



INDIAN SCHOOL

RAS AL KHAIMAH

Emergency Management and Evacuation Policy

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	Mr. Abdullah Kutty
Role	Principal
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Signature	



School Emergency Management and Evacuation Policy

1. Purpose and Scope

The primary purpose of this policy is to ensure the safety and wellbeing of all students, staff, contractors, and visitors at ISRAK. This policy applies to all school facilities, school-organized off-site activities, and school transportation services.

2. Definitions

Emergency	Any situation that poses an immediate threat to the safety of students, staff, or school facilities. For example, fire, structural damage, hazardous material, security damage, utilities failures etc.
Evacuation	The orderly movement of students and staff from a dangerous location to a safe assembly area
Lockdown	Securing school facilities due to a security threat inside or near the school
Out of sight	“Out of sight” refers to positioning students in a location where they cannot be seen by an external threat or unauthorised person. This includes staying away from windows, doors, and lines of sight from hallways, entrances, or outdoor areas.
Shelter-in-place	Remaining inside school buildings due to external environmental hazards
Emergency Response Team	The designated school team responsible for managing emergencies

3. School Emergency Response Team (ERT)

The school has established a dedicated ERT responsible for the implementation and management of all emergency protocols:

- School Principal: Overall emergency management and decision-making.



- Operations Manager: Coordination of physical evacuation procedures.
- Health and Safety Officer: Ensuring safety compliance and hazard mitigation.
- Communications Leader: Primary point of contact for parents and Government Authorities.
- Transport Coordinator: Management of school buses and liaison with transport providers.
- School Nurse: Coordination of medical response and first aid.

4. Critical Emergency Protocols

4.1 Evacuation (Fire, Structural Damage, Gas Leak)

- Alarm: Immediate activation of the fire alarm system.
- Action: Staff escort students via designated routes to assembly areas.
- Accounting: Teachers must carry attendance registers and perform a headcount immediately upon arrival.
- Reporting: Missing students must be reported to the ERT instantly.

4.2 Lockdown (Security Threat)

- Action: All classroom doors and windows must be locked. Lights are turned off and blinds closed.
- "Out of Sight": Students must be positioned where they cannot be seen through windows or door panels (e.g., under desks or against interior walls).
- Conduct: Everyone must remain low, quiet, and still. No one may enter or leave until the "All Clear" is given by Authorities.

4.3 Shelter-in-Place (Environmental Hazard/External Incident)

- Action: Students and staff remain inside the building due to external threats (e.g., hazardous air quality or nearby police activity).
- Protocol: Move away from windows and glass; remain in interior corridors or rooms until safety is confirmed by Authorities.

4.4 Earthquake & Falling Debris

- Inside: Shelter under sturdy furniture or safe beams. Move away from windows.
- Outside: Move away from buildings and overhead power lines.
- Post-Tremor: Evacuate using stairs only (never elevators). Ensure the "Room Clear" sign is placed on the door.



5. Support for Students of Determination

ISRAK is committed to the safety of students with additional needs:

- **Dedicated Support:** Specific staff are assigned to assist students with mobility, medical, or sensory requirements.
- **Individual Plans:** The school maintains individualized emergency plans for each student of determination to ensure safe escorting during all emergency types.

6. School Transportation

To ensure the safe relocation of students and staff during an emergency, the School Transport Coordinator is responsible for the following protocols:

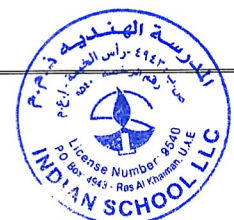
- **Emergency Fleet Readiness:** Maintain a designated fleet of school buses and licensed drivers on-call or readily available to facilitate immediate emergency relocation to off-site assembly points.
- **Driver Competency & Training:** Ensure all transport personnel undergo mandatory, documented training in the school's specific emergency response protocols, including evacuation drills and student accounting procedures.
- **Route Optimization:** Maintain clearly defined, pre-authorized emergency transport routes. These routes must be reviewed annually to account for local road changes and ensure the quickest, safest passage to secondary relocation sites.

7. Communication and Reunification

- **Authority Coordination:** The ERT will immediately contact RAK Police (999), Civil Defence (997), or Ambulance (998) as required.
- **Parent Alerts:** Communication will be sent via SMS, email, and school platforms in the parents' most accessible language.
- **Reunification:** Students will only be released to authorized parents/guardians after identity verification at a designated area.

8. Mandatory Incident Reporting to RAK DOK

- **Immediate Notification:** RAK DOK must be notified immediately via the official emergency channel for any major evacuation, injury, fire, or security incident.
- **Written Report:** A detailed incident report must be submitted to RAK DOK within 24 hours.



9. Training and Drill Schedule

To remain compliant with RAK DOK standards, ISRAK will conduct the following annually:

Drill/Training Type	Minimum Frequency
Fire Evacuation	Twice per academic year
Lockdown Drill	1–2 times per academic year
Shelter-in-Place	Once per year
Non-Fire Evacuation	Once per year
Staff Training	Once per year (Induction + Refresher)

Disclaimer: This policy is subject to annual review by the ERT and RAK DOK to ensure alignment with the latest safety standards.

