

Disaster and Emergency Preparedness Policy

Rationale:

To guide administrators and staff in assessing risks and planning and carrying out physical protection measures in event of heavy rain, storm, fire or any other emergency situation physical or environmental.

Aim:

To ensure that the process of assessment and planning, physical protection and response capacity development designed to:

1. Protect students and the staff from physical harm;
2. Minimize disruption and ensure the continuity of education for all children;
3. Develop and maintain a culture of safety.
4. Establishing or empowering the school disaster management committee; assessing the risks, hazards, vulnerabilities and capacities;
5. Making contingency plans for educational continuity and communicating the plan to all staff and students.

Disaster and Emergency Preparedness: Guidelines:

- Formation of School Disaster and Emergency Preparedness Committee, overseen by school health and safety officer.
- Vulnerable group's members – specific individuals / class teacher and co class teacher will represent people with disabilities and other vulnerable groups.
- Representatives will communicate between all concerned groups, in the process of planning.
- All staff undergo relevant training e.g. Civil Defence, First Aid.
- Review of basic emergency and standard operating procedures;
- Regular Check *School Evacuation Route Maps* posted in each classroom and corridor;
- Regular check fire suppression equipment;
- Identification of campus and neighborhood risks(traffic)
- Check and re-supply administration, nursing office, and necessary equipment.
- Check and re-supply first aid kits and emergency supplies
- Update student emergency release permissions
- Minimum of two annual fire and building evacuation drills.
- Evaluation of drill and further revision of plans and procedures.
- Regular structural safety maintenance procedures in place.



Emergency Situation and Measures:

1. Fire Breakout

- Emergency evacuation plan to be followed immediately to ensure swift evacuation as per the fire drill procedures to reach the school open ground.
- All employees are expected to co-operate fully with set procedures as a measure to protect the safety and well-being of staff, students and visitors.
- Attendance to be taken by all class teachers and administrative officer and reported to the school health and safety officer.
- Reentry into the building will only take place once the fire squad has checked and approved.

2. Heavy Rain/ Storm

- Parents, students, school authorities and school Transport Company should listen to radio or television announcements on the weather, road and traffic conditions.
- Candidates for public examinations should attend the examination as normal, but should listen to radio or watch television in case the weather deteriorates suddenly.
- If the weather deteriorates and heavy rain occurs during school hours all outdoor activities should be suspended.
- In event of class suspension and early dispersal, parents would be alerted.
- The school transport students would be escorted safely to the bus under the shelter of large umbrellas.
- All own transport students should be assembled in the MPH/ remain in the respective classroom, depending upon the situation, and should be dispersed under the guardianship of the parent.
- School will keep their premises open until the end of the normal school hours and implement contingency measures including arranging staff to look after those students who are still at school.
- News of school closure will be alerted to the parents through SMS alerts and website. Also the school security guard will ensure that any parent unaware of the closure does not drop the student at the school gate in the morning.

3. Heavy Dust/Sand Storm

- In event of a dust storm all outdoor activities will be suspended immediately until it subsides.
- If the dust storm continues until the dispersal time, adequate precaution should be taken to avoid inhalation of dust all staff and students should be provided with masks and paper tissues to cover their mouth and nose. Use of handkerchiefs should be encouraged.



4. Earthquake

In event of tremors mild/strong

When a strong shaking starts all staff and students

- Will stay where they are until the shaking stops. No one will go outside or get in a doorway as this does not provide protection from falling or flying objects
- Will stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Get under a sturdy table/desk and do the “DUCK, COVER and HOLD” and stay inside until shaking stops and it is safe to go outside.

As soon as the shaking stops

- All students and staff will evacuate the building to designated assembly area and will NOT RE-ENTER the building unless instructed by the Safety Officer.

This policy describes the School plan for dealing with emergencies and crisis that might arise in the school.

Policy Details	Disaster and Emergency Preparedness Policy
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