THE GULF ENGLISH SCHOOL

HEALTH & SAFETY MANUAL

Author: Leadership Team / Health & Safety Committee

Adoption / Review	Committee	Lead Personnel	Review Date:
October 2026	Health & Safety Committee	Leadership Team	October 2027

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

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Contents Page:

	Pages
School Vision and Mission/ Guiding Principles	**3**
Prevention and Procedures	**4**
Types of Emergencies and Immediate Response Action	**6**
Emergency Telephone Numbers	**8**
Emergency Team Roles and Responsibilities	**9**
Evacuation Plan	**10**
Event of a Flooding	**14**
Event of a Sandstorm	**14**
Loss of Utilities	**15**
Medical Emergency	**15**
Medical Incident Report Form	**16**
Biological or Chemical Threat	**18**
Biological or Chemical Threat Checklist	**19**
Fire in the Surrounding Area	**20**
Structure Damage	**20**
Animal Disturbance	**21**
Intruder/Acts of Violence	**22**
Bomb Threat	**23**
Explosion	**23**
Bomb Threat Report	**24**
Incident Report	**24**
Fire on Site	**25**
Emergency Drill Record	**26**
Earthquake	**26**
Airplane Crash	**27**
Death on Site/Critical Incident	**28**
Off-site Critical Incident	**29**
Policies	**30**

CIS WE ARE AN ACCREDITED SCHOOL

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

M 1	We provide high-quality education, focusing on skills, knowledge, and application, enabling our community to strive and achieve excellence
M 2	We aim to develop a culture of lifelong learning, independence, and ambition, which is continuously demonstrated by our community.
M 3	Our community promotes diversity and global citizenship where individual difference is understood and celebrated.
M 4	To drive the development of creative skills and critical awareness in our students.
M 5	Our school community provides a safe, supportive, and stimulating learning environment that focuses on the well-being of all
M 6	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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Health & Safety Management and Monitoring

The Gulf English School is committed to providing a safe, supportive and stimulating environment for all members of the school community, reflecting our core values of being Responsible, Respectful and Resilient. The GES Health & Safety Committee provides oversight of health and safety arrangements across the school's campuses. The Committee meets at least once every half term to review identified risks, accidents, incidents, near misses and matters requiring further action.

School leadership, the Site Manager and designated staff are responsible for monitoring health and safety within their areas. Daily visual checks, planned site inspections and ongoing staff reporting help identify potential hazards and ensure that appropriate action is taken.

The Committee maintains a central Health & Safety Risk Register to monitor significant risks, assign responsibilities and track outstanding actions. Meeting minutes and action records are maintained as evidence of ongoing review and improvement.
All staff share responsibility for maintaining a safe school environment and must report any concerns promptly through the school's established procedures.

Risk Assessments and Risk Register

Risk assessments are undertaken for school premises, activities and areas where hazards may present a risk to students, staff or visitors. These include playgrounds, canteens, classrooms, science laboratories, science storage areas, PE halls, sports facilities, educational visits and other relevant school activities.
Assessments identify potential hazards, those who may be affected, existing control measures and any further action required. Relevant staff and departmental leaders are responsible for ensuring that appropriate assessments are in place and that identified control measures are implemented.
Risk assessments are reviewed at least annually and following significant changes, incidents or the identification of new hazards.
The central GES Health & Safety Risk Register is used to record significant risks requiring further action or monitoring. It identifies the nature of the risk, current controls, responsible personnel, required actions and progress towards completion.
The Health & Safety Committee reviews the register regularly to ensure that risks are appropriately managed and outstanding actions are followed through.

Specialist Areas and Facilities

The Gulf English School recognises that certain areas of the school require additional health and safety controls due to the nature of the activities and equipment used.

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These include science laboratories, science preparation and chemical storage areas, PE halls, sports facilities, kitchens, maintenance areas and other specialist teaching spaces.

Relevant departmental leaders and designated staff are responsible for ensuring that appropriate risk assessments, supervision arrangements, safe storage procedures and equipment checks are in place. Access to hazardous substances, specialist equipment and restricted areas must be appropriately controlled. Any damaged equipment, unsafe conditions or concerns must be reported promptly through the school's established health and safety reporting procedures.
The Health & Safety Committee will monitor significant risks arising from these areas through the central Risk Register where further action or assurance is required.

Security and Site Access

- The Gulf English School maintains controlled access arrangements across all campuses to safeguard students, staff and visitors.
- Access to school buildings is through designated entrances and exits, monitored by Security personnel. External gates and doors must remain secured where appropriate, and unauthorised access to teaching areas is prohibited.
- All visitors, contractors and delivery personnel must report to Security or Reception upon arrival. Visitors are required to follow the school's sign-in procedures, wear appropriate identification and remain within authorised areas.
- Visitors must sign out when leaving the premises. Any concerns relating to unauthorised access or visitor conduct must be reported immediately to the Leadership Team.
- All visitors and external contractors register on the smart devices at the guards' office, recording their personal details, purpose of visit and the person being visited. Security issues a school visitor identification badge, which must be worn and returned on departure; the visitor signs out using the application. In an evacuation, visitors and contractors go to the nearest designated safe assembly point, identify themselves to the designated member of staff and are checked against the live electronic visitor list. Security uses a controlled paper backup when the device or network is unavailable. Personal information is accessible only to authorised staff and retained according to school data protection arrangements.
- During an emergency, Security personnel will control access points, maintain clear routes for emergency services and follow the school's established emergency procedures.

Student Arrival and Dismissal

- Students must use the designated entrances, exits and collection points for their respective school or campus.
- During arrival and dismissal, staff and Security personnel supervise designated areas to support safe and orderly movement.
- Students requiring collection must be released in accordance with the school's authorised collection arrangements. Where there is uncertainty regarding collection authorisation, the student must remain supervised until the matter has been resolved.
- Early collection must be arranged through Reception, with students signed out in accordance with school procedures.

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- Students who remain on site beyond their normal collection time must be appropriately supervised while parents or carers are contacted.
- The school uses a central Microsoft Forms Incident & Hazard Reporting Form for staff concerns. Reports are reviewed by designated leadership and the Health & Safety Committee, with urgent hazards acted upon immediately, recurring concerns added to the central risk register and action owners and completion dates monitored. The form is not a substitute for emergency action or safeguarding referrals.
- In the event of an emergency during arrival or dismissal, normal collection arrangements may be suspended until the Leadership Team determines that it is safe to resume them.

Types of Emergencies and Immediate Response Action:

Type of emergency	Level of emergency	Immediate response action	Follow up
Flooding	Level 1	Stand by alert/ shelter in place/ evacuation/ pupils sent home	Incident Form
Sandstorms	Level 1	Stand by alert/ shelter in place/ pupils sent home	Incident Form
Loss of utilities	Level 1	Stand by alert/ evacuation	Incident Form
Medical emergency	Level 1 or 2	Stand by alert	Accident Report
Biological or chemical threat	Level 2	Evacuatiion or shelter in place	Incident Form
Fire in the surrounding area	Level 2	Stand by alert/ shelter in place/ evacuatiion	Incident Form
Structure damage	Level 2	Duck, cover and hold/evacuate	Incident Form
Animal disturbance	Level 2	Stand by alert/shelter in place/ evacuation	Incident Form
Intruder/ Acts of violence	Level 3	Lockdown - shelter in place	Incident Form
Bomb threat	Level 3	Evacuatiion	Bomb Threat Report
Explosion	Level 3	Evacuatiion	Incident Form
Fire on site	Level 3	Evacuatiion	Incident Form
Earthquake	Level 3	Duck, cover and hold	Incident Form
Aeroplane crash	Level 3	Duck cover and hold	Incident Form
Death on site	Level 3	Stand by alert	Accident Report Critical Incident Procedures

Level of emergencies:

Level 1 emergency: an emergency handled by school personnel without assistance from outside agencies.

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

Immediate Response Actiion:

Stand-by alert: this action is used to alert staff and students and place them on standby until further instructions.

If inside:

- Teachers will hold students in classrooms until further instructions.
- Staff will be notified via Teams/WhatsApp/Email

If outside:

- Teachers will assemble students into a single location.
- Staff to remain on **stand-by** until further instructiions or an **All-Clear** signal is given.

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

If inside:

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

If outside:

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

Lock Down (shelter in place):

This action is used when a decision is made that being indoors would provide a greater level of protection to students and staff.

If inside:

- Keep students in classrooms.
- 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)

If outside:

- Direct students to the nearest classroom or building.

Secure building:

This action is to be used when a threat of violence/gunfire is present.

If inside teachers and staff should:

- Lock doors and have students lie on the floor.
- Close any shade and or blinds.
- Remain on the floor until assured it is safe to unlock the door.

If outside:

- Drop to the ground and wait for further instructions.

Evacuate building:

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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.

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

All Clear: is used after a decision is made that normal school operation can resume.

Action following any emergency:
After an emergency, the following plan is suggested:

- Communication with everyone involved advising that the emergency is over.
- Conduct a head count to ensure everyone is accounted for. Locate everyone. Report anyone unaccounted for.
- Assess if anyone needs medical attention and arrange.
- Assess if anyone needs another type of support and provide it.
- Assess if the facility is safe to enter.
- Check that all appropriate notifications have been made.
- Assign someone to write a narrative to document the actions of your facility for the after-incident debriefing and report.
- Electronic Incident report forms should be completed and directed to the Admin Deputy for filing.
- Notify parents.
- In days following an incident, debrief with appropriate school safety/administration team members to review incident responses/outcomes for additions/corrections to the school safety plan.

Accident, Incident, Near Miss and Hazard Reporting

The Gulf English School operates a centralised Incident & Hazard Reporting Form through Microsoft Forms. All staff are responsible for promptly reporting accidents, incidents, near misses and identified hazards involving, or potentially affecting, students, staff, visitors and contractors.

- Where an injury or immediate danger is identified, staff must first ensure the safety of those involved and seek appropriate medical or emergency assistance. Completing the form must not delay an emergency response.
- Reports should be submitted as soon as practicable, providing factual details of the incident or hazard and any immediate action taken.
- Reports are reviewed by the relevant school leadership and designated health and safety personnel. Where necessary, corrective actions are assigned and monitored through to completion. Significant hazards, recurring incidents and unresolved concerns will inform the school's risk assessments and central

Health & Safety Risk Register

The Health & Safety Committee reviews incident trends and outstanding actions to support ongoing improvements in school safety.

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Reports are stored securely and accessed only by authorised personnel. Paper reporting arrangements will remain available where the electronic system cannot be accessed.

Incident & Hazard Report Form – Fill in form

School Addresses

EMERGENCY TELEPHONE NUMBER
999

School Addresses

Main Campus (Secondary and Juniors)	
Area Name	Main Campus
Building Number	41
Zone	51
Street Name	Al Gharrafa Street
Street No.	785

Infants Campus	
Area Name	Infants
Building Number	6
Zone	51
Street Name	Habes Bin Saeed Street
Street No.	768

Bin Omran Campus	
Area Name	Bin Omran
Building Number	13
Area No.	37
Street Name	Jaalian Street
Street No.	901
Additional Information	Near to Castle Garden Compound.

School Telephone Numbers

Main Line	+974 44578777	
Head of School	+974 44293500	(Head of School)
School Reception	+974 44293555	(School Reception)
Bin Omran Campus	+974 44423900	(Bin Omran Reception)

EMERGENCY TEAMS ROLES AND RESPONSIBILITIES:

Leadership Team:

- Assess situaton.
- Decide on further evacuaton or closing the school.
- Follow up with the security team to ensure buildings are safe and secure.
- Fill in reports following the incident.
- Communicate to parents, students, staf, and SEC.

Heads/Deputy heads:

- Assist in the evacuaton of classes.
- Keep doorways, and hallways clear and safe.
- Receive and report any information about missing or unaccounted-for pupils or staff; do not re-enter buildings to search.

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- Supervise orderly dismissal of students and classrooms from the assembly area.

Pastoral team/curriculum coordinator in primary

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

IT Manager and IT Team:

- The IT Manager ensures IT personnel evacuate, accounts for them at the designated assembly point and reports any unchecked IT offices or missing staff to the campus emergency lead.

Security Team and Designated Fire Marshal:

- Support immediate evacuation and carry out allocated exit checks only where safe; report suspected fire, hazards, missing persons and unchecked areas to the campus emergency lead.
- Do not attempt firefighting unless appropriately trained and authorised, the fire is small, there is a safe escape route and evacuation is not delayed.
- Secure access points and assembly areas where safe, prevent unauthorised re-entry and keep emergency vehicle routes clear.
- Call emergency services on 999 where required and provide access and factual information to responding personnel; do not direct emergency-service operations.

Nurses/PE department:

- Conduct First Aid if needed.

Teachers:

- Complete pupil registration at the designated assembly point and display GREEN when all are accounted for or RED for missing pupils, discrepancies or assistance required; report concerns immediately.

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BIN OMRAN MAIN CAMPUS
FIRE AND EMERGENCY EVACUATION PROCEDURES

1. Purpose
The Gulf English School (GES) Bin Omran is committed to ensuring the safety of all pupils, staff, visitors and contractors during an emergency evacuation. This plan outlines the procedures, assembly arrangements and responsibilities to ensure an orderly evacuation, accurate registration and safe return to the premises. All staff are familiar with the evacuation procedures through regular fire drills, including the use of class registers and the red and green card system.

2. Assembly Points
Primary Assembly Point: Outside the school perimeter wall, beyond Gates 1–3, in the designated areas identified by form-group signs.
Secondary Assembly Point: Castle Garden Compound should further evacuation or relocation be required.
All pupils, staff and visitors must proceed calmly to their designated assembly points, following staff instructions. Any further relocation will be coordinated by the Head or Deputy Head of School, taking account of the safety of the route and advice from emergency services where applicable.

3. Roles and Responsibilities
Receptionist / Second Receptionist / Librarian

- Take available pupil and staff registers to the assembly point, provided this does not delay evacuation.
- Distribute class registers to teachers or staff responsible for each pupil group.
- The receptionist or second receptionist/librarian takes the current visitor register and accounts for visitors at the assembly point.
- Complete the staff attendance check and report any missing staff or visitors immediately to the Head or Deputy Head of School.
- Liaise with teachers and relevant staff to reconcile any attendance discrepancies.
- 3.2 Teachers and Support Staff
- Lead pupils calmly and promptly along the designated evacuation routes to their allocated assembly points.
- Ensure pupils remain together, supervised and ready for registration.
- Complete the class register and display the appropriate card:
    - Green card: All pupils are accounted for.
    - Red card: A pupil is missing, an attendance discrepancy exists or immediate assistance is required.
- Immediately report any missing or additional pupils to the Head or Deputy Head of School.

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- Where the class teacher is absent, the specialist teacher or staff member supervising the group will complete registration.
- Staff without responsibility for a pupil group must report to the designated staff registration point.

Staff have practised fire evacuation procedures and are familiar with assembly arrangements, registration expectations and the red and green card system.

Head of School

- Take overall responsibility for coordinating the evacuation and ensuring all pupils, staff, visitors and contractors are accounted for.
- Receive registration reports and address any missing-person concerns.
- Liaise with the designated Fire Marshal, Security Team and emergency services.
- Receive confirmation from the Fire Marshal regarding the cause of the alarm, whether a fire or false alarm has been identified, and the safety of the premises.
- Report significant incidents to the General Manager and emergency services where appropriate.
- Coordinate further evacuation, relocation or emergency pupil collection arrangements where necessary.
- Authorise re-entry only after the appropriate safety checks and clearance procedures have been completed.
- 3.4 Deputy Head of School
- Support the Head of School in coordinating evacuation and supervising assembly areas.
- Monitor registration and assist in resolving attendance discrepancies.
- Support communication with staff, emergency services and parents where necessary.
- Assume the Head of School's responsibilities in their absence.

Designated Fire Marshal – Head Security Guard

One designated Security Guard acts as the School Fire Marshal during an evacuation.
The Fire Marshal is responsible for:

- Coordinating building evacuation checks with the Security Team.
- Checking designated classrooms, corridors, toilets, offices and communal areas, where safe to do so, to confirm that occupants have evacuated.
- Directing any remaining occupants towards the nearest safe exit.
- Identifying the location and possible cause of the fire alarm, without entering hazardous areas.
- Establishing, where safely possible, whether the alarm has been triggered accidentally or whether a fire or other hazard is present.
- Reporting findings to the Head of School, including the alarm trigger, evacuation status, identified hazards and any areas that could not be checked.
- Confirming when an accidental alarm has been investigated, its cause resolved and the necessary safety checks completed.
- Immediately informing the Head of School of any confirmed or suspected fire so that emergency services can be contacted.

The Fire Marshal provides the Head of School with the findings required to determine whether re-entry may be considered.
The Fire Marshal must not enter hazardous areas, undertake unsafe rescue operations or delay their own evacuation. Any uncertainty about the cause of an alarm must be treated as a potential emergency.

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Other Security Staff

- Assist with directing pupils, staff and visitors towards designated evacuation routes.
- Support the Fire Marshal and Head of Security as instructed.
- Maintain safe access for emergency vehicles and prevent unauthorised re-entry.
- Report any hazards, suspected missing persons or concerns immediately.
- Oversee the Security Team's evacuation responsibilities.
- Receive confirmation from the designated Fire Marshal regarding evacuation checks and any identified concerns.
- Report hazards, missing persons or unchecked areas to the Head or Deputy Head of School.
- Coordinate access and provide relevant building information to emergency services.

Cleaning Staff and Contractors

- Evacuate immediately using the nearest safe designated route.
- Report to the allocated assembly point and identify themselves to their supervisor.
- Remain outside until the official all-clear is given.

Head of Cleaning / Supervisor

- Account for cleaning staff and contractors under their supervision.
- Report any missing persons immediately to the Head or Deputy Head of School.
- Support communication and supervision at the assembly point where required.

School Nurse

- Evacuate promptly, taking the emergency first-aid kit and essential medical supplies where safe and readily accessible.
- Report to the designated assembly point.
- Provide first aid and support pupils or staff with medical needs.
- Inform the Head or Deputy Head of School of any injuries or medical emergencies.

Evacuation Registration and Accountability

Once at the assembly point, the following procedures apply:

1. Teachers and supervising staff complete their pupil registers.
2. A green card is displayed when all pupils are accounted for.
3. A red card is displayed when a pupil is missing, an attendance discrepancy exists or immediate assistance is required.
4. The receptionist accounts for staff, while the receptionist or second receptionist/librarian accounts for visitors.
5. The Head of Cleaning or designated supervisor accounts for cleaning staff and relevant contractors.
6. The designated Fire Marshal reports the outcome of building evacuation checks to the Head of School.
7. The Head or Deputy Head of School receives and reconciles registration reports to establish that all pupils, staff, visitors and contractors are accounted for.

Any missing person or unresolved discrepancy must be reported immediately to the Head or Deputy Head of School and emergency services where required.

No member of staff should re-enter the building to search for missing persons. Relevant information must be passed to emergency services.

Pupils and Staff Requiring Additional Assistance

- Pupils, staff or visitors requiring additional assistance must be supported in accordance with their individual emergency evacuation arrangements.

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- Designated staff will provide appropriate assistance and immediately inform the evacuation lead if anyone is unable to reach the assembly point safely.

Fire Alarm Investigation and Re-entry Procedures

- All pupils, staff, visitors and contractors must remain at their designated assembly points until the official all-clear is given.

False Alarm or Accidental Activation

Where the fire alarm has been triggered accidentally, the designated Fire Marshal will:

- Investigate the location and cause of the alarm, where safe to do so.
- Confirm that no fire, smoke or other hazard has been identified.
- Ensure the cause has been resolved and that the alarm system has been appropriately reset by authorised personnel.
- Report the findings to the Head of School and confirm whether the premises appear safe for re-entry.

Once the Head of School has received confirmation that the alarm was accidental, the cause has been resolved and the required safety checks have been completed, they may authorise re-entry, provided no emergency service clearance is required.
Resetting or switching off the alarm alone does not confirm that the building is safe.
If the cause cannot be established or there is any doubt about the safety of the premises, the school must remain evacuated until the appropriate emergency personnel have assessed the situation.

Confirmed or Suspected Fire

In the event of a confirmed or suspected fire:

- The school will remain fully evacuated and emergency services will be contacted immediately on 999.
- The Fire Marshal will inform the Head of School of the location of the fire, identified hazards and any areas that could not be checked.
- The Head of School will ensure all pupils, staff, visitors and contractors remain safely supervised at the assembly points.
- The Head of School will await the Fire Department's assessment and clearance before considering re-entry.
- No person may re-enter the building until the Fire Department has confirmed that it is safe to do so.
- Following clearance, the Head of School will communicate the official all-clear and coordinate a safe, supervised return.

Where re-entry is not possible, the school will implement its emergency relocation or pupil collection procedures.

Authority to Give the All-Clear

The Head of School, or Deputy Head of School in their absence, is responsible for communicating the official all-clear.
The designated Fire Marshal provides the findings of the alarm investigation and evacuation checks but does not independently authorise re-entry.
In the event of a confirmed or suspected fire, re-entry is dependent upon clearance from the Fire Department.

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Emergency Communication and Further Evacuation

The Head or Deputy Head of School will coordinate communication with emergency services, the General Manager and parents where necessary.

Where the primary assembly point becomes unsafe, pupils, staff and visitors will be relocated to the secondary assembly point at Castle Garden Compound, following the agreed safe route and maintaining appropriate supervision and registration arrangements.

Emergency Telephone Number: 999

General Evacuation Expectations

- All pupils, staff, visitors and contractors must evacuate immediately when the fire alarm sounds.
- Staff must not delay evacuation to collect personal belongings or registers.
- Pupils must remain with their allocated group and follow staff instructions.
- All staff must report to their designated assembly or registration point.
- No one may re-enter the premises without the official all-clear.
- Fire evacuation procedures, including registration and the red/green card system, will continue to be practised through regular drills.

The safety and accountability of all pupils, staff, visitors and contractors remain the school's priority throughout any evacuation.

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Learners Today.. Leaders Tomorrow

EVACUATION PLAN
GES BIN OMRAN

EMERGENCY TELEPHONE NUMBER
999

1 ASSEMBLY POINTS

Primary Assembly Point
Outside the school perimeter wall, beyond Gates 1–3, in the designated areas identified by form-group signs.

Secondary Assembly Point
Castle Garden Compound, should further evacuation or relocation be required.

2 KEY PRINCIPLES

- Evacuate immediately when the fire alarm sounds.
- Move calmly and follow staff instructions.
- Do not stop to collect personal belongings or registers.
- Proceed to the designated assembly point.
- Remain there until the official all-clear is given.
- All staff have practised fire drills and are familiar with registers and the red/green card system.

3 ROLES AND RESPONSIBILITIES

Receptionist / Second Receptionist / Librarian
- Take pupil and staff registers to the assembly point (where safe).
- Take the visitor register and account for visitors.
- Distribute class registers.
- Complete staff attendance check.
- Report any missing staff or visitors to the Head or Deputy Head of School.

Teachers and Support Staff
- Lead pupils calmly to the assembly point.
- Keep pupils together.
- Complete class register and display green or red card.
- Report any missing or additional pupils immediately.
- If the class teacher is absent, the specialist teacher will take the register.
- Staff without a class register report to the staff registration point.

Head of School
- Overall responsibility for the evacuation.
- Ensure all pupils, staff, visitors and contractors are accounted for.
- Receive reports from the Fire Marshal and staff.
- Liaise with emergency services and the General Manager.
- Authorise re-entry after safety checks and clearance procedures have been completed.

Deputy Head of School
- Support the Head of School.
- Supervise assembly areas and monitor registration.
- Assist with resolving discrepancies.
- Support communication with staff, emergency services and parents.
- Assume the Head of School's responsibilities in their absence.

Designated Fire Marshal – Security Guard
- Coordinate building evacuation checks.
- Check classrooms, corridors, toilets, offices and communal areas (where safe).
- Ensure the entire school is evacuated.
- Identify the location and cause of the alarm (false alarm or fire) without entering hazardous areas.
- Report findings to the Head of School (including alarm trigger, hazards and areas not checked).
- Confirm when an accidental alarm has been resolved and the premises appear safe.
- Ensure no one re-enters until authorised.

Other Security Staff
- Assist with directing pupils, staff and visitors to exits.
- Support the Fire Marshal.
- Maintain safe access for emergency vehicles.
- Prevent unauthorised re-entry.
- Report hazards or missing persons immediately.

Head of Security
- Oversee the Security Team.
- Receive confirmation from the Fire Marshal.
- Report concerns, hazards or unchecked areas to the Head or Deputy Head of School.
- Coordinate access for emergency services.

Cleaning Staff / Contractors
- Evacuate using the nearest safe route.
- Report to the assembly point.
- Remain outside until the all-clear.

Head of Cleaning / Supervisor
- Account for cleaning staff and contractors.
- Report any missing persons.
- Support supervision at assembly point.

School Nurse
- Evacuate with the first aid kit.
- Provide first aid if necessary.
- Report to the assembly point.
- Inform the Head or Deputy Head of School of any injuries or medical emergencies.

4 EVACUATION REGISTRATION

GREEN CARD
All pupils are accounted for.

RED CARD
A pupil is missing, a discrepancy exists or assistance is required.

1. Teachers complete class registers.
2. Display green or red card.
3. Receptionist accounts for staff and visitors (visitor register taken by receptionist/second receptionist/librarian).
4. Head of Cleaning accounts for cleaning staff and contractors.
5. Fire Marshal reports evacuation checks to the Head of School.
6. Head or Deputy Head of School reconciles all registration reports.
7. Any missing person must be reported immediately. No one re-enters to search for missing persons.

5 FIRE ALARM INVESTIGATION AND RE-ENTRY PROCEDURES

FALSE ALARM OR ACCIDENTAL ACTIVATION
- Fire Marshal investigates the cause (where safe).
- Confirm no fire, smoke or hazard.
- Ensure the alarm is reset by authorised personnel.
- Report findings to the Head of School.
- Once confirmed safe and resolved, the Head of School may authorise re-entry (if no emergency service clearance is required).

Resetting or switching off the alarm alone does not confirm that the building is safe.

CONFIRMED OR SUSPECTED FIRE
- Remain fully evacuated.
- Call emergency services immediately on 999.
- Fire Marshal reports location, hazards and any unchecked areas.
- Head of School waits for the Fire Department to assess and give clearance.
- No one may re-enter until the Fire Department confirms it is safe to do so.
- If re-entry is not possible, implement relocation or pupil collection procedures.

6 ALL-CLEAR AND RE-ENTRY
- Everyone must remain at the assembly point until the official all-clear is given.
- The Fire Marshal provides the findings to the Head of School, but does not independently authorise re-entry.
- For a false alarm, the Head of School may authorise re-entry once the cause has been identified, resolved and safety checks completed.
- In the event of a fire, re-entry is only permitted following clearance from the Fire Department.
- The Head or Deputy Head of School communicates the official all-clear and coordinates a safe, supervised return.

7 EMERGENCY COMMUNICATION AND FURTHER EVACUATION
- Head or Deputy Head of School will coordinate communication with emergency services, the General Manager and parents.
- If the primary assembly point is unsafe, relocate to Castle Garden Compound following the agreed safe route.

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GHARAFA MAIN CAMPUS
FIRE AND EMERGENCY EVACUATION PROCEDURES
Junior School | Secondary School

1. Purpose and Scope

These procedures establish the arrangements for the safe, orderly and coordinated evacuation of the Gharafa Main Campus in the event of a fire, fire alarm activation or another emergency requiring evacuation.

They apply to everyone present on the site, including:

- Junior School pupils and staff
- Secondary School pupils and staff
- Sixth Form students and staff
- Administration, Human Resources (HR) and Accounts staff
- SFQ staff sharing offices within the Junior School campus
- IT, Facilities, Security and Cleaning personnel
- Parents, visitors, contractors and other people on site

The safety, supervision and accountability of every individual on the Gharafa Main Campus are the overriding priorities.

2.Alarm activation and immediate evacuation

The Junior and Secondary fire alarms are interconnected. An alarm in either building requires everyone across Gharafa Main Campus—including pupils, staff, SFQ, parents, visitors and contractors—to evacuate immediately.

- If fire is discovered, activate the nearest call point, alert others, leave by the nearest safe exit and call 999 for suspected or confirmed fire.
- Stop activities; walk calmly (single file where practical); do not run, use lifts or collect belongings. Close doors on exit if safe and without delay.
- Go directly to the designated assembly point and remain there until authorised instructions are given. Treat every alarm as genuine.

3. Pupil evacuation and assembly

Teachers escort and supervise pupils, who line up beneath their signposted class/form sign. Pupils away from lessons (e.g., toilets, library or Sports Hall) use the nearest safe exit, go straight to their own class/form assembly point and make themselves known to the responsible teacher.
Sixth Form students report to the designated Sixth Form area for registration. No Secondary or Sixth Form student may leave independently, access a personal vehicle or drive away during an evacuation, including drills.

Group	Assembly point / lead
Juniors	Signposted class points along walls outside Junior School gates — Head of Juniors
Secondary	Signposted form points in front of Secondary School — Head of Secondary
Sixth Form	Designated Sixth Form area — Head of Secondary /

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	Sixth Form staff
Administration, HR, Accounts, SFQ, parents, visitors	Outside Administration Building between Junior and Secondary campuses — Head of Administration
IT; Security; Cleaning	Their designated staff reporting points — respective departmental leads
Contractors	Safe assembly point assigned on arrival — supervising manager / Reception

Assembly points and routes must remain clear of traffic and emergency access. The two Heads of School manage their own assembly areas but communicate and make coordinated site-wide decisions.

4. Registers and red/green accountability

Each school receptionist brings and distributes the relevant pupil registers at its assembly point, if safe to do so. If unavailable, a designated SELT/PELT member assumes this duty. No one delays evacuation to retrieve registers; use alternative attendance information if needed.

- Class teachers/form tutors and Sixth Form staff register their groups, maintain supervision and display GREEN when everyone is accounted for and no help is needed; RED for anyone missing, a discrepancy or urgent assistance.
- Report any RED immediately to the relevant Head of School. Never re-enter to search. The card changes to GREEN only after the concern is resolved.
- Department leads use the same red/green process and report to the Facilities Manager. Reception supports visitor/parent records; contractor supervisors account for contractors.

5. Roles and reporting responsibilities

Lead	Key responsibility
Head of Juniors / Head of Secondary	Supervise respective assembly points; receive pupil registers, cards and sweep reports; coordinate together on relocation and re-entry.
Head of Administration	Account for Administration, HR, Accounts, SFQ, parents and visitors at the Administration Building assembly point; report to Facilities Manager.
IT Manager	Evacuate and account for IT staff; check allocated IT offices on exit if safe; report unchecked areas.
Head of Security / guards	Account for all guards; station guards safely at gates and assembly areas; protect people from vehicles/pedestrians; keep emergency access clear and discourage unauthorised departure.
Head of Cleaning	Account for cleaning staff; report missing personnel and unchecked areas.
Designated Security Guard / Fire Marshal	Coordinate safe area-check reports; assess possible alarm cause only where safe; report hazards, missing people and unchecked areas.
Facilities Manager	Receive departmental and Fire Marshal reports; coordinate safe alarm/technical checks, emergency liaison and consolidated updates to both Heads of School.

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Security guards must not stand in moving traffic or attempt unsafe public-road traffic control. Assigned security emergency duties must be included in guard accountability.

6. Evacuation checks and additional assistance

Designated SELT, PELT and AHT staff check allocated toilets/cubicles, Sports Hall, changing rooms, offices, libraries, intervention rooms and communal areas on their way out ONLY if safe. Call out, direct occupants to exits, report persons remaining or areas not checked to the Head of School and Fire Marshal, then evacuate. Never conduct prolonged searches, enter hazardous areas or re-enter after evacuation.

Follow individual evacuation assistance arrangements for anyone requiring support. Report any person unable to evacuate and their last known location. The nurse/first-aid staff provide assistance and accessible first-aid equipment where safe.

7. All-clear, re-entry and further relocation

- Accidental/false alarm: Fire Marshal and Facilities Manager establish and resolve the cause where safe; authorised personnel reset the alarm. Both Heads of School consult on safe re-entry and communicate the official all-clear. Resetting the alarm alone does not mean the site is safe.
- Suspected/confirmed fire or uncertain cause: call 999, remain evacuated and follow emergency services. For suspected/confirmed fire, no re-entry until Fire Department clearance.
- If assembly points are unsafe: Juniors follow their established alternative arrangements; Secondary/Sixth Form may relocate to the empty plot parallel to the school only if safe. Other groups follow their leads. Maintain supervision and controlled pupil collection if reopening is impossible.

8. After evacuation and essential rules

Heads of School confirm registration; Facilities Manager consolidates reports. Record alarms, injuries, missing-person concerns, hazards and lessons learned; follow up actions and practise drills under school arrangements.

9. Key Rules for All Pupils and Staff

1. Evacuate immediately when the fire alarm sounds.
2. Use the nearest safe exit.
3. Walk calmly and in single file where practical.
4. Do not collect belongings.
5. Proceed directly to the designated assembly point.
6. Pupils must line up beneath their class or form-group sign.
7. Ensure the responsible teacher or staff member knows you are present.
8. Remain with your designated group.
9. Follow the red and green card registration procedure.
10. Do not leave the school site or enter personal vehicles.
11. Follow instructions from designated staff and emergency services.
12. Never re-enter the building without official authorisation.

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GHARAFA MAIN CAMPUS

FIRE AND EMERGENCY EVACUATION PROCEDURES

Junior School | Secondary School | Sixth Form | ALL Staff | Visitors

Academic Year: 2026 – 2027

1 ALARM ACTIVATION AND IMMEDIATE EVACUATION

When the fire alarm sounds, everyone must evacuate immediately.

IF YOU DISCOVER A FIRE:

1. Activate the nearest fire alarm call point.
2. Alert others without putting yourself at risk.
3. Evacuate immediately using the nearest safe exit.
4. Call 999.
5. Report to the Fire Marshal, Facilities Manager or Head of School once safely outside.

ON HEARING THE ALARM:

- Stop your activity and leave immediately.
- Use the nearest safe exit.
- Walk calmly and in single file.
- Do not run, push or shout.
- Do not collect belongings.
- Do not use lifts.
- Proceed to your designated assembly point.
- Remain there until further instructions.

THE JUNIOR AND SECONDARY SCHOOLS OPERATE INTERCONNECTED FIRE ALARM SYSTEMS.
Activation in either school triggers the alarm across the entire campus.
Everyone must evacuate, regardless of where the alarm is activated.

2 PUPIL EVACUATION AND ASSEMBLY

PUPILS IN CLASSROOMS
- Stop work and leave calmly using the nearest safe exit.
- Teacher to supervise and direct pupils to assembly point.
- Close classroom doors where safe.
- Do not collect bags or belongings.

PUPILS OUTSIDE CLASSROOMS
- Leave immediately using the nearest safe exit.
- Do not return to your classroom.
- Go directly to your designated assembly point.
- Make yourself known to your teacher or supervising staff.

ASSEMBLY AND SUPERVISION
- Line up beneath your class or form sign.
- Stay with your teacher or supervising staff.
- Remain calm and cooperative.
- Do not leave your line or move between groups.

SECONDARY AND SIXTH FORM
- Follow the same procedures as all pupils.
- Proceed to the designated Sixth Form assembly area.
- Do not leave the site or enter personal vehicles.
- Remain for registration and follow staff instructions.

3 ASSEMBLY POINTS

The Junior and Secondary schools evacuate to separate assembly points.
Each Head of School is responsible for their respective area.

Group	Designated Assembly Point	Responsible Lead
Junior School pupils and staff	Signposted class assembly points along the walls outside the Junior School gates	Head of Juniors
Secondary School pupils and staff	Signposted form-group assembly points in front of the Secondary School	Head of Secondary
Sixth Form students	Designated Sixth Form assembly area (within Secondary area)	Head of Secondary / Sixth Form staff
Administration, HR, Accounts, SFQ, Parents and Visitors	Outside the Administration Building, between the Junior and Secondary campuses	Head of Administration
IT staff	Designated staff assembly point	IT Manager
Security personnel	Designated security reporting point	Head of Security
Cleaning personnel	Designated staff assembly point	Head of Cleaning
Contractors	Assigned safe assembly point (as communicated)	Supervising manager / Reception

4 REGISTRATION AND ACCOUNTABILITY

All pupil groups, staff and visitors are registered using the red and green card system.

GREEN CARD – All Accounted For
- Everyone is present.
- No attendance discrepancies.
- No immediate assistance required.

RED CARD – Missing Person or Assistance Required
- A pupil, staff member, visitor or contractor is missing.
- An attendance aisiɑrpancy exists.
- Someone requires immediate assistance.

Report immediately to the relevant Head of School.

JUNIOR SCHOOL RECEPTIONIST
- Bring Junior School registers.
- Make them available to teachers.
- Support the Head of Juniors.
- Assist with red and green cards.

SECONDARY SCHOOL RECEPTIONIST
- Bring Secondary and Sixth Form registers.
- Make them available to teachers.
- Support the Head of Secondary.
- Assist with red and green cards.

If a receptionist is absent or unavailable:
- A designated member of the SELT or PELT team will obtain and distribute the registers.
- If registers cannot be collected, evacuate immediately and use alternative information.
- Teachers remain responsible for registering their own classes and displaying the red or green card.

5 KEY RESPONSIBILITIES

Head of Juniors
- Oversee Junior evacuation and registration.
- Monitor red/green cards.
- Receive sweep reports. Communicate with Head of Secondary and Facilities Manager.

Head of Secondary
- Oversee Secondary and Sixth Form.
- Ensure students remain on site.
- Monitor red/green cards.
- Receive sweep reports.
- Communicate with Head of Juniors and Facilities Manager.

Head of Administration
- Account for Administration, HR, Accounts, SFQ, parents and visitors.
- Ensure evacuation of offices.
- Complete registration and display card.
- Report any missing persons.

IT Manager
- Ensure IT staff evacuate.
- Account for IT staff.
- Display card and report issues.

Head of Security
- Coordinate security guards.
- Protect assembly points and prevent vehicles.
- Keep emergency access clear. Account for all security personnel.

Head of Cleaning
- Ensure cleaning staff evacuate.
- Account for cleaning staff.
- Display card and report issues.

Security Guard (Fire Marshal)
- Coordinate evacuation checks.
- Establish alarm location (where safe).
- Report missing persons and hazards.
- Support emergency services.

Facilities Manager
- Central coordination point.
- Receive departmental reports.
- Liaise with emergency services.
- Coordinate investigation and re-entry.
- Support both Heads of School.

6 EVACUATION SWEEPS AND ADDITIONAL ASSISTANCE

SELT, PELT AND AHT EVACUATION SWEEPS

- Check allocated areas on the way out (toilets, Sports Halls, offices, libraries, etc.).
- Call out and direct anyone to evacuate.
- Report any person or area not checked.
- Inform the Head of School and Fire Marshal.
- Do not put yourself at risk or delay evacuation.

PUPILS OR STAFF REQUIRING ASSISTANCE

- Follow agreed individual evacuation arrangements.
- Provide assistance where safe.
- Report anyone unable to evacuate, including last known location.
- Inform the relevant Head of School and Fire Marshal.
- Do not attempt an unsafe rescue.

7 ALL-CLEAR, FURTHER EVACUATION AND POST-EVACUATION

ACCIDENTAL ALARM (FALSE ALARM)

- Investigate and resolve the cause.
- Authorised reset of the alarm.
- Consultation between both Heads of School.
- All-clear communicated when safe.
- Silencing the alarm does not confirm the premises are safe.

SUSPECTED OR CONFIRMED FIRE

- Call 999.
- Entire campus remains evacuated.
- Await clearance from the Fire Department.
- No re-entry until authorised.
- Follow instructions from emergency services.

FURTHER EVACUATION

- If an assembly point becomes unsafe, follow relocation instructions.
- Junior School: follow designated arrangements.
- Secondary and Sixth Form: move to the empty plot of land parallel to the school (if safe).
- Other groups: follow instructions from your lead.

KEY RULES FOR ALL PUPILS AND STAFF

1. Evacuate immediately when the alarm sounds.
2. Use the nearest safe exit.
3. Walk calmly and in single file.
4. Do not collect belongings.
5. Go to your designated assembly point.
6. Follow staff and emergency service instructions.
7. Do not leave the site or enter personal vehicles.
8. Do not re-enter without official authorisation.

999 EMERGENCY SERVICES
Call immediately if there is a fire or serious emergency.

STAY CALM | STAY TOGETHER | FOLLOW INSTRUCTIONS | SAFETY FOR EVERYONE

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INFANTS CAMPUS

FIRE AND EMERGENCY EVACUATION PROCEDURES

Early Years Foundation Stage and Infants School

1. Alarm Activation and Immediate Evacuation

When the fire alarm sounds, everyone on the Infants Campus must evacuate immediately, including pupils, teaching and support staff, administrative personnel, security guards, cleaners, parents, visitors and contractors.

- Stop all activities and use the nearest safe designated exit.
- Teachers and teaching assistants must lead pupils calmly and in an orderly manner, preferably in single file where practical.
- Follow the safest available evacuation route towards the designated front or rear assembly area.
- Do not collect personal belongings or equipment, and do not use lifts.
- Support pupils or adults requiring additional assistance.
- Proceed directly to the designated assembly point and remain there until further instructions are given.

Anyone discovering a fire must activate the nearest fire alarm call point, alert others where safe, evacuate and ensure emergency services are contacted on 999.

No one should cross a hazardous area to reach an assembly point. The nearest safe exit and a safe assembly location must always take priority.

2. Pupil Evacuation and Assembly Points

Pupil Evacuation

Class teachers and teaching assistants are responsible for ensuring pupils evacuate safely and remain under continuous supervision.

- Pupils must be guided calmly towards the nearest safe exit.
- Teachers and teaching assistants must keep pupils together throughout the evacuation.
- Pupils should walk in single file where practical, without delaying evacuation.
- Staff must provide reassurance and additional assistance to younger pupils who may become distressed or confused.
- Pupils must not return to classrooms, toilets or other areas.
- Teachers must accompany pupils to the appropriate assembly point and maintain supervision.
- Designated Assembly Points

Assembly Point	Location / Arrangements
Primary Assembly Point – Front	Designated external assembly area at the front of the Infants Campus
Primary Assembly Point – Rear	Designated external assembly area at the rear of the Infants Campus
Secondary Assembly Point	External area beside the Mosque

Staff must use the nearest safe designated route and proceed to the appropriate front or rear primary assembly point.

If further evacuation is required, the designated secondary assembly point is the external area beside the Mosque, provided the route and location remain safe.

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The assembly arrangements must be clearly displayed in each building and reflected on the approved campus evacuation map.

Assembly and Supervision

At the assembly point:

- Each class must assemble in an orderly line at its designated class sign or identified location.
- Class teachers and teaching assistants must remain with their pupils.
- Pupils must be kept together and remain visible for registration.
- Staff must maintain calm, reassuring communication with younger children.
- No pupil may leave the assembly area or be collected without following the school's authorised emergency collection arrangements.

Continuous supervision of all pupils is essential throughout the evacuation.

3. Registration and Accountability

The Infants Campus follows the GES Red and Green Card Registration System.

- Green Card – All Accounted For

Display a GREEN CARD when:

- All pupils or personnel expected in the group have been accounted for.
- No unexplained attendance discrepancies remain.
- No immediate assistance is required.
- Red Card – Missing Person or Assistance Required

Display a RED CARD when:

- A pupil, staff member, visitor or contractor is missing or unaccounted for.
- An attendance discrepancy exists.
- Someone requires immediate assistance.

Any red card must be reported immediately to the Head of Infants or designated emergency lead.

- Class Teachers and Teaching Assistants
- Class teachers must account for all pupils using the available register.
- Teaching assistants must support registration while maintaining pupil supervision.
- Teachers must display the appropriate red or green card.
- Missing pupils or attendance discrepancies must be reported immediately.
- Pupils must remain under supervision until the official all-clear or further instructions.
- Receptionist and Register Arrangements

The school receptionist is responsible for making the pupil registers available at the assembly point, provided this does not delay evacuation.

If the receptionist is absent or unavailable, a designated member of the school leadership team must assume responsibility for the registers.

Where registers cannot safely be collected, staff must evacuate immediately and use available alternative attendance information.

Staff, Visitors and Contractors

Reception and designated security personnel must support the registration of staff, parents, visitors and contractors using the electronic sign-in register or an available backup.

Relevant staff must report accountability outcomes to the Head of Infants or designated emergency lead.

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Any missing or unaccounted-for person must be reported immediately, including their last known location where available.
No one may re-enter an unsafe building to search for a missing person.

4. Leadership and Staff Responsibilities

Head of Infants and Deputy Head – Site Coordination and Emergency Response
The Head of Infants, supported by the Deputy Head, is responsible for overseeing the evacuation and coordinating the emergency response across the Infants Campus.
Their responsibilities include:

- Receiving reports from the designated Fire Marshal, reception, cleaning supervisor and other staff responsible for registration and accountability.
- Ensuring all pupils, staff, visitors and contractors are accounted for using the red and green card system.
- Coordinating the safe investigation of alarm activation with the designated Fire Marshal, without entering hazardous areas.
- Identifying and addressing reports of missing persons, hazards or areas that could not be checked.
- Liaising with emergency services where required.
- Arranging for authorised personnel to carry out any necessary technical checks or fire alarm resetting.
- Coordinating further evacuation to the secondary assembly point beside the Mosque, where necessary.
- Authorising and communicating the official all-clear once the premises have been confirmed safe and any required emergency-services clearance has been obtained.

In the absence of the Head of Infants, the Deputy Head will assume responsibility for coordinating the evacuation and emergency response.

Class Teachers and Teaching Assistants

- Lead pupils safely to the appropriate assembly point.
- Maintain continuous supervision and reassure younger pupils.
- Complete pupil registration and display the appropriate card.
- Report any missing pupils or concerns immediately.
- Remain with their class until further instructions are given.
- Designated Leadership Staff – Evacuation Checks

Designated members of the school leadership team must check their allocated areas on their way out, provided it is safe to do so.

Allocated areas may include:

- Pupil and staff toilets, including cubicles
- Classrooms and shared learning spaces
- Indoor play areas and activity rooms
- Offices and meeting rooms
- Corridors and communal areas
- Other designated areas where pupils or adults may be present

Staff must call out to alert anyone remaining, direct them towards the nearest safe exit and report any area that could not be checked.
Checks must never delay evacuation or place staff at risk. Staff must not enter hazardous areas or return inside after evacuating.

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Security Guards and Fire Marshal

Designated security personnel must:

- Secure school gates, access points and assembly areas where safe.
- Protect pupils, staff and visitors from approaching vehicles and pedestrian movement.
- Keep emergency vehicle access routes clear.
- Prevent unauthorised entry or movement through assembly areas.
- Account for security personnel and report any concerns.

The designated Fire Marshal must coordinate safe evacuation checks, establish the possible cause of the alarm where safe, and report findings to the Head of Infants.

Security staff must not undertake unsafe traffic control on public roads or enter hazardous areas.

Cleaning and Support Staff

The designated Cleaning Supervisor is responsible for ensuring that all cleaning and support staff evacuate safely and are accounted for.

Responsibilities include:

- Ensuring cleaning personnel leave their designated work areas immediately when the alarm sounds.
- Accounting for all cleaning and support staff at the designated assembly point.
- Displaying the appropriate red or green card following registration.
- Reporting any missing or unaccounted-for personnel to the Head of Infants or Deputy Head.
- Reporting any areas that cannot be checked safely.
- Ensuring all personnel remain at the assembly point until the official all-clear is communicated.

The Cleaning Supervisor reports directly to the Head of Infants or Deputy Head during an evacuation.

5. Pupils and Adults Requiring Additional Assistance

The school must provide appropriate evacuation arrangements for pupils, staff and visitors who require additional support.

Staff must:

- Follow agreed individual emergency evacuation arrangements.
- Provide suitable assistance to younger pupils and individuals with identified needs.
- Ensure pupils requiring additional support remain with a responsible adult.
- Report any person unable to evacuate, including their last known location.
- Inform the Head of Infants and Fire Marshal of any unresolved concern.

The school nurse or designated first-aid personnel should attend the safe assembly area with accessible first-aid equipment, where this can be done without delaying evacuation.

Any injury or medical emergency must be reported immediately.

No member of staff should attempt an unsafe rescue.

6. All-Clear, Re-entry and Further Evacuation

Accidental Alarm or Confirmed False Alarm

Where the alarm is confirmed as accidental:

1. The Head of Infants and Deputy Head will coordinate with the designated Fire Marshal to establish the cause of the alarm, where safe.
2. The cause must be identified and resolved.
3. Any necessary alarm reset must be completed by authorised personnel.

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4. The designated Fire Marshal will report findings to the Head of Infants and Deputy Head.
5. The Head of Infants or designated emergency lead will authorise re-entry only when satisfied that the premises are safe and emergency-services clearance is not required.
6. Staff will supervise the orderly return of pupils.

Silencing or resetting the alarm does not, by itself, establish that the premises are safe.

- Confirmed or Suspected Fire

If a fire is confirmed or suspected:

- Contact emergency services immediately on 999.
- Keep the entire Infants Campus evacuated.
- Maintain supervision and registration at the designated assembly areas**.**
- Provide emergency services with information about missing persons, hazards and areas not checked.
- Do not permit re-entry until the Fire Department has confirmed that it is safe.
- Further Evacuation – Secondary Assembly Point

If the front or rear assembly area becomes unsafe, or further evacuation is required:

1. The Head of Infants or designated emergency lead will coordinate the relocation.
2. Teachers and teaching assistants must keep pupils together and under continuous supervision.
3. Staff must use the safest available route and avoid identified hazards.
4. The designated secondary assembly point for Infants is the external area beside the Mosque.
5. All pupils and staff must be accounted for again upon arrival using the red and green card registration system.
6. Pupils, staff and visitors must remain at the secondary assembly point until further instructions are communicated.

The Head of Infants or Deputy Head will coordinate with the designated Fire Marshal and emergency services as required.

If the Mosque assembly area or route is unsafe, the emergency lead and emergency services will direct occupants to another safe location.

Where re-entry is not possible, the Head of Infants will coordinate parent communication, continued pupil supervision and controlled collection arrangements.

No pupil may be released to a parent or authorised collector until the school's emergency collection procedures have been followed.

7. Post-Evacuation and Key Safety Rules

Following a fire drill or emergency evacuation:

- The Head of Infants must confirm that pupil and staff accountability has been completed.
- Missing persons, injuries, hazards and evacuation difficulties must be documented.
- The Head of Infants and Deputy Head will ensure alarm activations and technical concerns are recorded, with authorised technical personnel arranging any required follow-up.
- Any weaknesses identified must be reviewed and appropriate improvements implemented.
- Staff must be informed of any changes to evacuation arrangements.

Key Safety Rules

1. Evacuate immediately when the alarm sounds.
2. Use the nearest safe exit and designated route.

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3. Keep pupils calm, together and under continuous supervision.
4. Proceed to the appropriate front or rear assembly point.
5. Complete registration and display the correct red or green card.
6. Report missing persons or unchecked areas immediately.
7. Never leave children unattended or allow unauthorised collection.
8. Never re-enter the building until the official all-clear.

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INFANTS CAMPUS

FIRE AND EMERGENCY EVACUATION PROCEDURES

Early Years Foundation Stage and Infants School | All Staff | Visitors | Contractors

Academic Year: 2026 – 2027

1 ALARM ACTIVATION AND IMMEDIATE EVACUATION

When the fire alarm sounds, everyone must evacuate immediately.

- Stop all activities.
- Use the nearest safe exit.
- Lead pupils calmly and in an orderly manner.
- Do not collect belongings or use lifts.
- Go directly to the assembly point and remain there.
- Call 999 if you discover a fire.

DO NOT CROSS A HAZARDOUS AREA TO REACH AN ASSEMBLY POINT. ALWAYS USE THE NEAREST SAFE EXIT.

2 PUPIL EVACUATION AND ASSEMBLY POINTS

STAFF LEAD PUPILS

- Keep pupils together and calm.
- Use the nearest safe route and exit.
- Provide reassurance and support.
- Do not return to classrooms or collect belongings.
- Maintain supervision at all times.

ASSEMBLY POINTS

Primary Assembly Point – Front	External area at the front of the Infants Campus.
Primary Assembly Point – Rear	External area at the rear of the Infants Campus.
Secondary Assembly Point	External area beside the Mosque.

FOLLOW CAMPUS MAP

- Assembly instructions must be displayed in each building and follow the approved site evacuation map.

3 REGISTRATION AND ACCOUNTABILITY

GREEN CARD – All Accounted For

- All pupils and personnel present.
- No attendance discrepancies.
- No immediate assistance required.

RED CARD – Missing Person or Assistance Required

- A pupil, staff member, visitor or contractor is missing or unaccounted for.
- An attendance discrepancy exists.
- Someone requires immediate assistance.
- Report immediately to the Head of Infants or Deputy Head.

CLASS TEACHERS AND TEACHING ASSISTANTS

- Account for all pupils.
- Display red or green card.
- Report any missing pupils.
- Keep pupils together until instructed otherwise.

RECEPTIONIST

- Bring pupil registers to the assembly point (if safe).
- If unavailable, a designated leader will provide registers.
- If registers cannot be collected, evacuate and use alternative attendance information.

STAFF, VISITORS AND CONTRACTORS

- Reception and security reconcile staff, visitors and contractors using the electronic sign-in register (or backup).
- Report any missing person to Head of Infants or Deputy Head.
- Do not re-enter to search.

4 LEADERSHIP AND STAFF RESPONSIBILITIES

HEAD OF INFANTS AND DEPUTY HEAD

- Coordinate the evacuation and overall emergency response.
- Receive reports from Fire Marshal, reception and staff.
- Ensure everyone is accounted for.
- Liaise with emergency services.
- Arrange technical checks or alarm resetting (via authorised personnel).
- Direct further evacuation to the Mosque assembly area if required.
- Authorise re-entry once it is safe.

EVACUATION CHECKS (Designated Staff)

- Check allocated areas (toilets, classrooms, offices, corridors, etc.) on the way out.
- Call out and direct anyone to evacuate.
- Report any areas not checked.
- Do not delay or put yourself at risk.

SECURITY GUARDS AND FIRE MARSHAL

- Secure gates and assembly areas.
- Keep emergency vehicle access clear.
- Prevent unauthorised entry.
- Coordinate safe investigation (where safe).
- Report findings to the Head of Infants or Deputy Head.

CLEANING AND SUPPORT STAFF

- Evacuate and account for all cleaning and support staff.
- Display red or green card.
- Report any missing personnel or unchecked areas to the Head of Infants or Deputy Head.

5 PUPILS AND ADULTS REQUIRING ADDITIONAL ASSISTANCE

- Follow agreed individual evacuation arrangements.
- Provide appropriate assistance to pupils or adults with identified needs.
- Report anyone unable to evacuate, including last known location.
- Inform the Head of Infants or Deputy Head and Fire Marshal.
- Do not attempt an unsafe rescue.

6 ALL-CLEAR, RE-ENTRY AND FURTHER EVACUATION

FALSE ALARM

- Investigate and resolve the cause (where safe).
- Authorised personnel reset the alarm.
- Re-entry only when confirmed safe by the Head of Infants or Deputy Head.
- Supervise the orderly return of pupils.

CONFIRMED OR SUSPECTED FIRE

- Call 999 immediately.
- Keep the campus evacuated.
- Provide emergency services with information on missing persons and hazards.
- Do not re-enter until the Fire Department confirms it is safe.

FURTHER EVACUATION (SECONDARY ASSEMBLY POINT)

- If the front or rear assembly area becomes unsafe, relocate to the external area beside the Mosque.
- Keep pupils together and supervised.
- Account for everyone again using red/green cards.
- Remain until further instructions.

7 POST-EVACUATION AND KEY SAFETY RULES

- Confirm accountability for all pupils, staff, visitors and contractors.
- Record any missing persons, injuries or hazards.
- Review and implement improvements.
- Inform staff of any changes to procedures.

KEY SAFETY RULES

1. Evacuate immediately when the alarm sounds.
2. Use the nearest safe exit.
3. Keep pupils calm and together.
4. Proceed to the correct assembly point.
5. Complete registration and display red or green card.
6. Report missing persons immediately.
7. Do not allow unauthorised collection.
8. Do not re-enter until the official all-clear.

999 EMERGENCY SERVICES – Call immediately if there is a fire or serious emergency.

STAY CALM | STAY TOGETHER | FOLLOW INSTRUCTIONS | SAFETY FOR EVERYONE

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Event of Flooding

In the event of flooding or if there is a risk of flooding due to weather, the following responses are advised:

Stand By alert:
This action is used to alert staff and students and place them on **stand-by** until further instructions.
If inside:

- Teachers will hold students in classrooms and shelter inside until further instructions.
- Staff will be notified via Teams/WhatsApp/Email

If outside:

- Teachers will assemble students into a single location.
- Staff are to remain on **stand-by** until further instructiions or until pupils are sent home or an **All-Clear** signal is given.

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.
- Evacuate buildings using designated routes to assembly areas.
- Follow evacuation procedures mentioned on the Evacuation posters around the school.

Event of Sandstorm

In the event of a sandstorm or if there is a risk of a sandstorm, the following responses are advised:

Stand-by alert: this action is used to alert staff and students and place them on **stand-by** until further instructions.
If inside:

- Teachers will hold students in classrooms and shelter inside until further instructions.
- Staff will be notified via Teams/WhatsApp/Email

If outside:

- Teachers will take pupils to shelter inside the building.
- Staff are to remain on **stand-by** until further instructiions or until pupils are sent home or an **All-Clear** signal is given.

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.
- Evacuate buildings using designated routes to assembly areas.
- Follow evacuation procedures mentioned on the Evacuation posters around the school.

Loss of Utilities

In the event of a loss of utilities at the school site, the following procedures should be implemented:

- Upon notice of loss of utilities, LT will initiate appropriate Immediate Response Actions, which is **STAND BY**
- **The Maintenance and Utiility Team** will work with **Kahrama to** determine the potential length of time service will be interrupted.

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- Depending on information provided by **Kahrama,** LT will decide whether to close school for the day.
- If necessary, the school will be evacuated using the usual emergency evacuation procedures.
- **The Maintenance and Utiility Team** will implement the following plans in the event normal utilities are disrupted.

Plan for a loss of water:

- Toilets: Water tanks to be brought to school.
- Drinking water: Provided (water coolers)
- Food Service: Order
- Fire Suppression System: Evacuate

Plan for a loss of electricity

- Ventilation
- Emergency Lighting
- Other:

Plan for a loss of communication

- Telephone Service
- Other:

Medical Emergency

GES medical emergencies are managed alongside the First Aid Policy and Clinic and Medical Policy. Nurses hold appropriate MoPH licences; trained first aiders provide immediate care within their competence when a nurse is unavailable. Medication is administered only by authorised personnel under the clinical arrangements in the Medical Policy; possession of clinic keys does not itself authorise administration.

In the event of a medical emergency,

Stand By alert:
This action is used to alert staff and students and place them on stand-by until further instructions.

- Call the school nurse and a trained first aider immediately. Call 999 without delay for life-threatening symptoms or serious injury; do not wait for the nurse or Head of School to authorise the call. Provide first aid within training, notify campus leadership and parents/emergency contacts, and record the event securely in accordance with the GES First Aid and Clinic and Medical Policies.
- Where someone needs medical care not able to be provided by the nurse or first aider, the nurse or Head.
- The teacher/Deputy Head Teacher should call the emergency services. If the emergency services are called, notify the Head of School/General Manager and their P.A. and the emergency contact for the person treated.
- Continue to provide care until the emergency services arrive.
- All involved in dealing with the emergency should complete the Incident Report Form as soon as possible on the same day. If the person having a medical emergency is treated by the school nurse, she should complete the relevant paperwork in the medical files and notify the parents if the person is a student.

Biological or Chemical Threat

In the event of a biological or chemical threat, the action is **Evacuation or Shelter in Place**

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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 the surrounding community.

SCENARIO 1: SUBSTANCE RELEASED INSIDE A ROOM OR BUILDING

- 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.
- LT member will call "999", to provide the exact location (e.g., building, room, area) and nature of the emergency.
- Complete the Biological and Chemical Threat Checklist on the next page.
- LT will instruct the Security Team to restrict access to the potentially contaminated area from all persons.
- **The Maintenance and Utiility Team** will turn off local fans in the area, close the windows and doors, and shut down the building's air handling system.
- Personnel contacted the substance should wash the affected area with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectant on your skin.
- 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.
- Do not reopen the area until authorised by LT members.

SCENARIO 2: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY

- If an LT member or local authorities determine a potentially toxic substance has been released into the atmosphere, the principal will initiate **Shelter in Place**
- Upon receiving the **Shelter in Place** action, complete the Biological and Chemical Threat Checklist on the next page. 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 aluminium foil or plastic wrap, if available.
- If outdoors, immediately go into the nearest building. The teachers should communicate their locations to the Head, without leaving the building.
- The Maintenance and Utility team will turn off sources of ignition, such as pilot lights.
- Continue to **Shelter in Place** until notified by the LT member.

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Biological and Chemical Threat Response Checklist:

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

Fire on Site

On discovering fire, activate the alarm, call 999 if not already automated and evacuate using the nearest safe route. Staff must not investigate smoke or fire or attempt rescue in dangerous conditions. Only trained and specifically authorised personnel may consider using an extinguisher on a small incipient fire where an escape route is clear; evacuation always takes priority. Security must not be directed to enter a hazardous building for a sweep.

In the event of a fire on school grounds, the action is **Evacuation,** and the following procedures should be implemented:

- SOUND THE FIRE ALARM (using the nearest alarm point).
- Upon discovery of a fire, direct all occupants out of the building and report the fire to an LT member.
- The school will be evacuated using the usual emergency evacuation procedures.
- LT member will call “999” to provide the exact location (e.g., building, room, area) of the fire.

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- Security personnel will support evacuation, secure access points, keep emergency routes clear and assist emergency services. Only appropriately trained personnel may attempt to extinguish a small fire where it is safe to do so and evacuation is not delayed.
- **Security Team members** will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
- Admin deputy will direct the fire department to the fire and brief fire department officials on the situation.
- Parents will be alerted via text messages/phone calls.

Staf Assignments
LT member: **Head of School/General Manager** or designee: **Head Teachers**
Security Team Leader
Deputy Headteacher
Maintenance and Utility Team Supervisor

In the event of a fire drill, the action is **Evacuation,** and the following procedures should be implemented:

- SOUND THE FIRE ALARM (using the nearest alarm point).
- The school will be evacuated using the usual emergency evacuation procedures.
- An LT member will complete the Fire Drill form below and save in the LT folder.
- The Drill timing and feedback will be reviewed and any issues arising will be immediately addressed.

Emergency Drill Record

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

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Fire in the Surrounding Area

In the event of a fire in the school's surrounding area, follow the following procedures:

Stand By alert:
This action is used to alert staff and students and place them on stand-by until further instructions.
If inside:

- Teachers will hold students in classrooms until further instructions.
- Staff will be notified via Teams/WhatsApp/Email

If outside:

- Teachers will assemble students into a single location.
- Staff to remain on stand-by until further instructiions or an **All-Clear** signal is given.

Shelter in Place:
This action is used when a decision is made that being indoors would provide a greater level of protection to students and staff.
If inside:

- Keep students in classrooms.
- Teachers will check the corridor for passing students and then make sure all staff and students remain in the classrooms until further instructions are given.

If outside:

- Direct students to the nearest classroom or building.

Evacuation:
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 member will initiate the fire alarm.

- Evacuate buildings using designated routes to assembly areas.
- Follow evacuation procedures (see Evacuation procedures document)

Structure Damage

In the event of structural damage to the school building, the following procedures should be followed:

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

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

If outside:

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

Evacuate building:
This action is used when a decision is made that it is unsafe to remain in the building i.e., fire alarm. Anyone discovering a fire must activate the nearest alarm call point where safe, evacuate immediately and ensure emergency services are contacted on 999.

- Evacuate buildings using designated routes to assembly areas.

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Animal Disturbance

In the event of an animal disturbance, follow the following procedures:

Stand-by alert: this action is used to alert staff and students and place them on **stand-by** until further notice.

If inside:

- Teachers will hold students in classrooms until further instructions.
- Staff will be notified via Teams/WhatsApp/Email

If outside:

- Teachers will assemble students into a single location.
- Staff to remain on **stand-by** until further instructiions or an **All-Clear** signal is given.

Shelter in Place: this action is used when a decision is made that being indoors would provide a greater level of protection to students and staff.

If inside:

- Keep students in classrooms.
- Teachers will check the corridor for passing students and then make sure all staff and students remain in the classrooms until further instructions are given.

If outside:

- Direct students to the nearest classroom or building.

Evacuation: 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.

- Evacuate buildings using designated routes to assembly areas.
- Follow evacuation procedures.

Intruder/ Acts of Violence

In the event of an intruder(s), a threat of violence or a hostle or potentally threatening event, staf should take reasonable steps to calm and control the situaton. If weapons are involved and/or other signifcant threats are antcipated, do not approach, or disarm the threat. Immediately isolate all non-involved pupils and staf from the person and notfy the Deputy Head Teacher and Head of School.

The school should immediately be locked down, controlling all student and staf movement.

Implement the following procedures to control and contain the situation.

- The Head Teacher/Deputy Head will initate the appropriate Immediate Response Actons. Using the PA system, or a message on Teams/WhatsApp, activate the Lockdown by using the code: **Weather Check** then **Blue Sky** is used to give all clear only once emergency services have been on site and confirmed it is safe to do so.
- Staf should attempt to isolate perpetrators from students if it is safe to do so.
- The LT member will call “999” and provide the exact locaton on campus and the nature of the emergency.
- If an immediate threat is not evident, attempt to diffuse the situaton. Remain calm, and talk in a soft, non-threatening manner. Request the perpetrator to leave the area or campus, as appropriate. Avoid all hostle actons or interactions, except to maintain the safety and welfare of students or staff.

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- If the perpetrator is a student, notify the family. Family members may provide useful informaton on handling the situaton.
- **The Security Team** will control all points of entry.
- **The Student and Staf Accountiing Team** will conduct a headcount and notfy the Head of missing persons. Inform the Head of any missing students via Mobile phones (school WhatsApp group)
-

Lock Down - Shelter in place:

This action is used when a decision is made that being indoors would provide a greater level of protection to students and staff.

If inside:

- Keep students in classrooms.
- 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.

If outside:

- Direct students to the nearest classroom or building.
- Be prepared to ignore the fire alarm and go on agreed communication set by the school (PA system and Mobile phones or class telephone)

Staf Assignments

- LT member: **Head of School/General Manager** or designee: **Head Teachers**
- Security Team Leader
- Student and Staf Accountng Team Member: **Deputy Head Teachers**

Bomb Threat

If a bomb threat is received, immediately inform the Head of School and call 999. Do not assume automatic evacuation: the incident commander, guided by police/emergency-service advice and the location and nature of the threat, decides whether to evacuate, relocate, secure or shelter. Do not touch suspicious objects; keep pupils and staff away from the affected area.

- 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 the caller) from (name of school). We are receiving a bomb threat on another line. The number of that line is _____."**
- LT member will initiate the appropriate Immediate Response Action, which is Evacuation using the fire alarm.
- Students and staff will follow the prescribed routes and proceed directly to the Assembly Area using the usual evacuation procedures.
- LT members will notify "999" to provide the exact location (e.g., building, room, area) of the potential bomb if known.
- LT members will complete the Bomb Threat Form – see next page.
- School will not resume activities until the building(s) have been inspected by proper authorities and determined safe. LT member will give the **All-Clear** signal when appropriate.

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Explosion

In the event of an explosion, the action is **Evacuation,** and the following procedures should be followed:

- **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.
- Evacuate buildings using designated routes to assembly areas.
- Follow evacuation procedures on page *.
- L.T. to complete an incident report on page *

BOMB THREAT REPORT

School:	
Date Time of Call	a.m. p.m.
Call Received by	
At (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 of the threat:	
Voice on the Phone:	Man ( ) Woman ( ) Child ( ) Age
	Intoxicated ( ) Accent ( ) Speech Impediment ( )
Background Noise	Music ( ) Talk ( ) Children ( ) Machines ( )
Completed by	
Date	

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Earthquake

In the event of an earthquake, the action is **Duck, Cover and Hold** then **Evacuation** and the following procedures should be followed:

- Upon the first indication of an earthquake, teachers should direct students to **Duck, Cover and Hold.**

If inside the building:

- Stay inside. Do not run outside or to other rooms during the quake.
- Adults will instruct students and demonstrate how to move away from windows, heavy suspended light fixtures, and other overhead hazards drop down onto your hands and knees immediately under the shelter of a strong table or desk or against an inside wall. Do not stand in a doorway.
- Cover the head and neck to avoid glass and falling objects. Hold on to the shelter or head and neck until the shaking stops.
- When the shaking stops, LT will issue the **Evacuate** building action. Use evacuation procedures.
- The Security Team will post guard a safe distance away from building entrances to prevent access.
- Warn all school personnel to avoid touching fallen electrical wires.
- The nurses will check for injuries and provide appropriate first aid.
- If the area appears safe, the Fire/Rescue Team will make an initial inspection of school buildings.
- LT to complete an Incident Report

If outside the building:

- Stay outside.
- Stay clear of the exterior walls of buildings, electrical wires, sinkholes, and fuel/gas lines.
- When the shaking stops, LT will issue the **Evacuate** building action. Use evacuation procedures.
- The Security Team will post guard a safe distance away from building entrances to prevent access.
- Warn all school personnel to avoid touching fallen electrical wires.
- The nurses will check for injuries and provide appropriate first aid.
- If the area appears safe, the Fire/Rescue Team will make an initial inspection of school buildings.
- LT to complete an Incident Report

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

- Leadership team will assess damages to determine needed corrective actions. For apparent damages, contact Chairperson to determine if the school should be closed.
- If the school must be closed, notify staff members and families via text messages an email.

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Aeroplane Crash

In the event of an aeroplane crash, the action is **Duck, Cover and Hold** and the following procedures should be followed:

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

If inside:

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

If outside:

- MOVE away from buildings and other collapsible objects.
- DROP to your knees on the ground.
- BEND over at the waist bringing your head between your knees.
- COVER your head with arms and hands.
- Wait for further instructions on **Shelter in Place**
- Following the incident, an incident report should be completed.

Death on Site /Critical Incident

In the event of a medical emergency and/or a critical incident, the action is **Stand by Alert,** and the following procedures should be followed:

- **Stand By Alert**: this action is used to alert staff and students and place them on **stand-by** until further instructions.
- Staff who are present at the medical emergency/critical incident contact the nurse and the Head Teacher or Deputy Head Teacher. If a nurse is delayed, ask any first aiders to support them.
- The nurse or Head Teacher/Deputy Head Teacher should call the emergency services and then notify the Head of School/General Manager and their P.A. and the emergency contact for the person treated.
- Continue to monitor/provide care until the emergency services arrive.
- All involved in dealing with the emergency should contribute to an Incident report and give it to the Head Teacher as soon as possible on the same day.
- Follow procedures in Critical Incident from Section 2 onwards.

Off-site Critical Incident

Guidance for trip coordinators following a major incident during out-of-school activity.

Note: obtain facts and information – keep an ongoing written record of events/actions – what/who/where/when? It is vitally important to write everything down as this information may be required at a later date as evidence at a public enquiry, in court etc.

- Establish who is in charge. Person to delegate, if possible, the following tasks:
- Call emergency services as necessary using 999: Police/Ambulance/Fire/Coastguard
- Administer first aid where possible: Be aware of blood contact. Where an incident/injury has occurred e.g. involving electricity or chemicals, be aware of residual hazards before providing first aid. For electricity, switch off the supply first; for chemicals, seek professional advice.

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- Account for all members of the party
- Call other assistance as necessary: Staff, Passers-by, First Aid, Doctor
- Keep incident log/record witnesses: See above Note.
- If party all together: Arrange for non-causalities to return to base and await further instructions.
- If the party is in separate groups: Advise other groups where possible.
- Ensure non-casualties stay together.
- Establish a contact point.
- If possible, one member of staff to remain at the incident site to liaise with the emergency services.
- Travel with casualties to hospital
- Inform school/senior staff member (refer to Telephone Contact List if out of school hours)
- Provide information and liaise regularly: Nature/date/time/location of incident. Names of those involved – injured/non-injured Details of known injuries and location of injured/non-injured and details of any supervising adults.
- Action taken/on-going, contact point.
- Request assistance on site as necessary: Back-up staff for pupil support, if leaders are involved in the incident, particularly if overseas. Other support may be required e.g., interpreters.
- Consider abandonment of activity
- Prepare for reception/accommodation of relatives.
- Arrange for non-casualties to return to school: Consider transport arrangements/need to hire additional vehicles/drivers.
- Complete accident forms
- Consider obtaining immediate legal advice – Do not discuss legal liability.
- Prepare to deal with the media: Decide who is to speak to the media. Beware of rumours – try to dispel them. Pupils should not talk to the media unless arranged by staff/parents and written permission is given by parents/carers.

Guidance for senior staff at the school advised of major incidents affecting an out-of-school activity.

Note: obtain facts and information – keep an ongoing written record of events/actions – what/who/where/when? It is vitally important to write everything down as this information may be required at a later date as evidence at a public enquiry, in court etc…

- Confirm who is in charge at the scene & establish the nature/date/time/location of the incident. Names of those involved – injured/non-injured. Details of known injuries and location of injured/non-injured and details of any supervising adults
- Action taken/ongoing. Contact point. Are backup staff required? Review staff and levels regularly
- Initial school contact to inform head/senior staff member.
- Head/senior staff member to inform: Leadership Team (see Contact List)
- LT to establish Helpline, form Crisis Management Team, set up emergency meeting and call other support as necessary e.g.
- Corporate Services, Emergency Services, religious support, Insurance, Press Office, Translators. Other staff Teaching & Non-teaching (both on and off-site) School Board
- Form a Crisis Management Team with the LT & set up an emergency meeting. Record all Team's decisions – set up/maintain incident log – See above Note.

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- Consider whether the school needs to send a representative to the incident site, particularly if Group Leaders are involved.
- Consider if the LT representative needs to accompany the school representative to the site.
- Access all necessary data e.g., parents/carers/group leaders' home addresses and telephone numbers and any known medical conditions of those involved.
- Advice parents/carers of pupils on the trip – Casualties and Non-Casualties
- Arrange visits to parents/carers of casualties.
- Arrange transport facilities for parents/carers to visit casualties.
- Arrange for parents/carers of non-casualties to meet the returning party.
- Arrange briefing meetings – Staff, pupils, parents. Inform pupils in a sensitive way (small groups if appropriate)
- Establish procedures for dealing with enquiries/issuing information.
- Decide who is to speak to the media. Beware of rumours – try to dispel them. Decide what information can/should be released e.g., issue an agreed statement. Ensure reception staff are fully briefed.
- Consider issue of information e.g., info telephone line (recorded message), TV, radio and internet/intranet.
- Establish reception facilities for concerned relatives coming to the school.
- Obtain legal advice.
- Appeal funds – Consider what to do with any donations received.

Guidance for school staff following a major incident in the school.

Note: obtain facts and information – keep an ongoing written record of events/actions – what/who/where/when? It is vitally important to write everything down as this information may be required later as evidence at a public enquiry, in court etc…

- Establish who is in charge.
- Call emergency services as necessary using 999 – Police/Ambulance/Fire
- Account for all pupils, staff, and visitors
- Inform the rest of school of the incident, as appropriate & instruct as necessary.
- Keep a record of witnesses – See above Note.
- Inform: Leadership Team (see Contact List)

Dealing with the media.

Note: obtain facts and information – keep an ongoing written record of events/actions – what/who/where/when? It is vitally important to write everything down as this information may be required at a later date as evidence at a public enquiry, in court etc.

- Record all actions – See above Note.
- Nominate one person to deal with the media, and ensure all staff are aware of this arrangement.
- There will be pressure from the media wishing to talk to those directly involved.
- Seek advice/guidance – someone who has experience of dealing with the media in crisis situations.
- Brief reception staff on known facts and the information which can be released to callers.

Advice for a nominated spokesperson.

- Stick to the facts: Do not give any fact unless you are certain it is correct.
- Be sympathetic: “Our thoughts are with etc …….”

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- Do not speculate or apportion blame: Your interpretation or understanding may be exaggerated or quoted as fact.
- Do not allow yourself to be distracted from the main point of any statement.
- Try to avoid "no comment' – unless the question relates to legal/criminal matters. It can be taken as an unhelpful, negative answer as in "refused to comment".
- Do not be afraid to say, "I don't know" Try to obtain an answer for a later response.
- Tell the truth.
- Have confidence in yourself and your command of the situation in order to take a positive attitude towards the media.

Questions that will need answering:

- What happened, when and where?
- Are there any injuries or fatalities?
- How many pupils/staff were present when the incident happened?
- Has everyone been accounted for?
- What action is being taken?
- What advice do you have for next of kin/local residents?
- When will normality be restored?

The aftermath – general guidance for Head Teachers & staff

The consequences of any major incident upon all those connected with it cannot be precisely defined. The care and support necessary for individuals will be needed as quickly as possible after the event. At this stage, the school should consider seeking outside support and advice on how to:

- Debrief following trauma and management of strong emotions.
- Supporting traumatized staff and pupils to effect 'normalisation' as soon as possible
- Provide links with other agencies who may be able to offer longer-term support.
- Keep to the normal routine.
- Talk to the pupils, today, tomorrow, and so on. Listen to your pupils and each other – expect heightened anxiety or guilt.
- Talk to the other staff – lean on your colleagues – they are your best support group.
- Arrange for debriefings – pupils/staff involved or affected by the incident.
- Remember the incident – draw pictures, separate facts/ feelings/ thoughts.
- Facilitate support for pupils/staff involved/affected by the incident & monitor possible effects – seek professional help.
- Be careful how you answer the telephone – it may be a relative of a casualty or it could be the media.
- Do not speak to the media without prior consideration or approval.
- Try not to apportion blame.
- Consider how families of the injured and bereaved should be contacted – use the most appropriate people with relevant skills – consider how the board can help.
- Consider how hospital visits should be arranged – who should go.
- Consider protocol for funerals with family – seek advice – ethnic, and religious considerations.
- Consider a special assembly.
- Consider how to handle spontaneous memorials e.g., flowers in schools.

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- Consider what may have been lost – not only lives but other items e.g., resources, accommodation, coursework, personal property, continuity.
- Keep an eye on pupils/staff involved/affected by the incident – distress can last for some months.
- Consider re-entry to school of injured pupil/staff.
- Consider establishing a memorial/holding a service.
- Consider anniversaries/remembrances.

This Health and Safety Manual should be read alongside the following policies:

- Health and Safety Policy

The overarching GES Health & Safety Policy establishes governance, committee oversight, risk assessment, maintenance and inspection requirements. This manual is its operational companion. In the event of a conflict, current Qatar law, emergency-service directions and the approved campus-specific emergency plan take precedence; discrepancies must be reported for prompt document review.

- GES Trips Policy
- Lockdown Policy
- Emergency evacuation procedures
- Critical incident response policy and supporting document

- GES Health & Safety Risk Register
- Departmental and Area Risk Assessments
- GES Incident & Hazard Reporting Procedure
- GES Medical Policy and Procedures
- Health & Safety Committee Meeting Minutes and Action Records

APPENDIX A — Emergency command, communication and accountability (2026–27)

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- Incident commander: normally the Head of School or delegated senior leader at the affected campus. They decide whether to evacuate, shelter or relocate, coordinate with 999 and emergency services, and authorise re-entry only when safe and permitted by emergency responders.
- General Manager and Board: receive timely notification of serious incidents and provide strategic support and resources; campus leadership retains immediate operational command until transferred to emergency services.
- Teachers and support staff: supervise pupils, use safe routes, take registers, report missing persons immediately and keep pupils together until released under the approved collection process.
- Security/reception: manage access and emergency-service routes, bring electronic staff/visitor/contractor attendance lists or backup records, reconcile headcounts and report discrepancies.
- Clinic staff and first aiders: take suitable first aid equipment where safe, support casualties and communicate relevant medical information securely to emergency responders.
- Communications: leadership uses approved school communication channels to alert staff and parents. Do not publish identifying information or unverified incident details. Record times, decisions and handovers. No unauthorised person issues an all-clear.

APPENDIX B — Campus assembly and secondary relocation summary

- Infants: designated front or rear external assembly area according to the nearest safe exit. Secondary relocation: external area beside the Mosque, provided the approved route and location are safe; re-register all groups after relocation.
- Juniors (Gharafa): designated class points along walls outside school gates, as specified in the current approved campus evacuation map; any further relocation follows incident commander and emergency-service direction.
- Secondary (Gharafa): front-of-school assembly area; if unsafe or further relocation ordered, the empty plot of land parallel to the school, subject to real-time route and site safety checks.
- Bin Omran: behind the outer wall near Gates 1–3, with form signage; further relocation to the Castle compound assembly area as recorded in the campus procedure, subject to route safety and current approval.
- For all campuses: verify site maps, access rights to alternative land, traffic/pedestrian routes, capacity, shade, accessibility, pupil accountability and emergency-service access. Assembly sites are not automatically suitable during smoke, severe weather, a suspicious package or an external security threat.

APPENDIX C — Prevention, health, hygiene and operational cross-references

- Water hygiene: Facilities arranges periodic thorough cleaning of water tanks and annual sampling/testing under the school's MoPH-related health checks. Retain cleaning records, laboratory results and the Ministry's email confirming water suitability, including drinking use where explicitly confirmed. Escalate unsatisfactory results, restrict affected water use and retest as advised.

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- Fire and premises compliance: maintain current Civil Defence approvals and relevant inspection/service records for alarms, extinguishers, emergency lighting, electrical and other safety-critical systems. Verify renewal cycles against current licensing rules, not a presumed annual interval.
- Specialist rooms: science, chemical storage, PE, kitchens and maintenance areas require specific risk assessments, restricted access, safe storage, supervision and equipment checks. Unsafe equipment must be isolated and reported.
- Extreme weather: follow Qatar authority directions and risk assessments for heat, humidity, sandstorms, rain and poor air quality. The GES 38°C indoor-alternative trigger is not a safe lower limit; intervene sooner when conditions require.
- Staff welfare: leaders assess manual handling, workstation, contractor-work and individual health risks, including reasonable adjustments for temporary injury, disability and pregnancy as applicable.
- Pupil release: follow approved authorised-collector checks and the enhanced private taxi/ride-hailing verification procedure. Do not release a pupil when collector identity or authority is uncertain.
- Trips and ECAs: apply the GES Educational Visits and Emergency Action Plan, including MoEHE activity approval where required, supervision, transport, medical arrangements, first aid and emergency contacts.
- Safeguarding: refer child protection concerns to the campus DSL under the GES Safeguarding and Child Protection Policy; do not rely solely on the health and safety incident form.
- Clinical practice: apply the separate GES First Aid Policy and Clinic and Medical Policy for 999 escalation, head injuries, AED, medication, allergies, infection prevention, individual healthcare plans and licensed nurse oversight.

Important Notice to All Stakeholders

The Gulf English School is committed to ensuring the safety and wellbeing of all pupils, staff, parents, visitors and contractors. All individuals on school premises are expected to familiarise themselves with the relevant emergency evacuation procedures and follow the instructions of designated staff during an emergency.

These procedures are reviewed periodically and may be updated in response to changes in campus arrangements, safety requirements or identified risks. In any emergency, **the safety of individuals takes priority**, and instructions issued by the school's emergency leadership team or emergency services must be followed at all times.

Failure to follow evacuation instructions may place individuals and others at risk.

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