is safe, staff should attempt to voluntarily escort the person to the office.
2. The Principal or designate shall determine whether the person is a legitimate visitor or poses a threat to school safety.
3. If the intruder is determined to be a threat, alert students and staff to the intruder's location by asking them to remain out of the specific area.
4. Call **Dubai Police on 999**.
5. Immediately initiate section School **Lockdown Procedures** to deny access to the intruder. Ask the intruder to leave the school premises and warn him/her that the police are en route.
6. If the intruder refuses to leave, instruct teachers in contact with the intruder to take all steps to ensure their own safety and that of the students. Do not engage in violent confrontation.
7. If appropriate, maintain direct observation of the intruder to monitor developments until the arrival of the police.
8. Request that police arrest the intruder if he/she refuses to leave or if he/she has made direct threats to any student or staff member.
9. When the incident has been resolved, inform all students and staff.
10. Inform the Director or next in command if the Director is not available.
11. Complete a School Incident Report Form.

Armed Intruder

Background

An intruder with a weapon, whether using it or not, is treated as a clear threat to school safety. It is a hostage situation. School personnel should focus on the safety of students and staff and leave negotiations to trained responders.

Procedures:

1. Anyone who detects another person with a weapon should immediately inform the school office.
2. Follow the School Lockdown Procedures. Ensure that any potential targets are removed from the area, if possible.
3. Call **Dubai Police 999**.
4. When possible, inform classroom teachers individually via telephone, email or public announce system, as indicated in the school emergency plan, of the location of the armed intruder. If the location is outside, advise over the intercom to keep students away from windows. Hold bells and class changes until the situation is clear.
5. Inform the Director or Deputy if the Director is not available.
6. Gather as much information as is reasonably possible prior to the police arriving (i.e.: number of people involved, location (have floor plans available), number and types of weapons, names and number of victims, statements made).
7. Do NOT:
 - 7.1. Evacuate the school until instructed to do so by the police;
 - 7.2. Attempt to remove the weapon(s) from the intruder;
 - 7.3. Attempt to negotiate with the intruder;
 - 7.4. Remove lockdown until given clearance by the police.
8. In some case, where significant delays may take place prior to police arrival, the school may need to involve a staff member who has a rapport with the intruder, to talk to him/her. In



this case, the staff member should only attempt to gain information that would assist the school in removing or minimizing possible targets.

9. Protect the crime scene. Note the circumstances and the individuals present. Identify assailants, victims and witnesses. In serious incidents separate any witnesses until the police arrive
10. Under the direction of the Director, develop a fact sheet to respond to telephone inquiries and to assist in informing parents of the location and time of the students' release.
11. Use previously established location for family members to wait and be kept informed. This is the location to which students will be released.
12. Release students only after police approval.
 - 12.1. Teachers must remain with students until they are released;
 - 12.2. Use attendance sheet when releasing students to verify information;
 - 12.3. Use pre-arranged evacuation site, if necessary, to release students to their parents.
13. Complete School Incident Report Form.

Easy Steps to LOCKDOWN خطوات بسيطة لعملية الإغلاق

Steps	الخطوات
1. When you hear the lockdown announcement	1. عند سماع البلاغ
2. Move to nearest classroom If in stay put Don't run No yelling/ noise In quick steps groups of students will do the following tasks	2. توجه إلى أقرب غرفة أو صف في حال كنت داخل غرفة أو صف ابقى بداخله ممنوع الصراخ أو إصدار أصوات عالية بخطوات سريعة تقوم مجموعات الطلبة بتنفيذ الخطوات التالية
3. Lock the door	3. أغلق باب الصف
4. Barricade the door with furniture stacking desks as high as possible (block intruder) 3 layers	4. سد الباب بتكديس الكراسي والطاولات فوق بعضها (لمنع الدخيل) ثلاث طبقات مترابطة
5. Secure the windows, close blinds tightly /or use cardboard (no one can see inside)	5. أغلق النوافذ وأسدل الستائر/ أو كرتون (لتحجب الرؤيا)
6. Cover classroom door windows	6. تغطية النوافذ الزجاجية في باب الصف
7. Turn off the lights, computer screen and projector	7. اطفىء الأضواء + جهاز الكمبيوتر + البروجيكتور/ الشاشة
8. Move to the designated safe place which is the least visible/ safest area in the classroom	8. يتوجه الطلاب إلى مكان محدد وآمن داخل الصف (الأقل ظهوراً)
9. Take attendance of all those present + additional names (students + adults)	9. احصاء الحضور من طلاب الصف + أي شخص آخر متواجد معهم (طلاب أو راشدين)
10. EMERGENCY Sheet red/ green sheet Danger: if you require immediate assistance- the red sign should be facing outside Secure: if all is secure, the green sign should be facing outside	10. استخدم لوحة الطوارئ أخضر أو أحمر في حال وجود خطر أو أي طارئ إقلب اللوحة ليظهر اللون الأحمر إلى الخارج في حال الآمان إقلب اللوحة ليظهر اللون الأخضر إلى الخارج
11. remain quiet and seated Do NOT use mobile phones or intercoms Lines must remain open Only use intercom if there is an emergency in the classroom	ابق هادئاً واجلس مكانك لا تستخدم الهاتف النقال ولا الانترنت يجب ترك الخطوط مفتوحة استخدم الانترنت فقط في الحالات الطارئة
12. Never pull the fire alarm	لا تطلق صفارة الحريق
13. In case of smoke or fire, exit the room otherwise stay put	في حال نشوب حريق أو انبعاث للدخان أخلي المكان وفي حال لم ترى نار أو دخان ابق مكانك



14. Ending LOCKDOWN

Wait for ALL CLEAR signal- open the door and leave the room

انتهاء عملية الإغلاق

انتظر لتسمع " زال الخطر " لكي تفتح الباب وتخرج من الصف



Severe Injury or Medical Emergency at School

Procedures

1. Alert designated staff member(s) possessing First aid training.
2. Assess the situation and extent of injuries (without physically moving the injured person).
3. Apply First Aid, if necessary and safe to do so (only certified individuals).
4. Call **Dubai Police 999**
5. Call appropriate next of kin or emergency contact of injured student, staff member, parent or visitor and inform them of the nature and extent of injuries and the location of the student. If a student is injured and has siblings in other sections, ensure they are notified as soon as possible about the injury, along with the Principal of the school(s).
6. Where injuries are judged to be less severe, the student, staff member, parent or visitor may be transported to a medical facility.
7. If students, staff members, parents or visitors are transported to hospital, assign a staff member to accompany or follow the ambulance.
8. Remove uninjured students, staff members, parents and visitors from the accident site.
9. Inform the Director or next in command if the Director is not available.
10. Inform all students and staff of the accident.
11. Identify distressed students and staff (i.e.: witnesses, close friends, siblings, etc.) and provide counseling as required.
12. Under the direction of the Director, prepare a fact sheet to respond to telephone inquiries.
13. When it is deemed appropriate, the Principal or designate shall visit the injured student, staff member, parent or visitor at the hospital.
14. Complete School Incident Report F



Fire Drill Policy

Fire drills are a big part of being safe in school: They prepare you for what you need to do in case of a real fire or any other emergency that requires evacuation.

Know Your Way Out

A detailed exit plan is provided for each section to follow in case an evacuation alarm is sounded. The idea is to get outside **quickly and safely**.

Fire Drill Procedures

- When you hear the **alarm**, drop everything you are doing and ask the students to immediately line up.
- **Stay CALM. DO not PANIC!**
- Show them with your manner that it is a serious matter and not a joke.
- The classroom door should be closed and the lights should be turned off when you leave the class. After ensuring that the room is empty, place the **inspected sign** on the closed door.
- The teacher will follow his/her class and remain with the class at the assembly point outside the building.
- All students must move rapidly, but must not run, and must remain quiet and stay on the designated side of the exit route.
- You must take attendance once you are safely outside the building. Report any missing student/s to an administrator or security person.
- In case there is a delay, start the roll call using the class list.
- Section Principals are requested to leave last and assist in the rapid evacuation of the building.
- Please follow the directions on the Evacuation Map posted in the area.
- Students will remain outside the building until an announcement is made to re-enter the building.
- Study the exit route/ plan carefully. Start discussing the evacuation procedures with your students so that students will know where to go and how to get there in case of fire or disaster. These drills will be conducted throughout the year.
- Teachers of lower classes must take their students through the evacuation route several times to familiarize them with it and make them well prepared in case of an emergency.

PHYSICALLY DISABLED STUDENTS

- Teachers are responsible for seeing all those students clear the building.



Duties during the Fire Drill

Section Principals

- Take your mobile phone for communication
- Supervise orderly implementation of the evacuation plan
- Appoint a designee to do Section Principal roll if SP is absent
- Check for missing persons, staff, students or visitors
- Record the drill and amount of time it took to leave the building

Supervisors

- Locate nurse
- Check for missing persons, both staff and students
- Carry the Attendance Registers outside and distribute them amongst the teachers

Security

Provide the school visitors list to the fire evacuation coordinator

Nurse

- Locate first aid equipment
- Locate medications
- Check the students for any injuries

Faculty

- A continuous ringing of the bell means the building needs to be evacuated
- Move students to their exit area according to the evacuation signage system.
- Take roll once your group has exited the building
- Close your door and windows as you leave the room
- If your regular exit is blocked, know where your alternative exit
- Inform Principal or secretary of missing or additional persons

Nannies

- Help the students move quickly and quietly
- Avoid noise or making loud comments
- Be serious and firm



- Stay calm. Do not panic!

Students

- Be quiet and follow directions
- Quietly walk out of the building

Duties during an Actual Fire

Section Principals

- Prevent panic
- Check on injuries and damage as soon as possible after leaving the building
- Facilitate nurse assessing injuries
- Contact to the fire evacuation coordinator for assistance
- Distribute first aid materials if needed
- Assign duties to teachers with no students under their care at the time
- Report to Director General to get opinion on keeping school open or not

Supervisor / Secretary / Office Boy

- Notify Director General that building was exited
- Notify the fire evacuation coordinator for assistance
- Assist Section Principal with duties

School Doctor / Nurses

- Assess injuries
- Determine immediate and most serious medical needs
- Provide first aid or direct others to do it

Faculty

- Prevent panic by forceful leadership with students
- Have students who are injured lie down when possible
- Determine extent of injuries
- Assist nurse with first aid when possible
- Teachers who have no students under their care will assist with other groups
- Take roll of students present and list missing or additional students

Maintenance Staff

- Check for damage to electrical, heating, and water system as soon as the building is exited



- Report damage assessment to the Maintenance supervisor
- Assist the Assistant Director/staff in any way

Students

- Remain calm and quiet
- Follow directions
- Will line up around the teacher for roll call

Director-General

- A message will be sent to parents
- Will notify the board president of status as soon as it is feasible
- Determine if closing the school is needed.

EARTHQUAKE DRILL

What is an earthquake? An earthquake is a weak to strong shaking of the ground due to sudden movements or displacement of the rocks underneath.

Why do we need to prepare for an earthquake? We need to orient the students. We do not know where and when exactly an earthquake will occur, but we can learn and teach the needed actions to avoid the possible effects and impacts that it can bring. School children spend most of their time in school. If an earthquake occurs during school time, as teachers you will have to respond and secure the safety of all your students.

What do we need to do during earthquakes? We must implement safety measures to avoid the impacts of an earthquake. We need to familiarize ourselves and teach our students about school surroundings. You can start by having class activities wherein you and your students can go around the school premises to get familiarized with the earthquake safe spots in our school (open spaces, etc..) and to identify unsafe practices, potential hazards, and danger zones in case of an earthquake.

Teachers must assure that students are familiar with the procedures and practice the drill routinely.

Explain to the class what to expect during an earthquake. This could be done through discussions about the common observations during earthquakes or by watching drill videos demonstrating the proper procedure. Get Children Ready. Children and adults should know how to duck their heads and cover it under sturdy pieces of furniture (tables or desks) for protection during earthquake



shaking. Spend time explaining what you want them to do. Have **frequent drills** to avoid or reduce physical injury, where children must learn to respond almost automatically to your commands. Have **duck and cover** and/or evacuation earthquake drills at least once a month in KG to Primary Sections and every other month for older students.

Some possible hazards to consider:

- Large / heavy pieces of furniture that could topple, i.e. bookcases & cabinets
- Hanging flower pots and ceiling fans;
- Glass window panes and walls that could break;
- Heavy picture frames and mirrors;
- Latches on cabinets that will not hold cabinet door closed;
- Glass or other breakable objects that are kept on high and open shelves;
- Obstructions such as plant boxes, chairs and benches, bulletin boards, trash cans that may block exit points and corridors;
- Elevated water tanks and electrical posts.

EARTHQUAKE Drill

Do not Panic – Stay CALM

If Indoors:

Drop, cover and hold. You must protect yourself under a table or against an outer wall especially if you are on upper floors. You should put yourself in the fetal position (egg position)

1. Turn your face away from windows
2. Stay under shelter until shaking stops
3. Remain quiet, and listen for instructions

Procedure at school:

1. On teacher's command: immediately take cover under a desk or table and turn your face away from windows.
2. Desks and tables are likely to move during strong ground shaking. Students should try to keep tables upright by holding onto the desk legs.



3. The duration of an earthquake can vary. Students should anticipate shorter or longer episodes during actual earthquake and its aftershocks.
4. Be silent and listen to teacher instructions.

After the shaking stops:

- The teacher opens the door and stands in the doorway.
- The teacher designates two students who will guide the class to the correct exit (see the evacuation chart) if necessary to exit room.
- The teacher is the last one to leave the room, he/she must take the "Evacuation Kit" and assure that all students have exited the room before closing the door and hanging the

clear sign on the outside of the door's handle.

- Students must leave the room WALKING calmly
- If the earthquake restarts in the corridor (called aftershock) and if there is nothing to protect yourself, stand against a wall! Move only when the shaking stops.
- If you are in the stairway, do the same.
- Once you are out of the building, you need to move far away from it, heading to the "Assembly Point".
- Students must sit on the floor together in an organized manner.
- The teacher performs a roll call to check if any student is missing.
- Teachers should wait for notice from the security or administration for further instruction

If Outdoors

- Stay outdoors
- Move as far away as possible from the building, streetlights, and utility wires
- Once in an open area, stay there until the shaking stops
- The greatest danger exists directly outside the building, at exits and alongside exterior walls
- Ground movement during an earthquake is seldom the direct cause of death or injury.
- Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a Moving Vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, bridges and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that may have been damaged by the earthquake.



If Trapped Under Debris

- Do not light a match/ lighter
- Do not move about or kick up dust
- Cover your mouth with a handkerchief or clothing
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if it is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

After an Earthquake

- When the shaking stops, look around to make sure it is safe to move. Then exit the building.
- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to cause additional damage or weaken structures and can occur in the first hours, days, weeks, or even months after the quake.
- Look for and extinguish small fires. Fire is the most common hazard after an earthquake.
- Use the telephone only for emergency calls.
- After it is determined that it is safe to return, your safety should be your primary priority as you begin clean up and recovery.
- Open cabinets cautiously. Beware of objects that can fall off shelves.

Earthquake Facts

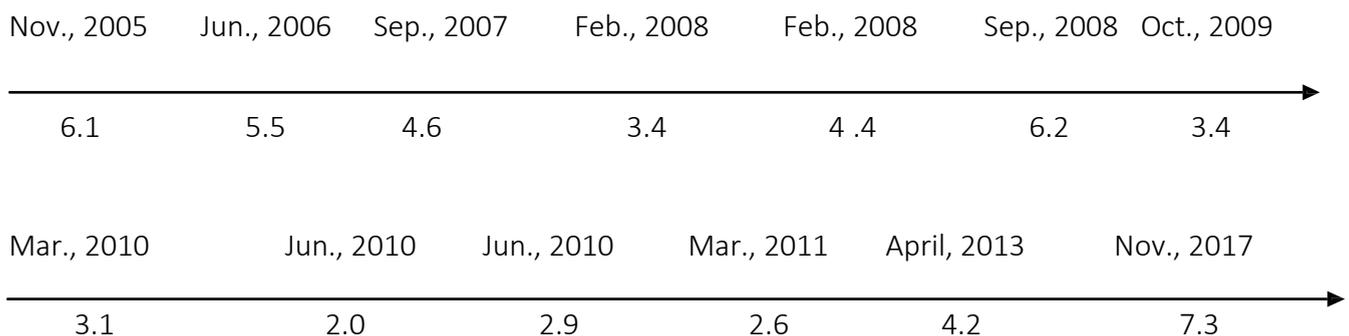
For Grades 5-12 (use as appropriate)

- Earthquakes involve the powerful movement of rocks in the Earth's crust.
- Earthquakes, also called tremblers, can be so tremendously destructive; it's hard to imagine they occur by the thousands every day around the world, usually in the form of small tremors.
- Most earthquakes occur at fault zones, where tectonic plates—giant rock slabs that make up the Earth's upper layer—collide or slide against each other.
- These impacts are usually gradual and unnoticeable on the surface; however, immense stress can build up between plates. When this stress is released quickly, it sends massive vibrations, called seismic waves, often hundreds of miles through the rock and up to the surface.
- Other quakes can occur far from faults zones when plates are stretched or squeezed.



- Scientists use the different speeds of seismic waves to locate the epicenter (the point on the surface directly above where the earthquake originated) of earthquakes.
- Scientists assign a magnitude rating to earthquakes based on the strength and duration of their seismic waves. **A quake measuring 3 to 5 is considered minor or light; 5 to 7 is moderate to strong; 7 to 8 is major; and 8 or more is great.**
- The damage caused by earthquakes also depends on their depth and fault type.
- Almost 80% of all the planet's earthquakes occur along the rim of the Pacific Ocean, called the "Ring of Fire"
- It is important in earthquake prone countries such as Japan to build houses and buildings that react well to earthquakes. Good engineering practices can help stop buildings from collapsing under the stress of large earthquakes.
- Loss of life can be avoided through emergency planning, education, and the construction of buildings that sway rather than break under the stress of an earthquake.

Earthquakes in surrounding countries felt in Dubai: (Date and magnitude)





SUMMARY QUESTIONS:

1. How can students near windows protect themselves?

If you cannot move away from the windows, stand with your back towards the windows so that your face is not injured with broken glass.

2. Why is it so important to remain quiet?

So you can listen well to the instructions and there is less confusion.

3. Why do we need to seek shelter under a desk or table and remain there until the tremors cease?

So that you are not injured by falling objects.

4. When should students take shelter?

As soon as they feel the shaking of the ground or they hear the teacher shouting "earthquake".

5. If the students are on upper floors what should they do?

Take cover closer to the outer walls of the building. Do not go on the stairs if the ground is still shaking.

6. If no desk or table is available, where else might one take shelter?

Next to heavy objects in a curled up position, protecting the head or next to the outer walls of a building.



Earthquake Drill (to be practiced)

In case of an earthquake, an uncontrolled panic-driven exit should be avoided. Most injuries occur while running from a building during an earthquake. Because warnings may not be possible, we must assume that any significant earthquake may be followed by a tsunami.

During the Earthquake

- Drill Signal: three beeps on fire alarm system.** If indoors, students will stay inside, bend their heads close to their knees, cover the sides of their heads with their elbows, and clasp hands firmly behind neck. Move away from windows, tall bookcases, and light fixtures. If possible, move to an interior wall. If an interior wall is not available or too dangerous, shelter under sturdy tables.
- If in a laboratory or kitchen, all burners should be extinguished (if possible) before taking cover. Students should stay clear of hazardous chemicals that may spill. (Not applicable to KG)
- If in the stage area, students should duck and cover and remain in place until the tremors subside.
- If outdoors, students should move away from buildings and overhead power lines. Students should lie down or crouch low to the ground. Teachers and students should constantly keep an eye on their surroundings to be aware of dangers that may demand movement.
- If in a school bus or other vehicle, the vehicle should pull over and stop, away from power lines, bridges, overpasses, and buildings. Students should remain in their seats.
- After a significant earthquake, buildings will be evacuated. If fire alarms are in working order, they will be sounded. If there are no alarms, begin evacuation after tremors have subsided.

After an Earthquake:

- Teachers:** Do not try to move seriously injured persons unless they are in immediate danger of further injury.
- Each evacuation bag has red and green ribbons. When leaving the classroom, tie a **GREEN** ribbon on the outside door handle if **all persons are being evacuated from the room**. If you are leaving an **injured person in the classroom**, tie a **RED** ribbon on the outside door handle.
- An injured student or adult who can walk may be sent to the clinic, accompanied by one uninjured r adult.
- Keep doors open

Earthquake Evacuation:

- Security Guards will open ALL THE GATES of the school for a smooth evacuation



- All other adults (cleaners, maintenance staff, bus drivers...) are to leave the buildings after the earthquake has subsided & report any missing/ injured person to the Safety Coordinator
- KG students will proceed from Gates 1 and 2 to the outside parking lot of the school accompanied by their teachers, assistants & nannies
- Every teacher is responsible for reporting any injured student/ person that she had left behind in her class
- Nurses and first aid responders will set up a triage area in the outside parking lot to attend to the mildly injured
- Each Section Principal is responsible to report any seriously injured person to the Safety Coordinator who in turn will call/ & report those major injuries to police/ emergency services or ambulance after they are safely removed & taken to the triage area

Assembling the Triage Area

A. First Aid Responder Teams:

- School Doctor, and all the nurses will proceed to the outside parking lot to set up the triage area with the help of first aid responders from all the sections, then they will receive any injured person and do the necessary

B. The Sweep Team

The sweep team members:

- Check designated area for **red/green** ribbons on door handles.
- Check any rooms with no ribbons and tie a red or green ribbon on the door.
- Do not try to move any injured person unless they are in immediate danger.
- Sweep team leaders communicate the location of any injured person(s) via **Walkie Talkie** to the school nurse who will send a team to the designated locations to evacuate the injured.
- Sweep teams will not enter an area with extensive structural damage. The sweep team leader will call in location of the damage and Director-General/designee will coordinate with emergency services police/ambulance to conduct a sweep of the damaged area. The injured will be brought to the triage area for further assistance.

The responsibility of the **Sweep Team** is to check all classrooms / offices within their assigned zone and make sure that:

- Students / adults are out
- **Doors are shut in case of fire ONLY**



Before the emergency	
Assembling of Evacuation bags	Nurses
Stocking and restocking medical supplies of Emergency Evacuation bags and Emergency Stations	Nurses
Preparing class lists and authorized parent pick-up forms:	
Kindergarten Section	KG Supervisor
Primary Section	Primary Supervisor
High School- Boys	HS-Girls Supervisor
High School- Boys	HS-Boys Supervisor
Contacting all local emergency departments and share emergency procedures and plan	Operations Manager
Periodically checking evacuation routes to make sure they remain clear at all times	Maintenance Supervisor
Periodically checking communications equipment including Walkie-Talkies, PA system, and alarm systems	Maintenance Supervisor
During the Emergency	
Staying abreast of local news development	School Administration
Emergency Communication System Activators	Dr. Connie Weiner
Emergency Contacts: Transportation Company	RTA person- in-charge
Weekend Emergency Contact	School Security Member
Cutting off fuel, gas and electricity	Maintenance Supervisor + Team
Contact security to open designated gates	Operations Manager
Blocking streets	Security Guards
Periodically checking the general condition of Safe Havens	Maintenance Supervisor + Team



Severe Weather Conditions

In case of severe weather, the school administration will assess the risks and consider delaying the **start time**, **early dismissal** or **canceling the entire day**. School staff, faculty and parents will be informed via text messages and/or emails.

In the event that a severe weather incident occurs during the school day, faculty and staff must follow the designated drill for the specified emergency. Otherwise, teachers will be provided with clear instructions from their Section Principal or next-in-command. A risk assessment will be done by the school administration to consider the early release of students. All parents, staff and faculty will be informed via email and/or text messages.

The Aftermath

After any severe incident, all damages that the school will suffer are assessed by the maintenance team, and immediate action is taken to rectify all the damages. If the damages were severe, the school administration reserves the right to close the school to ensure the students' & staff safety and reopen it when it is safe for everyone.



مدرسة الاتحاد الخاصة - جميرا
Al Ittihad Private School - Jumeira

"A generation of heritage guardians and global thinkers"