

# Al Shoumoukh International Academy



## Emergency Policy

Natural disasters and other emergencies can happen at any time, and when they happen at school, everyone should be prepared to handle them safely and effectively. Administrators, teachers, staff, parents and students can work together to promote and maintain school-wide safety and minimize the effects of emergencies and other dangerous situations.

This guide covers different ways everyone in the school community can prepare for various natural disasters and other emergencies to stay safe.

- Fires at School

## **FIRE DRILL PROCEDURES**

**School Evacuation and Emergency plan to be displayed at various places in school.**

### Fire Drill Procedures for Students

- Remain calm and quiet so that you can hear your teacher's instructions.
- Exit the building as quickly as possible in an orderly and safe way (do not run, push or bump into other students).
- Line up outside in your designated area and remain quiet so that your teacher can take attendance.
- It is very important to stay quiet so teachers can do this quickly and make sure that everyone got out of the building.
- If you were not with your homeroom teacher when the bell rang, please join up with them **after** you exit the building.
- The principal or secretary will wave a white flag and the alarm will stop when it is time to re-enter the building.

### Fire Drill Procedures for Teachers and Staff

- All classroom doors should be **closed and the lights turned off**.
- Teachers **MUST carry their attendance books out with them** in case students need to be located. You must
- Take attendance once you are safely outside the building. Report any missing student/s to an administrator or security person.
- When the alarm sounds, everyone must leave the building regardless of weather conditions.
- The teacher will designate students to act as door holders. The teacher will follow his/her class and remain with the class at the exterior of the building.
- All students must move rapidly, but must not run, and must remain quiet.
- Building In charges are requested to leave last and assist in the rapid evacuation of the building.
- Please follow the directions on the Evacuation Map posted in your room/area.

- Students will remain outside the building until an announcement is made to re-enter the building.
- Study both plans carefully. On the first day of school, discuss the fire drill procedures with each of your classes so that students will know where to go and how to get there in case of fire or disaster.

### **FIRE AND DISASTER DRILLS INSTRUCTIONS**

1. At the sound of the alarm, everyone will exit the building and go to the nearest Assembly Point.
2. Staff accompanying students will be sure that:
  - Students exit in an orderly way
  - Students gather at the assembly point in an orderly way
  - All students are counted
  - Staff must bring their red/green card to the assembly point. After students are counted, staff will hold up the green or red card. Green means all students are at the assembly point. Red means students are missing.
3. After an inspection of the building, the principal will indicate “all clear” and students may return to class.

#### **Duties:**

Over all in charge: Principal

Building 1 first floor: IT support

Building 1 ground floor: IT Support

Building 2 first floor: Academic Coordinator

Building 2 ground floor: Teachers

1. Security and duty in charges will inspect the building and every room of the building and give the “all clear” to the principal, who will be outside.
2. PE teacher will inspect every room of the KG building and give the “all clear” to the principal, who will be outside.
3. Principal will check for red/green cards and take any necessary action.
4. Staff will stay outside with students until the “all clear” is given.