



AL KAMAL AMERICAN PRIVATE SCHOOL- AL RAMTHA

CRISIS, EMERGENCY AND RISK MANAGEMENT POLICY

2024- 2023

Principal: *Mr. Nasir ALYASSI*

Vision: “To build lifelong learners who can demonstrate 21st century skills for a productive global citizenship”.



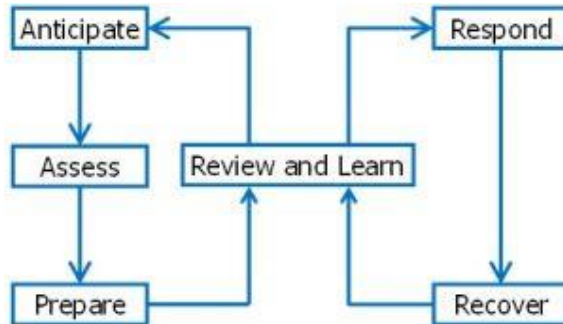
Crisis, Emergency and Risk Management Policy

This plan aims to reduce, control or mitigate the effects of emergencies such as natural disasters, spills of hazardous materials, fires and explosions, and security threats. While pre-planned emergency response is most effective for the immediate tackling of any predictable event, the unpredictable nature of crises, often from unforeseen risks that could threaten the existence of the school, means that a more creative style aligned with the school's values is required.

It includes a broad range of services to help the school plan ahead to ensure an effective response to emergencies and crises. It includes:

- Identification of potential emergency and crisis scenarios
- Risk assessment of impact on the school
- Developing emergency and crisis management strategies
- Documenting emergency response and crisis management plans and procedures
- Emergency control committee reviews and optimization
- Human factors review
- Facilitating desktop and fire drills and exercises
- Capturing competency requirements and assessing competency
- Assessing and auditing adequacy of emergency arrangements and facilities
- Emergency service delivery reviews
- Business continuity management
- Training courses
- Human factors review
- Emergency service delivery reviews
- Business continuity management
- Training courses
- Facilitating field drills and exercises
- Capturing competency requirements and assessing competency
- Assessing and auditing adequacy of emergency arrangements and facilities
- Our approach is based on a thorough understanding of the risks to the school's facilities and operations, and development of practical emergency and crisis response arrangements.

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“our risk-based approach to emergency and crisis management that focuses on comprehensive but flexible response plans.”

#1 Start here: use smart technology to stay connected

- Technology is available to help our school implement immediate solutions. Staff and students will immediately know of any significant safety threat. Also, the staff in those classrooms can remain in communication with safety administrators to receive updated information and share any critical information they may have.

#2 Conducting a needs assessment

Step 1. Identify threats and hazards

- The first step in creating a safer environment is to review our school’s current safety parameters and policies and gather incident reports, security breaches, and other troublesome occurrences. This will give us a baseline of where we need to make improvements.

Step 2. Identify public concerns

- We conduct a survey for our school regarding students’ safety in all areas.
- We conduct a comprehensive safety checklist for our school regarding the safety of all areas.

Step 3. Form a collaborative planning team

- We assemble a planning committee of staff (including a wide range of personnel like administrators, teachers, school psychologists, nurses, health and safety personnel, transportation personnel, parents, representatives from parents’ council and trustees committee, etc.). This will

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assure that we include a variety of concerns. Next, we will invite community partners like first responders, local law enforcement officers, school resource officers, fire officials, mental health practitioners, and emergency medical services personnel. Share the results of our survey, and ask our committee about their safety concerns. The team's task will be to create goals and objectives now to meet the needs we identified.

Step 4. Create our plan

- The next phase is to plan our course of action for each threat or hazard identified (natural hazards, technological hazards, biological hazards, adversarial and human-caused threats). This is where you will identify our school's action for each situation. We will format our complete crisis plan.

#3 Make improvements and provide training

Once we've analyzed our school's security measures and set measurable goals, it's time to take action. So, while we are working with our planning team to develop your crisis plan, there are often some quick solutions to immediately improve our school's safety. Here are some positive steps our school can take to protect our students and staff:

- Increase adult supervision in places where there are high instances of bullying (e.g., playgrounds, cafeteria, busses, or bathrooms).
- Designate one single school entrance and exit, and another entrance and exit for students using school buses.
- Partner with local community centers/ police, traffic center, tec... to negotiate mentorship programs, extracurricular programs or lectures, and facility use.

#4 Build a connected culture using multi-pronged communication

Decreasing threats to our school's safety can be as easy as promoting a vigilant, inclusive, and well-informed school community. Our school crisis plan contains an educational component, enabling all school community members to safeguard against hidden dangers and report safety concerns. Integrating communication skills and conflict resolution into a curriculum and enforcing an anti-bullying policy can help create a positive school culture.

To be sure everyone understands and knows their role in our crisis plan, effective school communication is critical, that is why we are using an integrated communications approach.



School Websites

In the event of an emergency, parents and community members will likely scour the Internet in order to find more details. Therefore, we provide the most up-to-date resources on our school’s website to avoid additional chaos on our campus. In a crisis situation our school telegram, Facebook and website can:

- Designate reliable news sources.
- Provide detailed and clear information and instructions.
- Tell our side of the story in our own words.
- Get our community in contact with the proper agencies and aftercare resources (e.g. police investigators, weather websites, counseling/relief organizations, and other resources).
- An informative school website and social media page will significantly reduce the amount of phone calls you receive, freeing up your lines for emergency responders. In addition to including information on your regular website, you may want to consider the following in the event of an emergency:
 - Plan ahead. Pre-draft emergency messages for your school to use during a crisis. Good communication is best achieved when stress and emotions are at a minimum.
 - Have an emergency alert web page. An emergency alert is a web page/message you can quickly publish on your website anytime, day or night, in the event of an emergency.
 - Use the immediacy of social media. to your advantage. Releasing a statement on Facebook or Twitter will present a consistent front to parents and enhance your communication with them.
 - Designate a section of the website to security protocols. and lockdown drill information. Share nothing that would compromise student or staff safety, but only basic protocols that would help parents know what to expect in various crisis scenarios to show the degree of security in place. (Done right, this may even deter pranks or worse.)
 - Make sure your school’s website is responsive. so it is easily accessible from mobile devices.

Online

- Make use of apps like CrisisGo to notify parents of procedures, emergency notices, and follow-up outcomes. If possible, share stories or create a video for your website highlighting the confidence your drills and practice bring to staff and students from the crisis management plan enactment (share testimonials).
- Release developing information via social media channels in the event of an emergency. For information on how to implement engaging social media channels, enjoy: Creating effective social media strategies, Using School Social Media When Tragedy Strikes.
- Use e-mail to provide updates, announcements, and important news. Include links to more detailed information on your website right from your e-mail. E-mails tend to have higher open rates and so are a useful option if it isn’t an urgent message. Parents also appreciate e-mailed

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online newsletters (instead of finding a month-old, crumpled stack of papers in the bottom of a backpack).

- Consider featuring a YouTube instructional video this is a very effective use of video to inform our community of our safety measures (and to reassure parents and students of the importance your school places on their security).

Face-to-face

- We plan for small- and large-group meetings to explain our safety measures. Considering involving parent groups like the PTA or PTO or site council members.
- We are always available at school and at public forums to answer questions.
- Meeting in person with concerned parents, and we encourage parents to share their concerns with us.

Print media

- Including an explanation of our commitment to safety in our student handbook.
- Sending home newsletters, letters, or flyers with resources and information after an emergency.
- Providing/ hot line contact information for parents and students.

Other methods

- We implement alert notifications via voice messaging, text messages, or e-mails. While your website is a “pull” method for parents who are seeking information, alert notifications are a “push” method, keeping parents informed. (CrisisGo is a good example of an alert notification that sends out an audible tone school-wide on all devices to keep everyone in direct communication with each other, to receive guidance, and provide feedback.)
- We incorporate safety training in our staff’s professional development sessions.
- Schedule emergency lockdown drills to familiarize your students and staff with our safety protocols.

#5 Communication that is worth the effort

- Our school’s planning, training, and crisis management strategy efforts may be some of the most important work we do. For decades, students and staff have drilled for possible school fires. Their efforts have paid off because, in spite of the thousands of school fires that happen every year, the damage to life and property is minimal. When staff and students are prepared, similar outcomes happen for other crisis situations.
- So, we build our plan, train and drill it, and feel confident that our crisis management plan and the time it takes to implement it will keep our school a safe haven for the students in our care.

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Additional Crisis Management Resources

School crisis plan resources:

[CrisisGo & AASA free Safe Classroom app](#)

[Emergency Response Plan Template](#) (AZ DOE)

[Sample School Emergency Operations Plan](#) (FEMA)

[Practical Information on Crisis Planning](#) (DOE)

[Drills and Exercises: Guidelines for Schools](#) (AZ DOE)

General safety and crisis resources:

[School Safety & Crisis Resources](#) (NASP)

[Ready Gov for Kids](#)

Emergency planning resources:

[American Red Cross](#)

[Centers for Disease Control & Prevention - Learning Connection](#)

[Terrorism & Disaster Center](#) - University of Oklahoma Health Sciences

Bullying prevention & harassment resources:

[Stop Bullying.gov](#)

[Olweus Bullying Prevention Program](#)

[Connect For Respect: National PTA Leader Guide](#)

Active shooter resources:

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[Active Shooter Preparedness](#) (Homeland Security)

[Guide for Preventing and Responding to School Violence](#) (U.S. Department of Justice)

[Active Shooter: What You Can Do](#) (FEMA)

Fire safety resources:

[U.S. Fire Administration](#)

Public and mental health resources:

[Suicide Prevention Resource Center](#)

[National Suicide Prevention Lifeline](#)

[Violence & Suicide Prevention Resources](#) - CDC

[Finding Help](#) - Mental Health American

[Strong Families, Safe Communities Project](#) - Ohio.gov

[Suicide Prevention Help](#) - Better Addiction Care

Internet safety resources:

[Cyberbullying Resource](#) - Cyberbullying Research Center

[Enough is Enough Resources](#) - Making the Internet Safer

[OnGuard Online](#) - Federal Trade Commission

[Safe Online Surfing](#) - FBI

[Cyber Tip Hotline](#) - Missing & Exploited Children

Bonnie Leedy, CEO

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