



THE GULF ENGLISH SCHOOL

Emergency Manual

Types of emergencies and Immediate Response Action:

Type of emergency	Level of emergency	Immediate response action	Follow up
Acts of violence/disorderly behavior	Level 1	Stand by alert/lock down/Shelter in place	
Biological or chemical threat	Level 2	Evacuation	
Bomb threat	Level 3	Evacuation	
Earthquake	Level 3	Duck, cover and hold	
Explosion	Level 3	Evacuation	
Airplane crash	Level 3	Duck cover and hold	
Fire on site	Level 3	Evacuation	
Fire in surrounding area	Level 1	Evacuation	
Loss of utilities	Level 1	All clear	
Animal disturbance	Level 2	<ul style="list-style-type: none"> ✓ Stand by alert ✓ Lock down 	
Medical emergency	Level 1	Stand by alert	
Death on site	Level 2	Stand by alert	
Structure damage	Level 3	Duck, cover and hold/evacuate	
Sand storms	Level 1	Shelter in place	

Level of emergencies:

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

Immediate Response Action:

1. **Stand By alert:** this action is used to alert staff and students and place them on **Stand By** until further instructions.
 - a. If inside teachers will hold students in classrooms until further instructions.
 - b. If outside teachers will assemble students into a single location.
 - c. Staff to remain on **Stand By** until further instructions or an **All Clear** signal is given.



2. **Duck, Cover and Hold**: this action is used to protect students and staff from flying or falling debris.
 - a. If inside:
 - i. DROP to the floor
 - ii. Get under a desk and remain facing away from windows.
 - b. If outside:
 - i. MOVE away from buildings and other collapsible objects
 - ii. DROP to your knees on the ground
 - iii. BEND over at the waist bringing your head between your knees
 - iv. COVER your head with arms and hands.
3. **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.
 - a. If inside: keep students in classrooms
 - b. 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.
 - c. If outside direct students into the nearest classroom or building.
4. **Secure building**: this action to be used when threat of violence/gunfire is present.
 - a. If inside teachers and staff should:
 - i. Lock doors and have students lie on the floor
 - ii. Close any shade and or blinds
 - iii. Remain on floor until assured it is safe to unlock door.
 - b. If outside drop to the ground and wait further instructions
5. **Evacuate building**: this action is used when a decision is made that it is unsafe to remain in the building i.e. fire alarm. If evacuation is required LT member will initiate the fire alarm.
 - a. Evacuate buildings using designated routes to assembly areas.
 - b. Take attendance as per fire evacuation instructions.
6. **All Clear**: is used after a decision is made that normal school operations can resume.

FORMS:

- ✓ Following emergency procedures forms should be completed and directed to Admin Deputy for filing
- ✓ Forms should be printed and available at each reception area of the school.
- ✓ Forms will be saved on policies server



Emergencies:

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

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

Implement the following procedures to control and contain the situation.

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

Staff Assignments

LT member _____ or designee _____

Security Team Leader:

Student and Staff Accounting Team Member: Deputy Heads



BIOLOGICAL OR CHEMICAL THREAT-----EVACUATION

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

Scenario 1: Substance released inside a room or building.

Scenario 2: Substance released in surrounding community.

SCENARIO 1: SUBSTANCE RELEASED INSIDE A ROOM OR BUILDING

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

SCENARIO 2: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY

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



BOMB THREAT----EVACUATION

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

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



EARTHQUAKE—DUCK, COVER AND HOLD---EVACUATION

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

Follow the procedures listed below for all earthquake events.

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

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

1. LT will assess damages to determine needed corrective actions. For apparent damages, contact Chairperson to determine if the school should be closed.
2. If the school must be closed, notify staff members and students via text messages



FIRE ON SCHOOL GROUNDS---EVACUATION

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

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

Staff Assignments

Principal _____ or designee _____

Security Team Leader _____

Admin Deputy _____

Maintenance and Utility Team _____



LOSS OF UTILITIES---STAND BY

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

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

A. Plan for a loss of water

Toilets:

Drinking water:

Food Service:

Fire Suppression System:

B. Plan for a loss of electricity

Ventilation:

Emergency Light:

Other:

C. Plan for a loss of communication

Telephone Service:

Other:



EMERGENCY TEAMS

ROLES AND RESPONSIBILITIES:

Leadership Team:

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

Heads/Deputy heads:

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

Pastoral team/curriculum coordinator in primary

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

IT personal

- ✓ Secure buildings' entrance (no access)

Security and admin deputy:

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

Nurses/PE department:

- ✓ Conduct first Aid if needed

Teachers:

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



BIOLOGICAL AND CHEMICAL THREAT RESPONSE CHECKLIST

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



Learn Today...Lead Tomorrow

EMERGENCY DRILL RECORD

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