



SCHOOL EMERGENCY AND CRISIS MANAGEMENT PLAN

Title	:	School Emergency & Crisis Management Plan
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1. Objective

The primary purpose of this plan is to ensure the safety and well-being of students, staff, guests, visitors and to protect premises, assets, and equipment at School when an emergency occurs. It provided the guidelines and assigns the roles and responsibilities for the implementation of the plan during an emergency.

2. Critical Incident

A critical incident is one that may cause immediate or delayed emotional reactions in a few or large numbers of people and disruption to the normal functioning of School. One or more of the Emergency Services, or Local Authority for initial treatment, rescue, and transport of casualties can define it as an emergency that requires the implementation of special arrangements.

The following are few listed emergency incidents (the list is non-exhaustive and other incidents may be included as applicable).

- A fire or explosion
- Building damage
- Natural calamities
- Chemical release
- Crowding and uncontrolled visitors
- Student bullying
- Vandalism
- Any type of accident resulting in damage, injuries, etc.
- Death in the school premise/ facility whether related to work or external factors.

3. Responding to an Accident

Depending on the situation, you may or may not need all the steps listed below, but you should follow this outline in nearly all situations:

- Get to a safe place: Look for the nearest safe place and try to get there regardless of the situation, this will help prevent any additional accidents or injuries from occurring and it will allow you to assess the situation and proceed.
- Assess the situation: Is anyone injured? Has any property been damaged? Do you need to call Police / Civil Defense / Ambulance? Answering these basic questions will determine your next steps.



- c. Call for help: Try to get help from nearby people by calling them. In any case, of injury, getting professional help immediately will minimize the risks of the situation and prevent injuries from getting worse. Call Ambulance and Police as required.
- d. Information: Provide information to the concerned person as much you can.
- e. Inform others: Always keep people away from potentially hazardous equipment, but do not discard or destroy it.
- f. Assist the injured: If you are in a safe position, try to help others. Look at your own safety first before helping others. Inform the School clinic and the Safety Officer.

4. Basic Preparedness to act in Emergency

To be prepared for an emergency, the following basic rules are recommended for all staff and building occupants:

- a. Ensure important telephone numbers are updated and handy.
- b. Learn the locations of fire pull stations, fire extinguishers and fire exit stairways in your work area.
- c. Know the location of emergency exit routes.
- d. In case of emergency Exit Building as per exit diagram.
- e. Assist others who are in need or not in a condition to exist on their own. Consider self-safety first.
- f. Evacuate via the nearest exit and move to Assembly Point.
- g. Never use an elevator during a fire – building an emergency.
- h. Use only Stairs
- i. Do Not Run
- j. Do not re-enter the building until the “All Clear” is given by the authorized person.
- k. Be always vigilant and report any potential fire or any other dangerous work environment.
- l. Remain Updated by participating in training /fire drills etc.

5. Evacuation Routes

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps. Site personnel should know at least two evacuation routes.

- a. Emergency exits.
- b. Evacuation routes
- c. Locations of fire extinguishers
- d. Fire alarm pull stations' location.
- e. Assembly points

6. Emergency Reporting and Evacuation Procedures

Types of emergencies to be reported by site personnel are:

A. Medical Emergency

Your actions during the first minutes of an emergency can be critical. Generally, you should phone Ambulance –998 and ask for assistance whenever someone is seriously ill or hurt.

B. Fire Emergency

When the fire is discovered:

- Notify the Local Fire Department by calling 997.



C. Extended Power Loss

In the event of extended power/electricity loss to a facility, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- In case any event is organized at the school where mass crowd is expected there should be an adequate arrangement of supplementary power supply.

D. Chemical Spill

- Any hazardous/dangerous chemicals should be marked clearly.
- The storage area should have restricted entry for an authorized person only.
- Chemical details and action in case of chemical emergency should be placed near the storage area.
- Staff should use Personal Protective Equipment (PPE) while handling such chemicals.
- Chemicals should be placed in the right store as per correct storage standards.

7. Severe Weather and Natural Disasters

A. Earthquake:

- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Stay calm and await instructions from the Emergency Coordinator.
- Evacuate as instructed to the nearest assembly point.
- Assist your colleagues with disabilities in finding a safe place.
- If you are inside the workplace and not able to evacuate to the safe or assemble point, follow the following image instructions.

B. Sandstorm:

- Do wear a mask, handkerchief, or cloth around your nose and mouth to filter out fine dust particles.
- Do wear eye protection, as eyes are sensitive when exposed to the allergens leading to eye infections.
- Remain Indoors.

8. Crowd Risk Management

This information will help to manage crowds safely in case of events, functions, or any crowded gathering events.

- Crowd management planning should begin in advance of events that are likely to draw large crowds, and crowd management, pre-event setup, and emergency management should be part of event planning.
- Emergency exit routes and assembly points should be marked clearly.
- Do not restrict doors, walkways, passages and do not block or lock emergency exit doors.
- Know in advance who to call for emergency medical response.
- First-aid kits are available onsite.

9. Personal Protective Equipment (PPE)

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear, and



safety harnesses. As required while working ensure to use PPE to avoid the risk of health hazards or injury. It is the prime duty of Staff to use PPE for self-safety.

10. Risk Assessment

Risk assessment is the method to examine of what could cause harm or can be hazardous to people. Based on the identification of the practicable risk reasonable measures can be taken to reduce or prevent harm. The risk assessment will be a continuous process.

Risk Assessment Process:

- Study process, activity, or task subject to the assessment as well as equipment, tools, and materials to be used in it to identify environmental aspects, health, and safety hazards associated or arising from it.
- Identify all vulnerable individuals exposed to such aspects and hazards along with the nature of their work, numbers, and exposure periods.
- Understand who might be harmed and how might they be harmed.
- Identify the currently available control measures and procedures.
- Evaluate environmental aspects and health and safety hazards in terms of its Severity (Consequences) and Likelihood (Probability) of occurrence by considering activities, previous accidents, assessment, auditing, and accident investigation reports findings, and recommendations for continual improvement. Refer Severity & Likelihood Assessment Indicators table.
- Prepare a plan of action to be taken to reduce the risk.
- Implement additional control measures where possible and practical.
- Review and update the risk assessment.

* Severity & Likelihood Assessment Indicators:

Rating	Severity (Consequences)	Rating	Likelihood (Probability)
1	Insignificant: There are no potential environmental, health, or injury risks.	1	Very Unlikely – There is no precedent in previous similar operations, activities, or tasks.
2	Minor - There is a minor environmental, health, or injuries risks that can be handled in the workplace without further external assistance.	2	Unlikely - There is no precedent recorded in UAE, but it was recorded at least once in previous similar operations, activities, or tasks abroad.
3	Moderate – There is a limited potential for environmental, temporal / acute health impact, or medium-level injuries that may partially / temporarily halt work and the need for external assistance and provision of specialized medical services.	3	Probable – There is at least one precedent recorded in similar operations, activities, or tasks in UAE over the last 3 years.



4	Major - There are a potential critical environmental, long / chronic / permanent health or serious injuries risks that completely stop work and necessitate external assistance and provision of specialized medical services.	4	High - There is at least once precedent recorded in the same operations, activities, or tasks in the Institution over the last 3 years.
5	Catastrophic - There is incurable environmental pollution or a death risk that completely halt work and necessitate external assistance.	5	Frequent - There are frequent accidents recurrence recorded in the said operations, activities, or tasks in the Institution over the last year.

- i. Include any additional measures or procedures that may handle and control environmental impacts and health and safety risks and re-evaluate with a view of eliminating or mitigating and reducing it to as Low as Reasonably Practicable (ALARP) as per the following Hierarchy of Control as shown below:
- j. Document the findings of the assessment in a formal register taking into consideration devising an action plan for the implementation of necessary procedures to manage, control and monitor identified impacts and risks and communicating it to concerned stakeholders as per the following Matrix:

Likelihood (Probability)	Severity (Consequences)				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Very Unlikely (1)	1	2	3	4	5
Unlikely (2)	2	4	6	8	10
Probable (3)	3	6	9	12	15
High (4)	4	8	12	16	20
Frequent (5)	5	10	15	20	25

- While conducting the risk assessment try to understand the risk associated considering the following (but not limited).



- School premises
- Evacuation procedures
- Facilities and exits.
- Pantry area
- Buildings and Grounds maintenance
- Electronic equipments
- Cyber safety
- School transport
- Visitors, vendors, contracted staff.
- Laboratories, Assemblies, Prayer room
- School Clinic
- Sports areas and activities
- Vehicle movement
- Furniture
- Electrical points
- Water dispensers
- Washrooms
- Maintenance work in school

Approved By
Principal

