



## 1. PURPOSE

The **School Reopening Protocol** outlines the procedures and operational measures required to ensure the **safe resumption of in-person learning** at EFIA School Abu Dhabi.

This protocol ensures:

- Safety and well-being of students, staff, and visitors
- Compliance with directives issued by the **UAE Ministry of Education** and **ADEK**
- Effective emergency preparedness and response
- Continuity of learning through flexible learning models

The protocol follows the principles of:

- Prevention
- Preparedness
- Rapid response
- Clear communication

## 2. SCOPE

This protocol applies to:

- All students of EFIA School
- Teachers and administrative staff
- School management
- Parents and guardians
- Visitors and service providers

It governs the procedures for:

- Arrival and dismissal
- Classroom operations
- Emergency alerts
- Safe zone management
- Parent communication



## 3. OPERATIONAL REQUIREMENTS BEFORE REOPENING

Prior to reopening, EFIA ensures the following conditions are met.

### **3.1 Government Approval**

The school had obtained official approval from:

- **UAE Ministry of Education**
- **Abu Dhabi Department of Education and Knowledge**

confirming that the school building and facilities comply with health, safety, and operational standards.

### **3.2 Facility Readiness**

The school ensures:

- ✓ Emergency exits are clearly marked
- ✓ Evacuation routes are displayed in all corridors
- ✓ Assembly points are designated
- ✓ Fire safety systems are operational
- ✓ Fire extinguishers and alarms are regularly inspected
- ✓ First aid kits are available in all sections

### **3.3 Safe Zone Preparation**

We designate **indoor safe zones** within the campus.

Safe zones:

- Are located away from windows and glass façades
- Is constructed with reinforced structural protection
- Allow access within **1 minute from classrooms**
- Accommodate all students and staff safely
- Be clearly marked with signage

Examples of potential safe zones:

- Internal corridors
- Reinforced indoor halls
- Designated safe classrooms



### 3.4 Emergency Preparedness

Establish and approved:

- Emergency evacuation plan
- Alert response plan
- Communication plan with parents
- Safe zone access procedures

### 3.5 Staff Training

All staff have received training on:

- Emergency evacuation procedures
- Alert response protocols
- First aid procedures
- Student supervision and safety
- Psychological support for students during emergencies

Training sessions were conducted **before reopening and periodically throughout the year.**

## 4. SCHOOL OPERATIONAL PROCEDURES

### 4.1 Arrival Procedures

To prevent overcrowding, The School has implemented **staggered arrival timings.**

Arrival Process: -

1. Parents drop students at designated school gates
2. Students proceed directly to classrooms
3. Staff supervise entry points
4. Crowding at entrances is strictly avoided
5. Students remain indoors after arrival



## 4.2 Dismissal Procedures

Dismissal will be conducted in a **controlled and staggered manner**.

### Dismissal Process

1. Teachers prepare students for dismissal
2. Classes are released gradually
3. Students exit through assigned gates
4. Parents collect students without crowding
5. School staff supervise the dismissal area

## 5. CLASSROOM AND LEARNING PROCEDURES

### 5.1 Learning Model

- **In-person learning**
- **Blended learning (in-person + distance learning)**

However:

- Each class will follow **only one learning mode at a time**.

### 5.2 Classroom Rules

During the school day:

- Students remain in classrooms whenever possible
- Movement between classrooms is minimized
- Break time movement is controlled
- Students stay away from windows and glass façades

### 5.3 Assemblies and Gatherings

The following are **suspended**:

- × Outdoor morning assemblies
- × Large school gatherings
- × Crowded events



Instead, the school conducts:

- ✓ Classroom-based announcements
- ✓ Virtual assemblies
- ✓ Small indoor awareness sessions

## 6. STUDENT SAFETY AWARENESS

During the **first week of reopening**, the school will conduct **student awareness sessions**.

Topics include:

- Emergency alert procedures
- Safe zone locations
- Calm behavior during alerts
- Teacher instructions during emergencies

*These sessions will be **age-appropriate**.*

## 7. COMMUNICATION WITH PARENTS

School will:

- Provide guidelines to parents
- Share emergency procedures
- Maintain updated parent contact records
- Establish emergency communication channels

Parents must sign an **Acknowledgement Form** confirming:

- Understanding of school safety procedures
- Consent for their child to attend in-person classes

*(Which has been circulated through GCR)*



## 8. ROLES AND RESPONSIBILITIES

### **8.1 School Administration**

- Implementing all safety procedures
- Approving emergency plans
- Designating safe zones
- Monitoring compliance with protocols
- Training staff members
- Updating parent contact databases

### **8.2 Teachers and Educational Staff**

- Follow all operational protocols
- Guide students during alerts and emergencies
- Maintain classroom safety
- Escort students to safe zones when required
- Provide emotional support during emergencies

### **8.3 Parents and Guardians**

- Follow arrival and dismissal schedules
- Cooperate with school instructions
- Stay updated with school communications
- Follow government safety directives during alerts

*Parents must avoid **gathering at school entrances.***

## 9. PROCEDURES DURING OFFICIAL ALERTS

If an official alert is issued by authorities:

### **9.1 Before Arriving at School**

- Remain at home
- Follow official authority instructions



## 9.2 While Traveling

- Move to the nearest safe place
- Return home if instructed

## 9.3 During School Hours

- All activities stop immediately
- Teachers escort students to the **nearest safe zone**
- Students remain calm and seated
- Teachers conduct attendance checks
- Staff maintain communication with school leadership

## 9.4 During Dismissal

- Dismissal procedures are **suspended**
- Students remain inside the school
- No student will leave until the **official alert ends**

## 9.5 After Alert Ends

After authorities confirm safety:

- Parents are notified
- Dismissal resumes gradually
- Students are released in an organized manner

## 10. RESPONSE TO UNSTABLE SITUATIONS

If authorities declare an unstable situation:

The School will:

- Immediately transition to **distance learning**
- Suspend on-site learning
- Continue academic operations remotely

Physical reopening will occur **only after official approval.**



## 11. OPERATIONAL RISK LEVEL TABLE

The school will follow a **risk-based operational model**.

Risk Level	Situation	School Operation
<b>Green – Low Risk / Stable</b>	No alerts or safety threats	Normal school operations. Classes conducted indoors. Outdoor assemblies suspended.
<b>Yellow – Medium Risk</b>	Alerts or potential threats nearby	Movement minimized. Outdoor activities stopped. Students remain indoors with precautionary measures.
<b>Red – Direct Danger</b>	Immediate safety risk or official directive	Immediate transition to <b>distance learning</b> . In-person learning suspended until authorities approve reopening.

## 12. CORE SAFETY PRINCIPLES

The following principles guide all school operations:

1. Student and staff safety are the highest priority.
2. Remain inside protected buildings whenever possible.
3. Avoid windows, glass areas, and exposed outdoor locations during alerts.
4. Immediately follow official instructions issued by authorities.
5. Prevent crowding, panic, and uncontrolled movement.
6. Suspend movement, learning, and dismissal during emergency alerts.
7. Avoid sharing unofficial information or photographs during alerts.
8. External activities must stop immediately during alerts.
9. Staff are trained regularly on emergency response procedures.
10. The school is ready to immediately shift to distance learning when required.

## 13. OVERSIGHT AND COMPLIANCE

Compliance with this protocol will be monitored through:

- Internal school inspections
- Government inspections
- Safety audits



14. TASKFORCE MEMBERS & EMERGENCY RESPONSE TEAM

<u>Name of the Member</u>	<u>Designation</u>	<u>Signature</u>
Mr. Saji Oommen	Principal & Head of Taskforce Team	
Ms. Raufia Salam	Vice Principal	
Mr. Firoze Haneefa	OSH Officer	
Ms. Bency Anish	School Nurse	
Ms. Jobeena Siby	School Nurse	
Ms. Prathiba Lakhmi	Supervisor	
Ms. Swapnalekha	Supervisor	
Ms. Shaan	Supervisor	
Ms. Deena	Supervisor	
Mr. Mashooq	Head of PE	
Mr. Raju Stephen	Support	
Mr. Billy	Support	

13. CONCLUSION

EFIA is committed to maintaining a **safe, responsive, and well-prepared learning environment** that prioritizes the safety and well-being of students and staff while ensuring continuity of education.



Saji Oommen  
Principal