



SCHOOL EMERGENCY MANAGEMENT & EVACUATION POLICY

Policy Statement

Al Ameer English School is committed to ensuring a safe, secure, and prepared learning environment. This policy is developed by the school in accordance with regulatory requirements of Ajman to establish effective emergency preparedness, response, communication, and recovery systems.

Purpose

This policy aims to-

- Protect students, staff, and visitors during emergencies
- Ensure efficient evacuation, lockdown, and shelter-in-place procedures
- Maintain clear communication with parents and authorities
- Ensure continuity of education during disruptions

Scope

This policy applies to-

- All students, staff, and visitors
- School premises and facilities
- School transport and school-organized activities

Definitions

- **Emergency:** Any situation posing immediate risk (fire, flood, security threat, etc.)
- **Evacuation:** Safe movement to assembly points
- **Lockdown:** Securing the school during internal/external threats
- **Shelter-in-Place:** Staying indoors during unsafe external conditions
- **ERT:** School Emergency Response Team

Emergency Preparedness

The school shall-

- Maintain a comprehensive Emergency Management Plan
- Display evacuation maps and assembly points
- Maintain updated emergency contacts
- Conduct regular staff training
- Ensure availability of first aid and safety equipment
- Maintain insurance coverage
- Ensure readiness for remote learning continuity

Emergency Response Team (ERT)

The school has established a designated Emergency Response Team with clearly defined roles:-

Principal (Incident Leader) Dr. S J Jacob - 0505763386

- Overall command and decision-making
- Official spokesperson

Operations Manager - Mr. Mohammed Raffie - 0555613546

- Coordinates evacuation and movement

Safety Officer - Mr. Prajeesh- 0521343247

- Oversees safety procedures and risk control

Communications Officer - Mr. Nowshad Shamsudeen - 0556646268

- Manages communication with parents and authorities

Transport Coordinator - Mr. Liyas - 0552539596

- Handles transport safety and coordination

School Nurse - Mrs. Rakhi Smikesh - 0556704914

- Provides first aid and medical support

School Counsellor - Mrs. Shibini Madathil - 0529448255

- Provides psychological support

Cyber Security Officer - Mrs. Jotsana Sasi - 0502651862

- Protects digital systems and student data

Emergency Response Procedures

1. Evacuation

- Alarm activated immediately
- Students escorted through designated routes
- Attendance taken at assembly point
- Missing individuals reported immediately
- No re-entry without authorization

2. Lockdown (External Threat/Missile Alert)

- Immediate announcement: "LOCKDOWN"
- Lock doors and secure windows
- Students move out of sight and stay low
- Lights off, silence maintained
- No movement until official all-clear

3. Shelter-in-Place

- Move to safe interior rooms
- Close all openings
- Maintain supplies (water, first aid)
- Follow authority instructions

4. Extreme Weather

- Monitor official alerts
- Inform parents promptly
- Keep students safe indoors or move to upper floors
- Do not release students if unsafe

5. Major External Incident

- Move away from windows/glass
- Relocate to interior safe areas
- Contact emergency services immediately

Students of Determination

- Individual Emergency Plans for each student
- Assigned support staff
- Availability of assistive devices
- Staff trained for inclusive emergency response

Communication Protocol

Parents

- Notification within 30 minutes
- Use SMS, email, school platforms
- Provide clear updates

Media

- Only Principal authorized to speak
- No staff sharing information or photos

Data Protection

- Maintain confidentiality
- Share only necessary information

Coordination with Authorities

The school will coordinate with:

- Police (999)
- Ambulance (998)
- Civil Defence (997)
- Ajman Private Education Affairs

Government instructions override school procedures.

Incident Reporting

- Immediate reporting of major incidents
- Detailed report submitted within 24 hours

Emergency Drills

Drill

Frequency

Fire Evacuation	Twice per year
Lockdown	1-2 times/year
Shelter-in-Place	Once/year
Extreme Weather	Once/year
Cyber Emergency	Once/year

Continuity of Education

- Ensure readiness for online/remote learning
- Maintain uninterrupted academic progress

Post-Emergency Actions

- Ensure safety and accountability
- Provide medical and counselling support
- Review and improve procedures

Compliance

All staff must comply with this policy. Non-compliance may result in disciplinary action as per school and regulatory guidelines.

Policy Review

This policy will be reviewed annually or after any major emergency to ensure effectiveness and compliance.

Conclusion

This policy reflects Al Ameer English School's commitment to safety, preparedness, and resilience, ensuring effective response to emergencies while protecting all members of the school community.