



## 1. PURPOSE

The purpose of this policy is to establish comprehensive procedures for managing incidents and emergencies within our school premises. It ensures the safety and well-being of students, staff, and visitors as per OSHAD-SF and ADEK guidelines.

## 2. SCOPE

This policy applies to all school personnel, students, and visitors within the school premises.

## 3. DEFINITIONS

- **Incident:** Any unexpected event that disrupts normal school operations or poses a risk to safety.
- **Emergency:** A situation requiring immediate action to prevent harm or mitigate risks.

## 4. POLICY STATEMENT:

EFIA is dedicated to establishing and maintaining a safe and secure environment conducive to learning and personal development. Our incident management and emergency preparedness policy aim to:

1. **Minimize Risks:** Identify, assess, and mitigate potential risks and hazards within the school premises to ensure the safety of all stakeholders.
2. **Proactive Planning:** Develop comprehensive plans and procedures for incident management and emergency response to effectively address various scenarios.
3. **Training and Awareness:** Conduct regular training sessions and drills to educate students, staff, and relevant stakeholders on emergency procedures and protocols.
4. **Continuous Improvement:** Regularly review and update our incident management and emergency preparedness plans to incorporate lessons learned and best practices.
5. **Collaboration and Communication:** Foster collaboration among all members of the school community and maintain open lines of communication to facilitate swift and effective response during emergencies.





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## 5. POLICY GUIDELINES:

### 1. Risk Assessment and Mitigation:

- Conduct regular risk assessments to identify potential hazards and vulnerabilities within the school premises.
- Implement appropriate measures to mitigate risks and enhance safety standards, including but not limited to infrastructure improvements, safety equipment installations, and environmental controls.

### 2. Emergency Response Planning:

- Develop comprehensive emergency response plans tailored to various types of incidents, including but not limited to fire emergencies, medical emergencies, natural disasters, and security threats.
- Clearly outline roles, responsibilities, and chain of command during emergencies to ensure coordinated and efficient response efforts.

### 3. Training and Drills:

- Provide regular training sessions and workshops to familiarize students, staff, and relevant stakeholders with emergency procedures and protocols.
- Conduct emergency drills and simulations periodically to test the effectiveness of response plans and identify areas for improvement.

### 4. Resource Allocation:

- Allocate sufficient resources, including personnel, equipment, and facilities, to support emergency preparedness and response initiatives.
- Maintain adequate stocks of emergency supplies, first aid kits, and essential resources to sustain operations during emergencies.

### 5. Communication and Coordination:

- Establish communication protocols and channels to disseminate critical information and instructions during emergencies.
- Foster collaboration with external agencies, including emergency responders, government authorities, and community organizations, to enhance coordination and mutual support during crisis situations.

### 6. Documentation and Evaluation:

- Maintain accurate records of incidents, response activities, and lessons learned for post-incident analysis and evaluation.
- Conduct debriefings and post-incident reviews to identify strengths, weaknesses, and opportunities for improvement in our incident management and emergency preparedness efforts.





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## 6. EMERGENCY RESPONSE TEAM (ERT)

The school will establish an **Emergency Response Team (ERT)** with defined roles:

**Head of Response Team:** Principal & Vice Principal.

**First Responder:** School Nurse: A trained medical professional available on-site during school hours to provide emergency care and handle incidents.

**HSE Lead:** OSH Officer: A specialized person assigned and key contact on all HSE related incident

**Facilities In-Charge:** Responsible for hygiene management and sanitization of school facilities.

**Other Team Members:** Teaching or non-teaching staff

## 7. EMERGENCY RESPONSE PROCEDURES

- **Fire Drills:** Conduct regular fire drills to ensure familiarity with evacuation routes and assembly points.
- **Medical Emergencies:** The First Responder provides immediate medical assistance. If necessary, refer to appropriate healthcare facilities
- **Natural Disasters:** Follow established procedures for earthquakes, storms, etc.
- **Lockdowns:** Implement lockdown procedures in case of security threats.

## 8. COMMUNICATION

- **Internal:** The ERT communicates with staff, students, and parents during incidents.
- **External:** Coordinate with emergency services, ADEK, and other relevant authorities.

## 9. TRAINING AND AWARENESS

- Regular training sessions for IMT members.
- Awareness campaigns for staff, students, and parents.

Incident Management &  
Emergency Preparedness Protocols



Revision Date: 31/03/2024



## 10. INCIDENT REPORTING PROCEDURES

### a. Serious Incidents (Form G1)

1. **Incident Occurrence:** When a serious incident occurs, the First Responder immediately notifies the Team Leader.
2. **Investigation:** The Team Leader initiates an investigation using **Form G1**.
3. **Reporting:** The completed Form G1 is submitted to ADEK as per the OSHAD-SF requirements.

### b. Non-Serious Incidents (Form G2)

1. **Incident Occurrence:** When a non-serious incident occurs, the Facilities Supervisor or Contact Tracing Supervisor reports it.
2. **Investigation:** The IMT investigates using **Form G2**.
3. **Recording:** The completed Form G2 records details of the incident for future reference.

## 11. IMPLEMENTATION:

The successful implementation of this policy requires the active participation and commitment of all members of the school community, including students, staff, parents, and external stakeholders. EFIA will designate responsible individuals or committees to oversee the implementation, monitoring, and review of this policy on an ongoing basis.

## 12. REVIEW AND REVISION:

This policy will be subject to periodic review and revision to ensure its continued relevance, effectiveness, and compliance with applicable regulations and standards. Feedback from stakeholders and insights gained from incident reports and emergency exercises will inform the review process, enabling us to adapt and improve our incident management and emergency preparedness measures accordingly.

## CONCLUSION:

EFIA is dedicated to fostering a safe, secure, and supportive learning environment for all members of our community. By adhering to the principles outlined in this policy and collaborating closely with relevant stakeholders, we aim to enhance our incident management and emergency preparedness capabilities and safeguard the well-being of everyone associated with our school.

