



: Learners Today.. Leaders Tomorrow :

The Gulf English School

Emergency Procedures Manual

Date: September 2025

Author: Leadership Team

Adoption / Review	Committee	Lead Personnel	Review Date:
September 2025	ELT	LT	September 2026

*This policy applies across all campuses:
GES Gharafa (Infants, Juniors, and Secondary)
GES Bin Omran*

This policy manual is updated annually and will be handed to teachers at the beginning of each academic year and will be part of the induction week.

Responsible, Respectful, Resilience

The Gulf English School's

Our Vision

We aim to develop a responsible, respectful, resilient school community, supporting the highest level of personal achievement in a changing modern intercultural world.

V1	We aim to develop a responsible, respectful, resilient school community,
V2	supporting the highest level of personal achievement
V3	in a changing modern intercultural world.

Mission Statements

M1	We provide a high-quality education, focusing on skills, knowledge and application, enabling our community to strive and achieve excellence
M2	We aim to develop a culture of life-long learning, independence, ambition, which is continuously demonstrated by our community.
M3	Our community promotes diversity and global citizenship where individual differences are understood and celebrated.
M4	To drive the development of creative skills and critical awareness in our students.
M5	Our school community provides a safe, supportive, and stimulating learning environment that focusses on the well-being of all
M6	We aim to integrate the use of technology on a day-to-day basis to enhance our teaching and learning.

Our Core Values: The 3 R's

- ✓ **Responsible:** Driven, Ambitious, Achiever
- ✓ **Respectful:** Empathy, supportive, caring, diversity
- ✓ **Resilient:** Risk takers, empowered, committed

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Types of Emergencies and Immediate Response Action

Type of Emergency	Level of Emergency	Immediate Response Action
Acts of violent/disorderly behaviour	Level 1	Stand by alert Lock down
Biological or chemical threat	Level 2	Evacuation
Bomb threat	Level 3	Evacuation
Earthquake	Level 3	Duck, cover and hold
Explosion	Level 3	Evacuation
Airplane crash	Level 3	Duck cover and hold
Fire on site	Level 3	Evacuation
Fire in surrounding area	Level 1	Evacuation
Loss of utilities	Level 1	All clear
Animal disturbance	Level 2	Stand by alert Lock down
Medical emergency	Level 1	Stand by alert
Death on site	Level 2	Stand by alert
Structure damage	Level 3	Duck, cover and hold Evacuate
Sandstorms	Level 1	Shelter in place

Level of Emergencies:

- **Level 1:** an emergency handled by school personnel without assistance from outside agencies
- **Level 2:** a moderate to severe emergency in most cases is handled by the school personnel with the assistance from outside agencies (fire department, police and other emergency services).
- **Level 3:** a major disaster that school personnel cannot handle without assistance of outside agencies.

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Immediate Response Action

1. **Standby Alert:** this action is used to alert staff and students and place them on Standby until further instructions.

- a. If inside teachers will hold students in classrooms until further instructions.
- b. If outside teachers will assemble students into a single location.
- c. Staff to remain on **Standby** until further instructions or **Clear Sky** signal is given.

2. **Duck, Cover and Hold:** this action is used to protect students and staff from flying or falling debris.

a. **If inside:**

- i. **DROP** to the floor.
- ii. Get under a desk and remain facing away from windows.

b. **If outside:**

- i. **MOVE** away from buildings and other collapsible objects.
- ii. **DROP** to your knees on the ground.
- iii. **BEND** over at the waist bringing your head between your knees.
- iv. **COVER** your head with your arms and hands.

3. **Lock Down (weather check):** this action is used when a decision is made that being indoors would provide a greater level of protection to students and staff.

a. **If inside:**

- i. Keep students in classrooms
- ii. Teachers will check the corridor for passing students then close and lock their classroom doors and direct students to take cover on the floor, preferably under desks or anything providing cover. Try to keep the students out of sight and keep them quiet. Teachers will not search for missing students.

b. **If outside**

- i. direct students into the nearest classroom or building.

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4. **Secure building (weather check)**: this action is to be used when the threat of violence/gunfire is present.

- a. **If inside** teachers and staff should:
 - i. Lock doors and have students lie on the floor.
 - ii. Close any shade and or blinds.
 - iii. Remain on floor until assured it is safe to unlock door.
- b. **If outside** drop to the ground and wait for further instructions.

5. **Evacuate building**: this action is used when a decision is made that it is unsafe to remain in the building i.e. fire alarm. If evacuation is required LT members will initiate the fire alarm.

- a. Evacuate buildings using designated routes to assembly areas.
- b. Take attendance as per fire evacuation instructions.

6. **Clear Sky**: is used after a decision is made that normal school operations can resume.

FORMS:

- Following emergency procedures, written records should be completed using the appropriate form, found at the end of this policy.
- Forms should be printed and available at each reception area of the school.

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Emergencies:

ACT OF VIOLENCE/DISORDERLY CONDUCT-----LOCK DOWN/SHELTER IN PLACE

In the event of a hostile or potentially threatening event, staff should take reasonable steps to calm and control the situation. If weapons are involved and/or other significant threats are anticipated, do not approach or disarm the threat. Immediately isolate all non-involved students and staff from the person and notify the Head. The school should immediately be locked down, controlling all student and staff movement.

Implement the following procedures to control and contain the situation.

1. The Head will initiate the appropriate Immediate Response Actions, which is **Weather Check**.
2. Staff should attempt to isolate perpetrators from students, if it is safe to do so.
3. The LT member will call “999” and provide the exact location on campus and the nature of the emergency.
4. If an immediate threat is not clear, try to diffuse the situation. Remain calm, talk in a soft, non-threatening manner. Request perpetrator to leave the area or campus, as appropriate. Avoid all hostile actions or interactions, except to maintain the safety and welfare of students or staff.
5. If the perpetrator is a student, notify the family. Family members may provide useful information on handling the situation.
6. The Security Team will control all points of entry.
7. Staff will conduct a headcount and notify the Head of missing persons.

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BIOLOGICAL OR CHEMICAL THREAT-----EVACUATION

There are two possible scenarios involving the release of biochemical substances.

- Scenario 1: Substance released inside a room or building.
- Scenario 2: Substance released in surrounding community.

SCENARIO 1: SUBSTANCE RELEASED INSIDE A ROOM OR BUILDING

1. Staff members will initiate the EVACUATE BUILDING action using the fire alarm. Use designated routes or other alternative safe routes to the assigned Assembly Area.
2. LT member will call “999”, to provide the exact location (e.g., building, room, area) and nature of emergency.
3. LT will instruct the Security Team to restrict access to the potentially contaminated area from all persons.
4. The Maintenance and Utility Team will turn off local fans in the area, close the windows and doors, and shut down the building’s air handling system.
5. Personnel contacted with the substance should wash the affected area with soap and water.
6. Immediately remove and contain contaminated clothes. Do not use bleach or other
7. disinfectant on your skin.
8. List all people in the affected room or contaminated area, specifying those who had actual contact with the substance. Provide the list to the Head.
9. Do not reopen the area until authorised by LT member.

SCENARIO 2: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY

1. If LT member or local authorities determine a potentially toxic substance has been released to the atmosphere, the Head of School will initiate **Weather Check**
2. Upon receiving the **Weather Check** action, the Maintenance Utility Team will turn off local fans in the area, close and lock doors and windows, shut down the building’s air handling system, seal gaps under doors and windows with wet towels or duct tape, and seal vents with aluminum foil or plastic wrap, if available.
3. If outdoors immediately go into the nearest building. The teachers should communicate their locations to the Head, without leaving the building.
4. The Maintenance and Utility team will turn off sources of ignition, such as pilot lights.
5. Continue **Weather Check** until notified by the LT member of **Clear Sky**.

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BOMB THREAT----EVACUATION

In the event a bomb threat is received directly to school staff, the following procedures should be implemented:

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call “999” – telling the operator, **“This is (name of caller) from (name of school). We are receiving a bomb threat on another line. The number of that line is _____.”**
2. LT member will initiate the appropriate Immediate Response Actions, which is **EVACUATION** using the fire alarm.
3. Students and staff will follow the prescribed routes and proceed directly to the Assembly Area using the usual evacuation procedures.
4. LT member will notify “999” to provide the exact location (e.g., building, room, area) of the potential bomb, if known.
5. LT member will complete the Bomb Threat Form.
6. School will not resume activities until the building(s) have been inspected by proper authorities and determined safe. LT members will give the **Clear Sky** signal when appropriate.

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EARTHQUAKE—DUCK, COVER AND HOLD---EVACUATION

Upon the first indication of an earthquake, teachers should direct students to **DUCK, COVER AND HOLD**.

1. Follow the procedures listed below for all earthquake events.
2. Avoid glass and falling objects. Move away from windows, heavy suspended light fixtures, and other overhead hazards.
3. When the shaking stops, LT will issue the **EVACUATE BUILDING** action. Use evacuation procedures.
4. Security Team will post guard a safe distance away from building entrances to prevent access.
5. Warn all school personnel to avoid touching fallen electrical wires.
6. The nurses will check for injuries and provide appropriate first aid.
7. If the area appears safe, the Fire/Rescue Team will make an initial inspection of school buildings.

In the event an earthquake occurs during non- school hours:

1. LT will assess damages to determine needed corrective actions. For apparent damage, contact.
 - i. Chairperson to determine if the school should be closed.
2. If the school must be closed, notify staff members and students.
 - i. Staff: WhatsApp
Parents: Email

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FIRE ON SCHOOL GROUNDS---EVACUATION

In the event of a fire on school grounds, the following procedures should be implemented:

1. SOUND THE FIRE ALARM (using the nearest alarm point).
2. Upon discovery of a fire, direct all occupants out of the building and report the fire to LT member.
3. The school will be evacuated using the usual emergency evacuation procedures.
4. LT member will call “999” to provide the exact location (e.g., building, room, area) of the fire.
5. The Security Team will suppress fires and initiate rescue procedures until the local fire department arrives.
6. Security Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles
7. An appointed member of staff will direct the fire department to the fire and brief fire department official on the situation.
8. Parents will be alerted if necessary.

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LOSS OF UTILITIES---STAND BY

For loss of utilities at the school site, the following procedures should be implemented:

1. Upon notice of loss of utilities LT will initiate appropriate Immediate Response Actions, which is STAND BY.
2. The Maintenance and Utility Team will work with Kahrama to determine the potential length of time service will be interrupted.
3. Depending on information provided by Kahrama, LT will decide whether to close school for the day.
4. If necessary, the school will be evacuated using the usual emergency evacuation procedures.
5. The Maintenance and Utility Team will implement the following plans if normal utilities are disrupted.

A. Plan for a loss of water

Toilets:

Drinking water:

Food Service:

Fire Suppression System:

B. Plan for a loss of electricity

Ventilation:

Emergency Light:

Other:

C. Plan for a loss of communication

Telephone Service:

Other:

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EMERGENCY TEAMS

ROLES AND RESPONSIBILITIES:

Leadership Team:

- Assess situation
- Make decision on further evacuation or closing school
- Follow up with security team to ensure buildings are safe and secure
- Fill in reports following incident
- Communicate to parents, students, and staff

Heads/Deputy heads:

- Assist in the evacuation of classes
- Keep doorways, hallways clear and safe
- Assist in locating staff and students
- Supervise orderly dismissal of students and classrooms from assembly area

Pastoral team/curriculum coordinator in primary:

- Take registers of classes (if classroom or form tutors are absent)

IT personal:

- Secure buildings' entrance (no access)
- Secure servers

Security:

- Conduct sweeps to determine location of fire
- Extinguish small fires if possible
- Seal off and post areas where hazardous conditions exist
- Contact civil defense and direct their operation

Nurses/PE department:

- Conduct first Aid if needed

Teachers:

- Take registers and raise hands if there are any missing students

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BOMB THREAT REPORT

School Campus:	
Date Time of Call:	
Call Received by:	
At which Phone Number:	
When is the bomb going to explode?	
Where is it?	
What will cause it to explode?	
What kind of bomb?	
Why are you doing this?	
Who are you?	
How can you be contacted?	
Record the exact language on the threat:	
Voice on the phone: e.g. man, woman, child	
Voice Sound: e.g. intoxicated, accent, speech impediment	
Background Noise: e.g. music., talking, children, machines	
Completed by:	

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Date	
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BIOLOGICAL AND CHEMICAL THREAT RESPONSE CHECKLIST

School	
Have students and staff been evacuated from area of contamination??	
Have all students and staff been accounted for?	
Has the area of contamination been cordoned off and secured?	
Has the area of contamination been affixed with conspicuous signs reading: "DO NOT ENTER"	
Have the doors and windows to the area of contamination been closed and locked?	
Have fans and ventilators serving the area of contamination been turned off?	
Have staff, students, or other personnel who came in contact with the area of contamination cleaned their hands with soap and water?	

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EMERGENCY DRILL RECORD

School	
Time	
Type of Drill Date Held	
Start	
End	
Remarks Recorded by	

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