

Safety & Security Policy



**Al Shoumoukh
International Academy**

School Safety and Security Policy

Objective

- Protect the health and safety of Students, Teachers, School staff, and visitors on School premises.
- Prevent illness or accidents while at School.
- Avoid any damage to facility and property.
- Conserve the environment.

Policy Statement

At our School, our aim is to provide a safe and secure learning environment for our students, staff, and visitors. The Security Policy ensures that effective procedures are in place to safeguard everyone on the premises.

- Safety and security are among the most important objectives at the School.
- All accidents can and must be prevented by taking precautions.
- Safety is the responsibility of all stakeholders.
- All accidents and incidents shall be thoroughly investigated, and results communicated.
- Students and staff are responsible for their own safety and that of others.
- Appropriate specialist advice and training shall be provided to enable both management and staff to fulfill their responsibilities.
- Proper Safety and Security measures shall be taken to prevent any incident.

Safety and Security Prevention

The School building shall be inspected and approved periodically by Civil Defense authorities. A well-equipped Nursing Station must provide first aid. All areas shall be safe, free from sharp edges, open electrical connections, or hindrances.

Fire Detection Equipment

All rooms and lobbies shall be equipped with smoke and heat detectors where applicable. Approved contractors shall check the system periodically. All exit doors must open outward for easy evacuation.

Fire Suppression Equipment

Appropriate fire extinguishers (Water, CO2, Foam) shall be installed and checked periodically. Posters about their usage shall be displayed clearly.

Emergency Evacuation

All rooms shall be equipped with emergency evacuation plans including:

- Emergency exits
- Primary and secondary evacuation routes
- Assembly points
- Clear evacuation instructions

Routes must be marked clearly, exits kept unobstructed, and evacuation sirens audible throughout the School.

Area and Floor Monitors

- Ensure complete evacuation of students and staff in case of emergency.
- Assist students to designated escape routes.
- Check stores and bathrooms to confirm evacuation.
- Count and meet students at Assembly areas.
- Report problems to the Emergency Coordinator.
- Assist physically challenged staff and students.

Assembly Areas

Designated Assembly areas shall be marked clearly. All students, staff, and visitors shall remain there until the building is declared safe by Civil Defense or School authorities.

Medical and First Aid Room

A fully equipped First Aid room shall be established in each campus. A trained nurse will provide first aid, refer serious cases to health centers, or call an ambulance in emergencies.

Guard House

A guard house shall be set up at the main gate. Guards must ensure students remain on campus and that no one enters without authorization. Students will only leave if properly escorted by a guardian.

How to Deal with an Emergency

Fire Emergency

- Activate the nearest fire alarm.
- Notify the School security office and Fire Department.
- Fight the fire only if it is small, escape routes are clear, and you are trained to use the extinguisher.
- Evacuate immediately and assemble at designated points.
- Do not reenter until declared safe by authorities.

Medical Emergency

- Call Paramedics, Ambulance, Fire Department or other emergency numbers.
- Provide: nature of emergency, exact location, caller's name, and phone number.
- Do not move the victim unless absolutely necessary.
- Stop bleeding with firm pressure, avoiding contact with bodily fluids.
- Clear air passages in case of choking.

Training

All students and staff shall receive regular training in lifesaving methods, fire extinguisher usage, fire alarms, evacuation routes, and updated emergency procedures.

Emergency Phone Numbers

- Ambulance, Police, Civil Defense: 999
- Water & Electric: 991
- Ooredoo: 111 / 8008000