

# Mirdif American School

## EMERGENCY RESPONSE PLAN

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## I. Introduction

The Emergency Response Plan has been developed to provide guidance and instructions of the process to follow in the event of an emergency.

## II. Definitions

**Crisis** - an unstable, and complex situation that represents a threat to the strategic objectives, reputation, or existence of an organization.

**Emergency Response Plan** - A document that sets out the overall framework for the initiation, management, coordination and control of personnel and assets to reduce, control or mitigate the effects of an emergency.

**Assembly Point** - Building or area on the periphery of an area affected by an emergency, to which evacuees are directed to evacuate too.

**Emergency Exercise** - A simulation designed to validate organizations' capability to manage incidents and emergencies. Specifically, exercises will seek to validate training undertaken and the procedures and systems within emergency or business continuity plans.

**Emergency Response Team Lead** – A defined person who is responsible for coordination incidents within the school. This can be either the Principal/Superintendent or another allocated member of the management team.

**Emergency Response Team** – A team of nominated employees from within the school, with their role being to provide support and guidance during and after the incident.

**Risk assessment** - A structured and auditable process of identifying potentially significant events, assessing their likelihood and impacts, and then combining these to provide an overall assessment of risk, as a basis for further decisions and action.

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### III. Premises Information

The following points should be included within the plan:

- Building size
- Number of floors = G and +1
- Maximum occupancy – 1100 staff and students
- Current occupancy – 884 staff and students
- Number and location of fire assembly points – 3 locations
- 
- Emergency Preparedness

Name	Reference	Annual Testing / Drills / Exercising
Fatality or major injury	Appendix A	No drills – Extra guidelines will be given from Security/ HSO/ Child Safeguarding
Fire	Appendix B	<i>Fire drills minimum 3 times annually (including one with Civil Defense)</i>
Bomb Threat	Appendix C	No drills – Extra guidelines will be given from Security and HSO
Child Abduction	Appendix D	No drills – Extra guidelines will be given from Child Safeguarding and HSO
Missing Child	Appendix E	No drills – Extra guidelines will be given from Security and HSE and Child Safeguarding
Structural Failure	Appendix F	No drills – Extra guidelines will be given by HSO
Loss of essential services	Appendix G	No drills – Extra guidelines will be given by HSO
Confirmed Legionella outbreak	Appendix H	No drills – Extra guidelines will be given by HSO
Active Shooter/ Intruder	Appendix I	As already defined by the school
Severe Weather	Appendix J	No drills – Extra guidelines will be given by HSO
Relocation Procedure	Appendix K	No drills – Extra guidelines will be given by HSO

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<b>School Closure</b>	<b>Appendix L</b>	<b>No drills – Extra guidelines will be given by HSO</b>
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This document establishes the procedures to follow for specific emergencies scenarios. The following sections establish the roles and responsibilities of each stakeholder during an emergency, the escalation flow of the emergency and guidance on training and exercising to conduct for each emergency scenario.

*Fire and lockdown drills are mandatory and set in advance by the schools. As for the other procedures, HST Team members will be providing additional guidance and separate standalone guidelines along with awareness and training sessions to all schools.*

## IV. Roles and Responsibilities

The following roles and responsibilities have been established:

Designation	Named Personnel	Roles and Responsibilities
<b>Initial Responder</b>	HSO = Christine Jabbour Back up= Alaa Abdulbaki	<ul style="list-style-type: none"> <li>● Inform the internal First Aid Team for medical intervention</li> <li>● Contact Emergency External numbers for serious incidents</li> </ul>
<b>First Aid Team / Medical Response Team</b>	School Doctor & School Nurses	<ul style="list-style-type: none"> <li>● Provide immediate medical support until emergency responders arrive</li> <li>● Part of the Emergency Response Team (ERT) and first responders to an emergency event</li> <li>● Ensure all medical equipment is in place and ready for use</li> </ul>
<b>Emergency Response Team</b>	Principal & Facility Manager/ Security	<ul style="list-style-type: none"> <li>● Reach the emergency spot and take charge of the situation.</li> <li>● Determine the priorities that will drive the overall emergency response and guide the Emergency Support Team</li> <li>● Activate the school emergency plan, if needed (lockdown, evacuation...)</li> </ul>

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		<ul style="list-style-type: none"> <li>● Perform initial assessment of the situation and give appropriate instructions to First Aid Team for further actions</li> <li>● Arrange for evacuation/lockdown of students/ teachers/ staff/ visitors based on the type of emergency</li> <li>● Liaise with relevant authorities throughout the duration of the emergency and coordinate actions for resources required, rescue, head count, first aid, hospitalization, evacuation etc.</li> <li>● Take a decision of evacuation based on assessment and inform Emergency Response Team for necessary evacuation ensuring evacuation is complete</li> <li>● Ensure staff are equipped with relevant training</li> <li>● Assess the nature of emergency and initiate suitable actions to control the emergency suitably and activate the emergency response plan</li> </ul>
<b>Emergency Response Team Lead</b>	Christine Jabbour	<ul style="list-style-type: none"> <li>● Ensure that the Emergency Response Plan is reviewed at regular intervals and communicated to the relevant stakeholders</li> <li>● Ensure that the required emergency exercises are conducted in line with policy requirements</li> <li>● Ensure that an Emergency Response Team is appointed within the school and that their roles and responsibilities are clearly communicated to them</li> <li>● Responsible for reporting to parents and liaison with the authorities</li> </ul>
<b>Principal</b>	<i>Lisa Brown</i>	<ul style="list-style-type: none"> <li>● Overall ownership of the execution of the Emergency Response Procedure</li> <li>● Responsible for the immediate management of the incident, this will involve liaising with school</li> </ul>

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		<p>personnel, emergency response team, emergency services and crisis management silver level</p> <ul style="list-style-type: none"> <li>• Vice Principal or deputy Principal will be holding these responsibilities in case the principal was not available during the incident</li> </ul>
<p><b>Teachers / Classroom Assistants / Admin Staff/ Global Services Staff/ Third parties etc.</b></p>	<p><i>All</i></p>	<ul style="list-style-type: none"> <li>• Bring the class attendance sheets and ensure that all students are accounted for</li> <li>• Supervise students during evacuation</li> <li>• Leave the building and report to the predetermined assembly point (in case of evacuation) following the Emergency Wardens directions</li> <li>• Familiarize themselves with the school procedures for emergencies</li> </ul>

## V. Communication and Training of the Emergency Response Plan

The plan will be communicated to all employees within the school, via the Principal (as mentioned in the Roles and Responsibilities). The plan will be accessible to all employees on the shared drive. The plan should be revised on an annual basis if any update/ modifications is required. Additional modifications/ updates may also be communicated via school shared drive.

All staff/ teachers called by the Principal will be expected to participate in any emergency scenario exercises conducted as per the schedule provided by the school. A copy of the Emergency Response Plan will be available and accessible to all employees.

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## VI. Emergency Contact Information

External Emergency Contact		
Name	Contact Number	
Police	999	
Ambulance	998	
Civil defense	997	
Electricity failure	911	
Water failure	922	
Nearby Hospitals	<i>Mirdif Hospital</i>	
Nearby Police Stations	<i>Al Qusais Police Station, Dubai</i>	
Other important information		
Emergency Response Team Contact		
Designation	Full Name	Contact Number (s)
Principal (Emergency Team Lead)	Lisa Brown	0562195093
Vice Principal	Fay Houry	0508584039
Emergency Team Member 1	Christine Jabbour	0509979793
Emergency Team Member 2	<i>Alaa Abdulbaki</i>	<i>0547353999</i>
Emergency Team Member 3 etc.	<i>Dr Sara</i>	<i>0545037911</i>
Crisis Coordination Team		
Designation	Full Name	Contact Number(s)
HSO Lead <i>(specialist assigned and key</i>	<b>Key Person:</b> Christine Jabbour	<b>0509979793</b>

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<p><i>contact on all HSE related incidents)</i></p>	<p><b>Supported by:</b> Alaa Abdulbaki</p>	<p><b>0547353999</b></p>
<p><b>Child Safeguarding Lead</b> <i>(specialist assigned on all Child Safeguarding related incidents)</i></p>	<p><b>Key Person:</b> Christine Jabbour</p>	<p><b>0509979793</b></p>
<p><b>Security Lead</b> <i>(specialist assigned and key contact on all Security related incidents)</i></p>	<p>Key Person: Abdo Smoff  Supported by: Fadi Nasr</p>	<p><b>0505278600</b>  <b>0557204554</b></p>
<p><b>Communications Lead</b> <i>(specialist assigned and key contact on all communications related incidents)</i></p>	<p>Key Person: Christine Jabbour  Supported by: Alaa Abdulbaki</p>	<p><b>0509979793</b>  <b>0547353999</b></p>
<p><b>Risk &amp; Compliance Lead</b> <i>(specialist assigned on all other related incidents)</i></p>	<p>Key Person: Robert Williams</p>	<p><b>0554040439</b></p>



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## VII. Documentation / Log of events

All incidents, regardless of their criticality, should be logged and documented on the shared drive.

<b>Date &amp; Time</b>	<b>Incident/Event Description</b>	<b>Communicated To</b>	<b>Remedial Actions</b>	<b>Name</b>

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## VIII. Appendices – Emergency Response Procedures

### **i. Appendix A – Fatality or major injury**

If the incident occurs during school hours:

- a) Contact the medical team or any first aiders. Provide any immediate first aid care. This may include first aid care for other potentially injured persons.
- b) If the incident occurs outside of school hours, it is likely that the security personnel will be the initial responder. The same process of communication and action should be adopted.
- c) Notify the Principal who can then invoke the Emergency Response Plan.
- d) Ensure the scene is secured as soon as reasonably possible, removing any students from the direct area.
- e) Communicate to the family members of the injured.
- f) Identify potential witnesses for further interviews/ discussion later.
- g) Do not engage in any formal or informal conversations with anyone outside the Crisis Coordination Team and do not make any comment to the public or press.

### **Following the incident:**

- Establish a formal method of communication to parents, students, and other stakeholders.
- Conduct investigation.
- Establish students or staff members that may require counseling support.
- Review existing processes including any relevant risk assessments.
- Principal, VP, and HSO will generate and communicate a completed report to relevant stakeholders.

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### ii. Appendix B – Fire

In the event of a fire or a smoke that has been detected:

- Any staff discovering fire or smoke will signal the fire alarm, and report the fire to a School Administrator.
- The School Principal, Vice Principal, or HSO will immediately initiate an EVACUATION signal and direct staff to call the Fire Department at 997.
- Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes to the Assembly Areas.
- Social distancing will be maintained as much as possible while exiting the building in a fast and orderly manner.
- No one may re-enter building(s) until the entire building(s) is declared safe by the fire department.
- Elevators should not be used at that time.

#### **Additional Directives for Fire Drill**

##### **School Head:**

- Principal or HSO calls the Fire Department to confirm the alarm is active, identify the school name and location, provide the exact location of the fire or smoke, and states the building is being evacuated.
- Principal or HSO notifies students and staff of termination of emergency, returns to the building and resumes normal operations.

##### **Office Staff**

- Exit building to the designated areas.
- Obtain student rosters from teachers who have missing students and inform the HSO.

##### **Teachers**

- The fire alarm will ring to indicate a fire or a fire drill.
- Fire Drill is a generic term and it could be for a chemical spill or any other dangerous issue taking place within the school.
- Take the clipboard containing the class roster, green/yellow/red status card and lead students quietly out of the building to the designated assembly area(s). Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Close the classroom door and turn off the lights upon exiting confirming all students and personnel are out of the classroom. (Teachers should be last out of the classroom and **should hang the evacuated green card on the door to indicate the class in vacant**)
- Take attendance at the assembly area after being evacuated. Hold up the

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**GREEN** status card to indicate all students are accounted for, the **YELLOW** status card if all students are not with class but teacher knows where they are, and use the **RED** status card to indicate a student or staff member is missing or you need immediate assistance.

- If showing a red card, mark the missing student on the roster and give it to the Principal or Office Staff member immediately.
- If showing a yellow card, mark where students are supposed to be on the roster. Give the roster to the Principal or Office staff.
- Be prepared to move the students if an OFF-CAMPUS EVACUATION is ordered.
- Keep class quiet and together and wait for further instructions. Maintain social distancing while in line.
- Once the HSO has given the all clear instruction, enter back inside the building the same path or route the class exited.

#### **Following the incident:**

- Establish a formal method of communication to parents, students, and other stakeholders.
- Conduct investigation.
- Establish students or staff members that may require counseling support.
- Review existing processes including any relevant risk assessments.
- Principal, VP, and HSO will generate and communicate a completed report to relevant stakeholders.

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### **iii. Appendix C – Bomb Threat**

Bomb threats containing accurate and precise information, and received well in advance of an actual attack, are rare occurrences. In most cases are hoaxes, and the intent is social engineering, to cause disruption, fear and/or inconvenience the victim.

A bomb threat can be communicated in several ways. The threat is likely to be made in person over the telephone; however, it may also be a recorded message, communicated in written form, delivered face-to-face or, increasingly, sent by email or social media.

#### **Follow the below steps if a threat is encountered:**

- a) If the message is via telephone, stay calm and listen to the caller/message.
- b) As soon as possible note any information on the bomb threat checklist or any paper/notepad (see in the following paragraph the bomb threat checklist).
- c) Immediately notify your principal/HSO.
- d) If the notification is via SMS or social media do not delete or respond to the message and inform the principal/HSO immediately.
- e) Principal/HSO to notify the emergency services of the threat and decide on the immediate course of action.
- f) It is important that you don't delay your actions; the principal/HSO has the responsibility for the immediate action to take.

#### **If a decision to evacuate is made, the following actions should be considered:**

- It is important to appoint people, familiar with evacuation points and assembly points, to act as marshals and assist with this stage.
- If the location of the suspect package is known, evacuation routes must avoid the area. Areas to avoid should be clearly communicated prior to the evacuation taking place. This can be achieved through the evacuation teams.
- Emergency services will be able to support upon arrival. However, as mentioned you should not delay the decision to evacuate if you suspect there is a credible threat.

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- **Remain indoors**

In some instances, it may be safer to remain within the school. For example, if the location of the device is noted as being outside of the school. People should be advised to move away from windows and doors. If the location of the suspected device is not known, external evacuation would be a justifiable course of action.

- **Decision not to evacuate or remain and continue as normal**

Based upon the initial assessment and if the threat is deemed as a hoax, a decision to continue as normal may be made. The Principal/HSO will make this decision and may seek advice and support from the police and members of the Emergency Response Team, in his/her decision.

### **Bomb Threat Checklist**

The following actions should be taken:

1. Remain calm and talk to the caller
2. Note the caller's number if displayed on your phone
3. If you are able to, record the call
4. Write down as much information as possible below

*When, where, what, how & why*

**About the caller** Male  Female

**Language** Well-spoken  Irrational  Taped  Incoherent   
Language Used:

**Callers voice** Calm  Crying  Angry  Slow  Stutter   
Disguise  Familiar  Laughing

**Any specific accent:**

**Background sounds:** Street noises  House noises  Cars  Clear  Other voices

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**Date of call – Time of call –**

If possible, try to ask the following questions and note the answers given:

1. Where exactly is the bomb right now –
2. When is it going to explode –
3. What does it look like –
4. How will it be detonated –
5. Did you place the bomb –
6. What is your name –
7. Why did you place the bomb –
8. What does the bomb contain –

Once coming off the phone, immediately notify the Principal or deputy and security head

**Time notified and who:**

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### **iv. Appendix D – Child Abduction**

If a child makes a report of a suspected abduction within or outside of the school, the following should be considered:

- a) The person who the report is made to must immediately notify the counselor/HSO
- b) The counselor will then notify the Principal or Vice Principal.
- c) The principal/HSO will notify the security and decide upon the course of action. If the attempted abduction has occurred within the school, an immediate lock down of the school may be required. This will be initiated by the principal/HSO.
- d) The principal/HSO will notify the police as soon as reasonably possible. A review of the CCTV should be conducted immediately; this will help to identify any potential perpetrators.
- e) If a person observes what he/she believes to be suspicious activity, the following should be considered:
  - a) Immediately notify a member of the security team.
  - b) Be cautious and only approach the person if safe to do so.
  - c) If possible, mentally note the person and any vehicle they are in, color, type, registration number etc.
  - d) Principal should immediately notify the Police and parents. This will invoke the crisis management plan.

#### **Following the incident:**

- Establish a formal method of communication to parents, students, and other stakeholders.
- Conduct investigation.
- Establish students or staff members that may require counseling support.
- Review existing processes including any relevant risk assessments.
- Principal, VP, and HSO will generate and communicate a completed report to relevant stakeholders.



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#### **v. Appendix E – Missing Child**

If a child is suspected of being missing from within the school, the following procedures are to be followed:

- a) The staff member who is notified must immediately inform the Principal and the HSO
- b) An immediate sweep of the premises must be conducted by the security team and school employees. Ensure areas such as toilets, clinic, pool, storage areas, sports halls etc. are checked. In parallel, a review of the CCTV will be conducted by the security personnel, in order to establish the movements of the missing child within the school.
- c) If the missing child is a bus transport student, the STS Service Delivery Executive will be contacted to establish if the student arrived in the morning via bus service or has since left.
- d) If the missing student is not found following an immediate sweep of the premises, the parent/guardian will be notified. It is recommended that no longer than thirty minutes is taken to notify the parent. At this point, the police may also be notified. This will be done in consultation with the parent.
- e) The school will support the police during their investigations and provide any necessary information they may have.

If a child is suspected of being missing while on a school excursion, the following procedures are to be followed:

- a) The staff member supervising the excursion must be notified immediately.
- b) An immediate sweep of the premises/location must be conducted. If the premises/location have a security team, they must be notified immediately. A review of the CCTV will be conducted by the security personnel, in order to establish the movements of the missing child.
- c) The supervisor will contact the principal to inform him/her of the situation.
- d) If the missing student is not found following an immediate sweep of the premises/location, the parent/guardian will be notified. It is recommended that no longer than **thirty minutes** is taken to notify the parent. At this point, the police may also be notified. This will be done in

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consultation with the parent.

- e) The school will support the police during their investigations and provide any necessary information they may have.

### **Following the incident:**

- Establish a formal method of communication to parents, students, and other stakeholders.
- Conduct investigation.
- Establish students or staff members that may require counseling support.
- Review existing processes including any relevant risk assessments.
- Principal, VP, and HSO will generate and communicate a completed report to relevant stakeholders.

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#### **vi. Appendix F – Structural Failure**

In the event of a structural failure or suspected risk of one occurring, the following procedures must be followed:

- a) Immediately evacuate all persons from the area and if safe to do so, provide any immediate first aid care. Depending upon the severity a whole school evacuation may be required, this will be determined by the principal/HSO. If a whole school evacuation is required, communication should be conducted via the Zenda SMS, with clear instructions given.
- b) If an evacuation is required, escape routes will be diverted away from the incident location.
- c) Contact the emergency services to provide medical and emergency support.

As soon as reasonably possible and once the location is deemed safe for access, a structural assessment must be carried out. This should be conducted via the maintenance manager and facility supervisors, who will appoint a suitable contractor.

- d) The area will only be re-opened following the structural assessment and the confirmation that it is deemed safe by a competent person.

#### **Following the incident:**

- Establish a formal method of communication to parents, students, and other stakeholders.
- Review existing processes including any relevant risk assessments.
- Principal, VP, and HSO will generate and communicate a completed report to relevant stakeholders.

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#### **vii. Appendix G – Loss of essential services**

Loss of essential services could include water, electricity etc. In the event of such an incident, the following procedures should be followed:

- a) Principal and SLT are to determine the school impact and decide on the appropriate action. For example, a complete loss of HVAC services during the summer months may necessitate a complete temporary closure of the school.
- b) In the event of such a closure, clear communications must be issued to parents of the procedures to collect their children. For children that use STS bus transport services, suitable arrangements will be made for an early collection. Again, this must be communicated to parents so that they are available for a potentially early home drop off.
- c) The Principal or Facility manager will liaise with the Infra care manager to establish the course of action to return the services to normal. Based on the assessment, clear communication should be sent to the parents.

#### **Following the incident:**

- Establish a formal method of communication to parents, students, and other stakeholders.
- Conduct investigation.
- Establish students or staff members that may require counseling support.
- Review existing processes including any relevant risk assessments.
- Principal, VP, and HSO will generate and communicate a completed report to relevant stakeholders.

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#### **viii. Appendix H – Confirmed Legionella Outbreak**

Dubai Municipality guidelines for the control of legionella in water systems, defines an outbreak as 'two or more confirmed cases of Legionellosis occurring in the same locality within a six-month period'

In the event of a confirmed case of legionella, the following procedures should be followed:

- a) H&S department to report to the local municipality, in line with reporting requirements.
- b) Liaise with Infra care to establish potential sources of the bacteria, this may include cooling towers & hot and cold water systems. Establish any further needs for microbiological and water testing across the school. Review past test results to establish any potential areas of concern.
- c) Liaise with the school medical team to establish any potential students/employees that may be showing any symptoms. If any are identified, they should be advised further medical treatment.
- d) Until further testing is conducted, contact authorities (e.g. KHDA) and get recommendations from authorities in case of any need to shut the school.

#### **Following the incident:**

- Establish a formal method of communication to parents, students, and other stakeholders.
- Conduct investigation.
- Establish students or staff members that may require counseling support.
- Review existing processes including any relevant risk assessments.
- Principal, VP, and HSO will generate and communicate a completed report to relevant stakeholders.

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### **ix. Appendix I – Active Shooter / Intruder**

*Purpose: Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (I.E. Intruder, shooting, hostage incident, gang fights, civil disturbance, etc.)*

#### **School Principal & School Administration**

- The guard at the gate, Director or designee will ring the emergency bell. This signal will alert teachers that the school is in Lockdown mode which means that teachers are to lock classroom doors quickly. Students are to be kept inside the room until further notice. Students outside of classrooms are to return to the nearest classroom or office. Teachers are to ignore all other alarms or bells except for the all-clear signal. The “all safe” will be notified. This will alert teachers that all is well and it is safe to unlock doors.
- Principal will designate someone to call police and other appropriate emergency responders. When calling the police or fire department identify the name of the school, describe the emergency and identify the location of the school.
- Direct teachers and staff to keep cell phones with them to provide updates and additional information.
- Notify staff and classes outside to immediately move to the off-campus assembly area(s), account for the students and be prepared to evacuate off-campus if needed to a relocation site.
- Other school leaders will make sure all students are locked in a classroom. Will make sure all doors are locked and windows are covered.

#### **Office Staff:**

- Stay by the phones to wait for additional procedures from administration.
- Remotely check the status of classrooms via text, telephone, computer or other methods.
- Assist the School Principal or school administration.

#### **Custodians:**

- Close and lock all doors.
- Direct any contractors, delivery drivers, or vendor repairmen located inside the building into a safe area and lock the door.

#### **Teachers:**

- Clear the hallway and bathrooms by room, moving everyone into the classroom.

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- Lock the door(s), turn off lights, and shut blinds and windows.
- Move students and staff away from the doors and windows.
- Have all persons sit down against an interior wall.
- Place a **GREEN** or **RED** status card on the window or under door blocking ability of sight inside the room. (Green signifies everything is ok, Red means emergency assistance is need)
- Place a **YELLOW** card on the window or under the door if additional students come into the classroom.
- Ignore all bells and alarms unless otherwise instructed.
- Take attendance and be prepared to notify the Principal or VP of missing students or additional students, staff or guests sheltered in your classroom. Notify via text or phone call.
- Allow no one outside of the classroom until the School Principal gives the “All Clear” signal.
- If outside, teachers will move students inside or to the designated off-campus assembly area if possible and wait for further instructions.

#### **Following the incident:**

- Establish a formal method of communication to parents, students, and other stakeholders.
- Conduct investigation.
- Establish students or staff members that may require counseling support.
- Review existing processes including any relevant risk assessments.
- Principal, VP, and HSO will generate and communicate a completed report to relevant stakeholders.

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### **x. Appendix J – Severe Weather**

Severe weather can include examples such as, excessive rain leading to local flooding, high winds, sandstorms, excessive temperatures. In the event of such incidents, the following procedure should be followed as a rule.

- a) Principal and SLT are to determine the school impact and decide on the appropriate action. This may be dictated by a regulatory body who instructs schools to close due to the severe weather.
- b) If a decision to close the school is made then the appropriate communications must be issued to parents, students, transport services and employees. Students are to be kept in a safe assembly location within the school until pickups can commence.
- c) Principal is to report the incident to the safety team lead.
- d) Students must be immediately removed from any areas which are exposed to particular risk. This could include areas of flooding or areas which could be impacted by high winds. Students must be brought inside to a safe point and remain until a safe collection can be arranged.
- e) Refer to the hot weather policy for guidance.

### **Following the incident:**

- Establish a formal method of communication to parents, students, and other stakeholders.
- Conduct investigation.
- Establish students or staff members that may require counseling support.
- Review existing processes including any relevant risk assessments.
- Principal, VP, and HSO will generate and communicate a completed report to relevant stakeholder



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## **EMERGENCY RESPONSE PLAN**

### **xi. Appendix K – Relocation Procedure**

In some cases, if the school is evacuated, the HSO and Emergency Team Leader will assess the situation and determine if it is necessary to move the students and staff to a relocation site.

The HSO and Emergency Team Leader may decide to relocate at the time of the evacuation or after information has been received that indicates that the evacuation may be prolonged.

In this case, MAS students will be escorted to GEMS ROYAL DUBAI across the street.

1. KG Department will leave from the KG Gate to GEMS ROYAL main entrance. They will be directed to the Main Hall where they can wait for their parents.

2. G1 to G8 will be escorted from the side gate to GEMS ROYAL Green Field.

Two gates are available to prevent congestion.

MAS HSO will inform GEMS ROYAL of the relocation plan. GEMS will do a LOCKIN for its students to prevent chaos.

MAS IT department will communicate to parents of the relocation and ask them to pick up their children as follow:

1. KG will be dismissed from the GEMS main gate

2. G1 to G8 will be dismissed from GEMS side gates ( Bus Area)

### **Implementation On making the decision to move the students and staff to a relocation site:**

The HSO and Emergency Team Leader will issue the directions to do so either by using a megaphone or by sending messengers (if it is safe) to warrants.

### **The HSO and Emergency Team Leader Duties:**

- Announces the relocation and gives precise directions
- Contacts 911 to request assistance as appropriate
- Contacts the IT Department to send messages to parents.
- Directs staff to assist in the most appropriate manner
- Contacts the school transportation Supervisor to request transportation if required
- Liaises with the responding emergency services
- Monitors the movement of students and staff
- Decides when and how students will be dismissed

### **RELOCATION - SCHOOL EMERGENCY MANAGEMENT PLAN**

#### **Administrative Assistant:**

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- Follows the directions of the person-in-charge
- Advises the receiving facility of the impending arrival
- Inform Parents of the relocation and the pick up procedure
- Brings the following items: list of that day's class list - that day's substitute teachers –visitor sign-in sheet – staff sign-in/sign-out sheet – student medications( If Applicable)

#### **Teachers/Classroom Assistants**

- Follow the directions of the person-in-charge
- Bring the class attendance sheets
- Supervise students during the relocation
- Assist special needs students as required
- On arrival, confirm that all students are present

#### **Maintenance Staff**

- Follow the directions of the person-in-charge
- Report to the person-in-charge on arriving at the relocation site

#### **Students**

- Follow the directions of their class teacher
- Remain calm and quiet

#### **Visitors/Tenants**

- Follow the directions of the person-in-charge
- Report to the person-in-charge on arriving at the relocation site

# Mirdif American School

## EMERGENCY RESPONSE PLAN

### xii. Appendix L – School Closure

#### **The Purpose:**

Mirdif American School is committed to maintaining a culture of transparency, integrity, and accountability. This Whistleblowing Policy aims to encourage and protect individuals who wish to report any concerns, wrongdoing, or unethical behavior within the school. This policy outlines the procedures for reporting and investigating such matters, ensuring confidentiality and non-retaliation for whistleblowers.

#### **Scope:**

This Whistleblowing Policy applies to all students, parents, staff members, contractors, volunteers, and any other individuals associated with Mirdif American School.

#### **Reporting Procedure:**

- a. **Reporting Channels:** Whistleblowers are encouraged to report concerns through the following channels:
  - Direct supervisor or manager
  - Human Resources Department
  - School administration
  - Whistleblowing hotline (if available)
- b. **Confidentiality:** Reports will be treated with strict confidentiality, and the identity of the whistleblower will be protected to the fullest extent possible, within the constraints of a fair investigation.
- c. **Anonymous Reporting:** Anonymous reports are accepted; however, it is encouraged to provide contact information to facilitate further investigation or clarification if necessary.
- d. **Reporting Content:** Whistleblowers should provide detailed and specific information regarding the concern or wrongdoing, including dates, locations, parties involved, and any supporting evidence, if available.

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### **EMERGENCY RESPONSE PLAN**

#### **Protection and Non-Retaliation:**

- a. Non-Retaliation:** Mirdif American School strictly prohibits retaliation against individuals who make good faith reports under this policy. Any form of retaliation, including but not limited to termination, demotion, harassment, or discrimination, will be subject to disciplinary action.
- b. Confidentiality:** The identity of the whistleblower will be kept confidential, except where required by law or necessary for the investigation process.

#### **Investigation Procedure:**

- a. Designated Investigator:** The school administration will appoint an impartial and competent person or team to conduct a thorough investigation of the reported concern.
- b. Fair Investigation:** The investigator will conduct an objective and fair investigation, gathering evidence, interviewing relevant parties, and taking appropriate actions based on the findings.
- c. Whistleblower Cooperation:** Whistleblowers are expected to cooperate fully with the investigator, providing additional information or clarification as required.
- d. Investigation Outcome:** Upon completion of the investigation, the investigator will provide a report with the findings and recommended actions to the appropriate authority within the school.

#### **Disciplinary Action:**

**Appropriate Action:** If wrongdoing or unethical behavior is substantiated, Mirdif American School will take appropriate disciplinary action, which may include counseling, training, reassignment, suspension, termination, or legal action.

#### **Policy Dissemination and Training:**

- a. Awareness:** This Whistleblowing Policy will be communicated to all stakeholders through the school's website, employee handbooks, and orientation sessions.

## **Mirdif American School**

### **EMERGENCY RESPONSE PLAN**

Regular training sessions will be conducted to raise awareness and educate individuals on the importance of reporting concerns and the protection provided under this policy.

- b. Policy Review:** This policy will be reviewed periodically to ensure its effectiveness and compliance with any relevant legal or regulatory requirements.

**Note:** Whistleblowers are encouraged to exercise good faith when reporting concerns. False or malicious reporting may result in disciplinary action.