



المدرسة الهندية الجديدة  
NEW INDIAN SCHOOL

# NIS EMERGENCY EVACUATION POLICY 2026-2027

**Signed**

**Principal** : 

**Date : 28/03/2026**

**Reviewed By** : Governing Body | SLT

**Date : 28/03/2026**

**Next Review Due By**

**Date : 28/04/2026**

# NIS EMERGENCY EVACUATION POLICY

## 1. Introduction

The school establishes this Emergency and Evacuation policy to ensure that all emergency situations are managed in a structured, safe, and controlled manner, minimizing risk, panic, and disruption.

It provides a coordinated framework for identifying, responding to, and recovering from emergencies such as fire, medical incidents, environmental hazards, security threats, and regional instability.

The policy ensures that emergency response is guided by standardized procedures rather than individual judgment, and promotes a strong culture of preparedness through training, drills, and continuous monitoring.

It also ensures compliance with UAE regulatory authorities and supports effective coordination with emergency services. Special consideration is given to students of determination and vulnerable individuals to ensure inclusive safety measures.

### 1.1. Purpose

- This policy aims to ensure immediate, safe, and effective response to all emergency situations through clearly defined procedures, roles, and communication systems.
- It establishes structured actions for evacuation, lockdown, shelter-in-place, and crisis response, eliminating confusion and enabling all individuals to act promptly without hesitation.
- The policy supports coordination with Civil Defense, Police, Ambulance, and authorities, ensures continuity of learning where possible, and strengthens preparedness through regular training and drills.
- Compliance with this policy is mandatory, and failure to participate in training or follow procedures will be treated as a performance concern and may lead to disciplinary action.
- The policy reinforces **regulatory compliance** with UAE Civil Defense, Ministry of Education (MOE), Ministry of Interior (MOI), and RAKDOK requirements, and ensures readiness for inspections, audits, and emergency evaluations.

### 1.2. Background

- Schools operate in environments with high student density, making safety management a critical responsibility.
- UAE authorities mandate comprehensive emergency preparedness systems, including evacuation planning, safety infrastructure, and regular drills.
- Increasing global and regional risks such as environmental hazards, public health emergencies, and security concerns require a proactive and continuously evolving approach.
- Effective emergency planning reduces risk, prevents panic, ensures regulatory compliance, and supports rapid recovery and continuity of school operations.

### **1.3. Scope of Application**

This policy applies to:

- All students (KG–Grade 12)
- Teaching and non-teaching staff
- School Leadership Team (SLT)
- Visitors, parents, contractors, and service providers
- All school facilities (classrooms, labs, playgrounds, buses, and off-site locations)

It covers all emergency situations including fire, medical emergencies, environmental hazards, transport incidents, security threats, and regional/national crises.

All individuals on campus or involved in school activities must comply with emergency instructions. Failure to comply may result in removal from premises, disciplinary action, or reporting to authorities.

## **2. Policy Statement**

- The school maintains a comprehensive, proactive, and legally compliant emergency management system to ensure the safety, security, and wellbeing of all students, staff, and visitors at all times.
- All emergency preparedness, response, evacuation, and recovery procedures are implemented in strict alignment with UAE Civil Defense Fire and Life Safety Code, Ministry of Education (MOE), Ministry of Interior (MOI), and RAK DOK requirements.
- The protection of life is the highest priority, and all actions during emergencies are guided by this principle.
- The school ensures a structured system covering prevention, preparedness, response, and recovery, supported by clearly defined roles, trained personnel, and functional safety systems.
- All stakeholders must strictly follow emergency procedures without delay. Any negligence, non-compliance, or deliberate violation will be treated as a serious offence and may result in disciplinary action, including suspension, termination, or regulatory reporting.

### **2.1. Objective**

The school ensures that:

- All emergencies are identified, assessed, and managed effectively
- Evacuation or shelter decisions are taken promptly
- All individuals are accounted for during and after emergencies
- Communication is clear, timely, and accurate
- Staff and students are trained through regular drills
- Emergency systems, alarms, and equipment always remain functional

### 3. Definition

Emergency Management	Emergency management refers to the systematic process of preparing for, responding to, and recovering from emergency situations that may threaten the safety, health, or wellbeing of individuals within the school environment.
Emergency	Any unexpected situation that poses a risk to safety, health, or property
Evacuation	The organized movement of individuals from a dangerous area to a safe location
Lockdown	Securing the school premises to protect occupants from external threats
Shelter-in-Place	Remaining indoors to avoid external hazards
Assembly Point	Designated safe area where individuals gather after evacuation
Incident Commander	Person responsible for managing the emergency response
Wing Safety Officers	Staff assigned to ensure safe evacuation from designated areas
Vulnerable Individuals	Students or staff requiring additional support, including students of determination or medical needs.

All staff are expected to be familiar with these terms to ensure clarity during emergencies. Lack of understanding leading to incorrect response may be considered negligence

### 4. Types of Emergencies Covered

Category	Description / Scope	Response Requirement
Fire and Explosion	Fire incidents, smoke, or explosion risks within school premises	Immediate evacuation with activation of fire alarm systems and emergency protocols
Medical Emergencies	Injuries, illnesses, cardiac events, or public health concerns (e.g., epidemics)	Immediate first aid response, isolation if required, and contact with medical services and call ambulance if required
Natural Disasters	Earthquakes, sandstorms, extreme heat, flooding, or other environmental events	Protective actions such as evacuation or shelter-in-place based on risk assessment
Security Threats	Intruders, violence, suspicious objects, or external threats	Lockdown procedures, restricted movement, and coordination with police authorities
Environmental / Chemical Hazards	Gas leaks, chemical spills, or laboratory-related hazards	Area isolation, evacuation if required, and activation of safety protocols
Transport Emergencies	School bus accidents, breakdowns, or transport-related incidents	Immediate safety measures, secure students, communication with school and emergency services
Utility Failures	Power outages, water supply failure, or system breakdowns	Controlled response to ensure safety and continuity of operations
Regional / National Crisis	War alerts, civil unrest, or government directives (e.g., shift to distance learning)	Compliance with government instructions and activation of continuity plans, follow authority instructions

## 5. EMERGENCY MANAGEMENT STRUCTURE

The school implements this policy through a structured and operational framework: A clearly defined Emergency Response System is established with assigned roles and responsibilities.

<b>Roles</b>	<b>Designation</b>	<b>Key Responsibilities</b>
Incident Commander	Principal	Assumes overall command during emergencies, makes critical decisions, activates emergency protocols, and liaises with Civil Defense, Police, and other authorities.
Operation Manager	Vice Principal	Supports the Incident Commander, coordinates operations, ensures continuity of response, and supervises implementation of emergency procedures.
Safety Officer – HSO, DSO and CO	Health and Safety Officer, Deputy Safety Officer, Compliance Officer	Acts as liaison with Civil Defense, Police, and MOI; ensures safety compliance; monitors hazards and risk conditions during the emergency.
Child Protection Officer	CPO	Ensures safety and protection of all students during emergencies, monitors vulnerable students, prevents safeguarding risks, and coordinates with authorities if any child protection concern arises.
Inclusion Team (SEND / SENCO)	Inclusion Lead / SENCO / LSAs	Provides targeted support to Students of Determination, ensures safe evacuation of students with additional needs, implements PEEPs, and coordinates with teachers for inclusive safety measures.
Wing Safety Officers (Fire Warden)	KG Wing Safety Observer, Primary Wing Safety Observer, Admin Wing Safety Observer, Boy's Wing Safety Observer, Girl's Wing Safety Observer	Responsible for evacuation of assigned areas, ensures all rooms are cleared, checks washrooms and corridors, and reports completion status.
First Aid Team	School Doctor, School Nurse, Trained Staff	Provides immediate medical assistance, manages injuries, maintains first aid kits, and coordinates with emergency medical services if required.
Communication Officer	HR & Communication Lead	Manage communication with parents, authorities, and media; ensures accurate and timely information dissemination.
Evacuation Marshals	Teachers	Escort students safely to assembly points, maintain discipline, take attendance, and report missing students immediately.
Transport Coordinator	Assigned Staff	Transport Safety measures, secure students, communication with school and emergency services

## **6. Development and Implementation of Emergency and Evacuation Procedures**

- The school maintains a structured emergency response system with clearly defined roles and responsibilities, ensuring that comprehensive procedures are in place for fire, lockdown, medical, and environmental emergencies.
- Safety infrastructure is installed and consistently maintained in accordance with UAE Civil Defense standards, while regular drills and training sessions are conducted and reviewed to ensure a high level of preparedness.
- Classroom-level awareness is promoted through continuous teacher guidance, and effective communication systems are maintained to ensure coordination within the school and with external authorities.
- Appropriate support and arrangements are provided for students of determination to ensure their safety during all emergency situations.
- All incidents and drills are systematically documented, monitored, and reviewed to strengthen response effectiveness.
- Parents are informed and guided appropriately during emergencies, and continuous improvement is ensured through regular review and refinement of the policy.
- All emergencies are reported immediately and managed through structured procedures, with evacuations carried out calmly using designated routes and assembly points. Lockdown procedures are implemented during security threats, while shelter-in-place procedures are followed during environmental or external hazards. Medical emergencies are addressed promptly with appropriate and timely response measures.

### **6.1. GENERAL EMERGENCY RESPONSE PROCEDURES**

#### **During any emergency:**

- All emergency procedures shall be formally documented, displayed, and regularly communicated in compliance with RAKDOK and UAE regulations.
- Any emergency must be reported immediately to the nearest staff member or school office.
- The receiving staff shall escalate the situation without delay to the Principal/Incident Commander or Safety Officer.
- Appropriate alarm systems or official communication channels must be activated promptly.
- All individuals must stop activities immediately and follow instructions from authorized personnel.
- Movement must remain calm, controlled, and orderly; running, shouting, or pushing is strictly prohibited.
- Staff are responsible for student supervision, safety, discipline, and accountability at all times.
- No individual shall take unauthorized or independent actions that may compromise safety.
- Evacuation procedures must be followed using designated routes when premises are unsafe.
- Lockdown procedures must be implemented during security threats to restrict movement and ensure safety.
- Shelter-in-place procedures must be followed during environmental or external hazards.
- Medical emergencies must be addressed immediately through first aid and coordination with emergency services.
- Emergency services (Civil Defense – 997, Police – 999, Ambulance – 998) must be contacted promptly when required.
- No individual shall re-enter affected areas until officially declared safe.
- Access to emergency zones must be restricted and controlled to prevent further risk.
- All communication must be clear, accurate, and through official channels only.
- All actions and incidents must be recorded and documented for reporting, compliance, and continuous improvement.

## **6.2. EVACUATION PROCEDURES (DETAILED)**

- Evacuation shall be initiated immediately upon:
  - Fire alarm activation
  - Instruction from Principal / Incident Commander / Safety Officer
  - Civil Defense directive
- All individuals shall evacuate immediately using the nearest designated exit without collecting personal belongings.
- Movement must be calm, silent, and in single-line formation under staff supervision.
- Teachers shall lead from the front and ensure rear supervision, confirming no one is left behind.
- Designated evacuation routes must be followed strictly at all times.
- Lifts must not be used under any circumstances.
- Doors shall be closed (not locked) where safe to limit spread of hazards.
- Evacuation maps must clearly display:
  - Exits and evacuation routes
  - Fire safety equipment
  - Assembly points
- Standard colour coding (green – routes, red – equipment, blue – assembly areas)
  - Assembly points must be clearly marked, safe, and away from hazards.
  - All individuals must proceed directly to assembly points and remain in assigned groups.
  - Students must remain with their class teacher at all times.
  - Teachers shall conduct immediate roll call at assembly points.
  - Any missing individual must be reported immediately to the Incident Commander.
  - Students of Determination must receive priority support during evacuation.
  - Assigned staff shall assist mobility-impaired individuals.
  - Re-entry is strictly prohibited until officially declared safe by authorities or leadership.

## **6.3. CURRENT SITUATION PROTOCOL (REGIONAL INSTABILITY / WAR ALERT / NATIONAL EMERGENCY)**

- The school shall continuously monitor official updates from UAE authorities (MOE, MOI, Civil Defense).
- All government directives (e.g., closure, restricted movement, distance learning) shall be implemented immediately.
- In case of escalation during school hours, the school shall initiate evacuation or shelter-in-place based on risk assessment.
- Students shall be retained safely within the campus and not released without official instructions.
- Staff must ensure continuous supervision and safety of students during emergencies.
- Parents shall be informed through official school communication channels only and must not collect students unless instructed.
- The school shall activate its emergency communication system to provide timely updates.
- Misinformation and panic behaviour shall be strictly controlled.
- Essential supplies (e.g., water, first aid, communication tools) shall be ensured during extended emergencies.
- Transition to online learning shall be activated immediately when required.
- School operations shall resume only after official clearance from relevant authorities

## **6.4. Fire Emergency and Evacuation Procedures**

- Upon activation of the fire alarm, all occupants must evacuate immediately using the nearest designated exit without collecting personal belongings.

- Teachers shall lead students in an orderly single-line formation, ensuring no one is left behind.
- Doors should be closed (not locked) while exiting to limit the spread of fire.
- Elevators must not be used under any circumstances.
- All individuals must proceed directly to designated assembly points and remain there until instructed otherwise.
- Teachers shall conduct immediate roll call and report any missing individuals without delay.
- Fire extinguishers may only be used by trained personnel, and only if it is safe to do so.
- Any delay, refusal, or failure to follow evacuation instructions will be treated as a serious safety violation.

#### **6.5. Lockdown Procedures (SECURITY THREATS)**

- Lockdown shall be initiated immediately upon identification of an intruder or external threat.
- A lockdown announcement shall be made through the PA system.
- All classrooms and offices must be locked and secured from inside without delay.
- Students and staff shall remain inside and positioned away from doors and windows.
- Lights shall be switched off where appropriate to reduce visibility.
- Strict silence must be maintained; communication limited to essential coordination only.
- Teachers shall maintain calm control, ensuring students remain seated and quiet.
- Movement within the building is strictly prohibited unless instructed by authorized personnel.
- Security staff shall secure all entry and exit points and monitor external conditions.
- Mobile devices may be used only for emergency communication.
- No individual shall leave the secured area until official clearance is provided.
- The lockdown shall remain in effect until clearance is given by authorities or leadership.
- Any breach of lockdown procedures will be treated as a serious safety violation.

#### **6.6. SHELTER-IN-PLACE PROCEDURES**

- This procedure is applicable during Sandstorms, Extreme Heat, External Environmental Hazards
- Shelter-in-place procedures shall be implemented immediately.
- All individuals must remain indoors in designated safe areas.
- Doors and windows must be securely closed to prevent external exposure.
- Movement within the building shall be restricted to essential areas only.
- Staff must ensure continuous supervision, keeping students calm and engaged.
- Ventilation systems and internal conditions shall be monitored where applicable.
- Regular updates and instructions shall be communicated to all stakeholders.
- No individual shall leave the building without authorization from leadership or authorities.
- Essential supplies shall be managed to support extended indoor stay if required.
- Normal operations shall resume only after official clearance is provided.

#### **6.7. MEDICAL EMERGENCY RESPONSE**

- All medical emergencies must be reported immediately to the school nurse or designated medical team.
- First aid shall be administered promptly by trained personnel.
- The individual's condition must be assessed immediately to determine further action.
- Ambulance services shall be contacted without delay in serious or life-threatening cases.
- The surrounding area must be cleared to allow safe and effective medical intervention.
- Medical records shall be referenced to ensure appropriate care.
- Parents must be informed immediately with clear and accurate information.
- Hygiene and infection control measures must be maintained at all times.
- Follow-up care and monitoring shall be arranged where required.
- All incidents must be formally documented and reported.

## **6.8. TRANSPORT EMERGENCY PROCEDURES**

- In case of a bus breakdown or accident, the driver must stop the vehicle safely and inform school authorities immediately.
- Students must remain seated and calm unless evacuation is required.
- The bus attendant shall ensure continuous supervision and discipline.
- Students must not leave the bus without supervision or instruction.
- Emergency services shall be contacted where necessary.
- The school shall inform parents promptly with accurate information.

## **6.9. POST-EMERGENCY ACTIONS**

- Conduct a complete headcount to ensure all students and staff are accounted for.
- Provide immediate medical and psychological support where required.
- Address all injuries and health concerns without delay.
- Normal operations shall resume only after clearance from the Incident Commander.
- A detailed incident report must be submitted within 24 hours.
- Conduct a review meeting to identify gaps and implement corrective actions.
- Ensure continuous improvement based on findings and recommendations.

## **6.10. SAFETY INFRASTRUCTURE REQUIREMENTS**

- The school ensures all safety systems (fire alarms, extinguishers, emergency lighting, exit signage, communication systems) are installed and maintained in line with UAE Civil Defense standards.
- Fire alarms and extinguishers always remain functional.
- Emergency exits are accessible, unobstructed, and clearly marked.
- Assembly points are properly designated and identifiable.
- Emergency signage is clearly visible across the campus.
- Regular inspections and maintenance checks are conducted and documented.
- Records are maintained to ensure compliance during audits and inspections.

## **6.11. COMMUNICATION AND COORDINATION PROTOCOL**

- The school maintains clear internal and external communication systems for effective emergency response.

### **Internal Communication:**

- Staff communication groups

### **External Communication:**

- Coordination with Civil Defense, Police, and Ambulance services
- Parent communication via SMS and school portal
- Communication is ensured to be timely, accurate, and through official channels only.
- Designated personnel are responsible for contacting external authorities when required.
- Media communication shall be handled only by the Principal or an authorized representative.

## **6.12. Conduct of Regular Training and Drills**

- The school conducts regular emergency drills to ensure preparedness and compliance with UAE Civil Defense requirements.

- Fire drills are conducted at least twice per year (minimum as per RAKDOK Guidelines).
- Regular evacuation and lockdown drills will be conducted throughout the academic year.
- Staff emergency response training is conducted annually.
- Student awareness sessions are conducted to promote safety understanding.
- All stakeholders are trained to respond effectively, remain calm, and follow instructions during emergencies.
- Drill outcomes are reviewed and evaluated, and improvements are implemented to address identified gaps.

#### **6.13. Classroom-Level Implementation**

- Teachers implement the policy at the classroom level, ensuring students are aware of evacuation routes, assembly points, and expected behaviour.
- Maintain updated class lists and accurate attendance records to ensure all students are accounted for during emergencies.
- Promote student awareness, safety, and accountability always.

#### **6.14. Support for Students of Determination and Vulnerable Individuals**

- The school ensures that specific arrangements are in place to support students of determination, including assigning staff members to assist them during evacuation and ensuring that evacuation routes are accessible.
- Individual emergency plans may be developed for students who require additional support.
- Special arrangements are made for students of determination.

#### **6.15. Parent and Community Awareness**

- The school informs parents about emergency procedures and expectations, including the importance of not rushing to the school during emergencies unless instructed.
- Parents are guided to rely on official communication from the school to avoid confusion and ensure safety.
- Parents are informed and guided appropriately.

### **7. School Responsibilities**

- Emergency preparedness is implemented through structured planning, training, monitoring, and continuous improvement.
- Readiness is maintained daily, not limited to drills or inspections.
- All emergency systems, procedures, infrastructure, and training are consistently implemented and maintained.
- Safety equipment (alarms, extinguishers, lighting, signage, communication systems) is kept functional and regularly inspected.
- Emergency procedures are clearly communicated through training, drills, and awareness programmes.
- Roles and responsibilities are formally assigned, documented, and communicated to ensure coordination.
- All stakeholders are accountable for their actions during emergencies.
- Failure to maintain readiness or perform duties may lead to safety risks, non-compliance, and disciplinary action.
- Emergency preparedness is treated as a continuous process, not a one-time requirement.

## **7.1. Roles and Responsibilities**

### **7.1.1. Principal (Incident Commander)**

- The Principal serves as the Incident Commander, holding overall authority for emergency management.
- Takes immediate and informed decisions on evacuation, lockdown, shelter-in-place, or school closure based on safety priorities.
- Ensures full compliance with UAE Civil Defense, MOE, MOI, and RAKDOK regulations.
- Coordinates directly with external authorities (Civil Defense, Police, Ambulance) without delay.
- Maintains accurate, timely communication with parents, staff, and authorities, preventing misinformation.
- Ensures all emergency systems, infrastructure, and procedures are implemented, monitored, and regularly reviewed.
- Oversees staff training and preparedness, ensuring clarity of roles and responsibilities.
- Ensures special provisions for vulnerable students, including Students of Determination and those with medical needs.
- Maintains visible, calm leadership to control panic and ensure coordinated response.
- Prevents unauthorized or unsafe actions that may compromise safety.
- Monitors effectiveness of drills and incidents, ensuring corrective actions and continuous improvement.
- Oversees post-incident reporting, ensuring accurate documentation and timely submission.
- Ensures availability and accessibility during school operations and emergencies.
- Holds full accountability for leadership, coordination, safety implementation, and regulatory compliance.
- Any delay, negligence, or failure in leadership is treated as a serious safety and administrative breach

### **7.1.2. Vice Principal (Operations Manager)**

- The Vice Principal supports the Principal in coordinating emergency response and ensuring operational continuity.
- Ensures effective implementation of emergency procedures across all areas of the school.
- Supervises staff deployment and role execution, ensuring no delay or confusion.
- Ensures all staff are aware of their responsibilities and prepared at all times.
- Maintains clear and consistent communication across departments, aligned with leadership instructions.
- Monitors movement within the school to maintain order and prevent unsafe behaviour.
- Ensures strict adherence to evacuation, lockdown, and safety procedures.
- Oversees attendance verification and roll call systems during emergencies.
- Ensures proper use of emergency exits, routes, and assembly areas.
- Intervenes immediately in cases of non-compliance or procedural failure.
- Supports crowd control and discipline management to prevent panic.
- Monitors staff performance during drills and incidents, reporting concerns to the Principal.
- Ensures no staff member abandons assigned duties during emergencies.
- Documents and addresses any gaps in coordination or staff non-compliance.
- Holds accountability for operational coordination and enforcement of procedures.
- Any failure in coordination or communication is treated as a leadership performance concern

### **7.1.3. Safety Officers – HSO and DSO and Compliance Officer**

- The Accountable Lead (Health and Safety Officer) ensures full compliance with UAE Civil Defense and safety regulations.

- Ensures all fire safety systems, alarms, extinguishers, and emergency infrastructure are installed, functional, and maintained.
- Conducts regular inspections, audits, and maintenance checks of all safety equipment.
- Maintains accurate, updated, and audit-ready documentation and records.
- Ensures evacuation maps, signage, and emergency plans are clearly displayed across the school.
- Plans, monitors, and evaluates emergency drills in line with regulatory requirements.
- Identifies potential hazards and implements preventive and corrective measures.
- Ensures emergency exits remain accessible and unobstructed at all times.
- Coordinates with external authorities (Civil Defense, Police, medical services) during inspections and emergencies.
- Ensures immediate reporting and resolution of any safety system failure or risk.
- Supports activation of emergency procedures (alarm, evacuation, lockdown, shelter-in-place) based on risk assessment.
- Monitors staff role execution and emergency response effectiveness.
- Ensures clear communication to avoid confusion or panic during emergencies.
- Prioritizes support for vulnerable individuals, including students with additional needs.
- Prevents unauthorized actions that may disrupt emergency response.
- Oversees post-incident reporting and implementation of corrective actions.
- Holds full accountability for safety compliance, system readiness, and documentation.
- Any negligence or non-compliance may result in regulatory penalties and internal disciplinary action

#### **7.1.4. Counsellor, Psychologist and Social Worker**

- The Counsellor provides immediate and post-incident psychological and emotional support to students and staff.
- Supports trauma management, anxiety reduction, and emotional recovery following emergencies.
- Always ensures psychological safety alongside physical safety.
- Identifies students requiring additional emotional support and provides targeted interventions.
- Supports staff in managing student behaviour and emotional responses during emergencies.
- Assists in communication with parents regarding student wellbeing.
- Ensures confidentiality, sensitivity, and professionalism in all counselling interactions.
- Supports reintegration of students and staff after traumatic incidents.
- Participates in emergency planning, preparedness, and awareness programmes.
- Maintains accurate documentation of counselling interventions and follow-up actions.
- Ensures timely response to emotional and psychological needs.
- Holds accountability for effective support and wellbeing outcomes.
- Any gaps in support impacting wellbeing will be reviewed by leadership

#### **7.1.5. SLTs**

- The Senior Leadership Team (SLT) ensures implementation of emergency procedures across all departments.
- Acts as area coordinators during emergencies, supporting evacuation, lockdown, or safety measures.
- Ensures staff readiness and awareness within their respective departments.
- Monitors compliance with safety procedures in assigned areas.
- Supports effective communication and coordination during emergencies.
- Verifies that all assigned areas are evacuated or secured, ensuring no area is left unchecked.
- Maintains discipline, order, and control within designated zones.
- Reports irregularities, risks, or concerns immediately to the Principal.
- Supports documentation, reporting, and accountability processes.
- Holds responsibility for effective management and safety within assigned areas.

- Any failure in implementation or coordination is treated as a leadership accountability concern

#### **7.1.6. Teachers**

- Teachers are responsible for student safety, supervision, and control during emergencies.
- Ensure no student is left unattended under any circumstances.
- Lead students calmly and systematically to designated assembly points or safe areas.
- Maintain discipline and orderly movement, preventing running, pushing, or panic.
- Conduct accurate roll calls at assembly points and report missing students immediately.
- Ensure strict adherence to emergency procedures and instructions.
- Remain calm, assertive, and in full control at all times.
- Be fully aware of evacuation routes and alternative exits.
- Provide appropriate support to Students of Determination during emergencies.
- Participate actively in emergency drills, training, and preparedness programmes.
- Enforce safety rules consistently throughout the emergency.
- Maintain clear communication with leadership during incidents.
- Hold accountability for effective supervision and student safety.
- Any negligence, delay, or failure to maintain control may result in disciplinary action

#### **7.1.7. Administrative and Support Staff**

- Administrative and support staff assist in evacuation, communication, and operational coordination during emergencies.
- Ensure activation of communication systems (e.g., PA announcements, emergency contacts).
- Support safe evacuation processes, including guiding visitors and non-staff personnel.
- Assist in controlling movement within the premises to maintain order and safety.
- Secure essential records and documents, if safe to do so.
- Follow instructions from leadership immediately and without delay.
- Report hazards, irregularities, or safety concerns promptly.
- Ensure accurate recording of emergency information and documentation.
- Must not abandon assigned duties during emergencies.

##### **Security Staff Responsibilities:**

- Control entry and exit points to ensure restricted and safe access.
- Prevent unauthorized entry and movement, ensuring perimeter safety.
- Support emergency response operations and assist external services upon arrival.
- Act promptly under command instructions to maintain safety and order.
- All staff are accountable for effective execution of assigned responsibilities.
- Any negligence, delay, or failure to perform duties may result in disciplinary action.

#### **7.1.8. Security Staff**

- Security staff control all entry and exit points during emergencies.
- Prevent unauthorized access and always ensure perimeter safety.
- Ensure clear access for emergency vehicles and keep gates unobstructed.
- Guide emergency services to the correct locations without delay.
- Assist in evacuation, crowd control, and maintaining order.
- Support lockdown procedures as directed by leadership.
- Monitor external threats continuously and report immediately.
- Remain at assigned posts unless instructed otherwise.
- Follow command instructions promptly and effectively.
- Hold accountability for security control and response effectiveness.
- Any lapse in security or negligence may result in disciplinary action

### **7.1.9. SCHOOL NURSE / MEDICAL TEAM**

- The Medical Team provides immediate first aid and emergency medical support.
- Assesses injuries and medical conditions, ensuring timely escalation where required.
- Coordinates with ambulance and external medical services without delay.
- Maintains updated medical records of all students.
- Ensures availability and readiness of medical supplies and emergency equipment.
- Supports vulnerable individuals, including students with medical needs.
- Manages health-related emergencies (e.g., injuries, fainting, panic attacks) effectively.
- Ensures hygiene, infection control, and safety standards are maintained.
- Documents all medical incidents accurately and maintains records.
- Communicates promptly with parents regarding medical situations.
- Always ensures rapid response during emergencies.
- Holds accountability for timely intervention and quality of care.
- Any delay, negligence, or failure to respond may result in disciplinary action

### **7.1.10. Students**

- Students must follow all instructions from staff immediately and without hesitation.
- Maintain calm behaviour and always avoid panic.
- Avoid unsafe actions such as running, pushing, or shouting.
- Follow designated evacuation routes and safety procedures strictly.
- Remain with assigned class groups during emergencies.
- Cooperate fully and maintain discipline throughout the emergency.
- Report hazards, risks, or concerns immediately to staff.
- Participate actively in emergency drills and training programmes.
- Always respect all safety rules and procedures.
- Avoid any disruptive behaviour that may compromise safety.
- Hold accountability for personal safety and compliance.
- Any misconduct or non-compliance may result in warnings, behavioural intervention, suspension, or disciplinary action

### **7.1.11. Parents**

- Parents must cooperate fully with school instructions during emergencies.
- Follow official school communication only, avoiding misinformation.
- Do not rush to the school unless specifically instructed.
- Ensure emergency contact details are accurate and updated at all times.
- Support and respect school safety procedures and authority.
- Avoid interfering with emergency operations or response processes.
- Do not create panic or spread unverified information.
- Attend safety-related meetings or communications when required.
- Reinforce safety awareness and instructions with children at home.
- Maintain accountability for cooperation and compliance.
- Non-cooperation may result in restricted access, formal warnings, or further action.

### **7.1.12. Transport Staff**

- Transport staff ensure student safety and supervision during all transport-related emergencies.
- Follow bus evacuation and emergency procedures strictly.
- Maintain discipline and orderly behaviour during transport incidents.
- Ensure no student is left unattended at any time.
- Report incidents immediately to school authorities and take prompt action.
- Maintain continuous communication with the school during emergencies.

- Ensure all bus safety equipment is functional and accessible.
- Provide first response support to injured students, if required.
- Coordinate with emergency services when necessary.
- Hold accountability for safe transport operations and incident management.
- Any negligence, delay, or failure to follow procedures may result in disciplinary action

### **7.1.13. Other Stakeholders if applicable**

- Contractors and visitors must follow all safety instructions and school procedures while on campus.
- Comply with evacuation procedures and participate when required.
- Follow directions from school staff immediately and without hesitation.
- Remain within designated areas at all times.
- Avoid interfering with emergency operations or response activities.
- Maintain calm behaviour and avoid panic or disturbance.
- Report hazards or safety concerns immediately to staff.
- Cooperate fully with school authorities during emergencies.
- Vacate the premises immediately when instructed.
- Compliance with safety rules is mandatory at all times.
- Non-compliance may result in removal from premises, restricted access, or blacklisting

## **8. Reporting Structure**

### **8.1. Procedures to be followed**

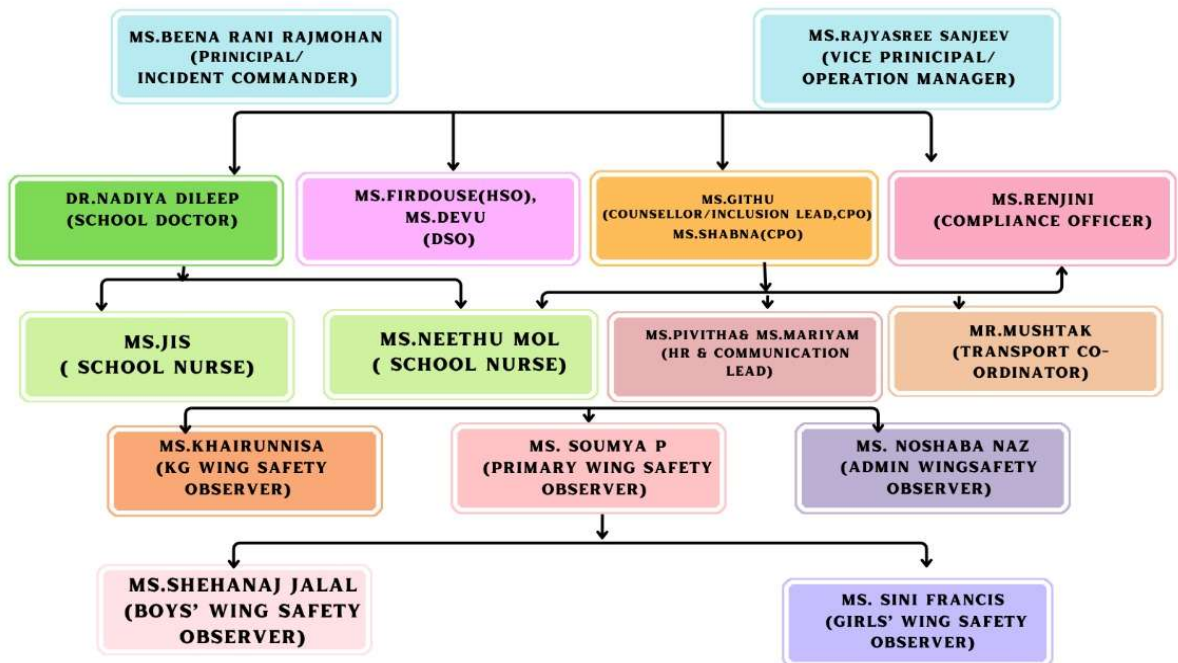
- All emergencies must be reported immediately to the nearest staff member or school office.
- Information must be escalated without delay to the Principal/Incident Commander.
- Emergency services must be contacted promptly when required.
- No staff member shall ignore, delay, or conceal any emergency situation.
- Ensure accurate and timely communication to enable immediate response.
- All incidents must be formally documented and reported.
- Immediate reporting and escalation are mandatory at all times.
- Any delay, negligence, or failure to report will be treated as a serious violation and may result in disciplinary action.

### **8.2. Power Distribution**

<b>Position</b>	<b>Role</b>
Principal	Final decision-making authority
Vice Principal	Operational coordination
Safety Officer	Safety Compliance, safety control, Incident Command
Safety Team - CPO, Inclusion, Counsellor, Medical Team, Other Support Staff	Compliance
Teachers	Student supervision
Security	Access Control

All staff must follow the chain of command. Unauthorized decisions may lead to confusion and will be treated as a violation.

## NISRAK EMERGENCY RESPONSE TEAM(ERT)



## **9. Continuous Improvement and Compliance**

Failure to comply with emergency procedures may:

- Endanger lives
- Result in disciplinary action
- Lead to regulatory penalties or school closure in severe cases
- The policy is reviewed periodically to incorporate new regulations, lessons learned from drills or incidents, and best practices from UAE authorities.
- The school ensures that all updates are communicated effectively and implemented across all levels.

The school ensures compliance with all applicable UAE regulations and standards related to emergency management

- The school ensures full compliance with all UAE safety regulations.
- All documentation must be accurate, updated, and audit-ready.
- Non-compliance may result in fines, warnings, or closure directives.
- The school ensures full compliance with UAE laws and safety regulations.
- The policy is regularly reviewed and updated.
- All systems must be operational and actively implemented.
- Failure may result in audit non-compliance and safety risks.
- The school complies with UAE Civil Defense Code, MOE guidelines, and RAKDOK requirements.
- Compliance with UAE Civil Defense, MOE, and RAKDOK regulations is maintained.

### **9.1. Related Documents**

All incidents must be:

- Recorded in official logs.
- Submitted to relevant authorities where required.
- Maintained securely and kept audit-ready for inspection.

### **9.2. Monitoring, Documentation, and Review**

- All emergency drills, incidents, and responses are documented in detail, including time taken, challenges faced, and corrective actions required.
- The school leadership reviews these records regularly to ensure continuous improvement in emergency preparedness and response.
- All drills and incidents are documented and reviewed.

### **9.3. Supporting documents and procedures**

- Maintain evacuation maps, drill reports, incident reports, and safety inspection logs.
- Ensure emergency contact lists are accurate and up to date.
- All records must be regularly updated, accurate, and audit ready.
- Ensure proper documentation and always record maintenance.
- Missing or incomplete documentation may result in non-compliance and accountability actions.

## **10. Expectations from Stakeholders**

- All stakeholders must read, understand, and strictly always follow this policy.
- Ensure full compliance with all emergency procedures and safety protocols.
- Maintain calm, disciplined behaviour and avoid unsafe actions during emergencies.
- Follow instructions and communication protocols accurately and without delay.
- Ensure immediate reporting and escalation of emergencies by staff.
- Participate actively in emergency drills, training, and preparedness programmes.
- Parents must cooperate with school instructions and rely only on official communication.
- Accountability for compliance and safe conduct is mandatory for all stakeholders.

## **11. Disciplinary Action**

- Any negligence, non-compliance, refusal to follow instructions, or behaviour compromising safety during emergencies is treated as a serious policy violation.
- The school implements a progressive disciplinary framework to ensure accountability and corrective action.
  - First instance (minor non-compliance) - Verbal warning (recorded internally).
  - Repeated/non-compliance: Formal written warning issued and documented.
  - Three warnings in an academic year (or earlier based on severity): Escalation to disciplinary action.
  - Serious or safety-threatening behaviour: Immediate suspension may be imposed.
  - Severe, repeated, or high-risk cases:
    - Termination of enrolment / expulsion (students)
    - Non-renewal of enrolment for the next academic year
    - Termination of employment (staff)

### **11.1. Student-Specific Violations**

Students engaging in the following:

- Disrupting evacuation procedures
- Ignoring staff instructions
- Engaging in unsafe behaviour
- Creating panic or disorder

Will be subject to:

- Verbal and written warnings
- Behaviour contracts
- Suspension
- Conditional re-enrolment
- Non-renewal of admission
- Expulsion (in severe or repeated cases)

### **11.2. Staff Accountability**

Failure to follow procedures, delayed response, or negligence may result in

- Formal warnings
- Performance management measures
- Suspension or termination of employment

### **11.3. Parents, Visitors & Contractors**

- Non-compliance (e.g., interference, panic creation, ignoring instructions) may result in:
  - Formal warnings
  - Restricted access to school premises
  - Removal from campus or denial of future access

## 12. Regulatory Escalation

- Any **serious violation endangering safety or life** may be reported to **relevant authorities** in accordance with UAE laws.
- All disciplinary actions are aligned with the **UAE Ministry of Education Behaviour Policy** and school regulations.

## 13. Feedback and Improvement

- The school conducts regular reviews of emergency procedures based on drills and real incidents.
- Collects feedback from staff and stakeholders to identify gaps and areas for improvement.
- Implements continuous improvements based on observations and recommendations.
- Ensures the policy remains effective, updated, and aligned with best practices.
- Staff are required to actively participate in feedback and review processes.
- Failure to engage may impact performance evaluation and accountability.

## 14. Policy Clarification

- The policy shall be reviewed annually and updated based on new regulations, risks, or incidents.
- All updates must be approved by school leadership and the governing authority.
- Clarification may be obtained from school leadership or the Health and Safety Officer.
- Staff are required to seek clarification whenever in doubt to ensure correct implementation.
- Assumptions leading to errors will be treated seriously and may result in accountability review.

## 15. Contact Information



### NIS EMERGENCY CONTACT DETAILS

DESIGNATION	NAME	CONTACT
PRINCIPAL	MS. BEENA RANI RAJMOHAN	0501748993
VICE PRINCIPAL	MS. RAJYASREE SANJEEV	0506702627
DSO & HSO	MS. DEVU. S	0509474846
	MS. FIRDOUSE	0566319732
CHILD PROTECTION OFFICER	MS. GITHU	0505179042
	MS. SHABNA	0551432018
COMPLIANCE OFFICER	MS. RENJINI	0553449289
DOCTOR	DR. NAADIYA	0501478100
NURSES	MS. JIS	0527886156
	MS. NEETHUMOL	0521811274
COMMUNICATION LEAD	MS. PIVITHA	0565898673
	MS. MARIYAM	0561881817
TRANSPORT CO-ORDINATOR	MR. MUSHTAK	0567327848
KG WING SAFETY OBSERVER	MS. KHAIRUNNISSA	0503628084
PRIMARY WING SAFETY OBSERVER	MS. SOUMYA.P	0507820406
ADMIN WING SAFETY OBSERVER	MS. NOSHABA NAAZ	0555346489
BOYS' WING SAFETY OBSERVER	MS. SHEHANAJ	0553048900
GIRLS' WING SAFETY OBSERVER	MS. SINI	0553436139

Email Id: [support@newindianschool.com](mailto:support@newindianschool.com)

EMERGENCY AUTHORITY CONTACTS		
PRIMARY RESPONSE		
POLICE 999	FIRE/CIVIL DEFENCE 997	AMBULANCE 998
UTILITIES & HELPLINE		
ELECTRICITY 991	WATER 992	GOVERNMENT HELPLINE 800555
SPECIALIZED SERVICES		
POLICE NON-EMERGENCY 901	COAST GUARD 996	
AUTHORITY INSTRUCTIONS TAKE PRECEDENCE		

## 16. Conclusion

- The school is committed to maintaining the highest standards of safety, preparedness, and emergency response.
- This policy ensures all stakeholders are equipped with the knowledge and procedures required to respond effectively during emergencies.
- Safety is a shared responsibility, requiring full cooperation from all stakeholders.
- All individuals must act responsibly, proactively, and in accordance with established procedures.
- Strict adherence to safety protocols is essential to protect life and maintain a secure learning environment.
- Any action that compromises safety will result in strict disciplinary measures.

## 17. Policy version control

Version	Date	Description of Changes	Approved By	Next Review Date
1.0	05/10/2024	Created Document	Principal	05/02/2025
2.0	05/02/2025	Updated	Principal	07/04/2025
3.0	01/05/2025	Updated	Principal	15/05/2025
4.0	15/05/2025	Updated	Principal	28/03/2026
5.0	28/03/2026	Updated	Principal	28/04/2026



NEW INDIAN SCHOOL  
المدرسة الهندية الجديدة

# LOCKDOWN SOP

## إجراءات الإغلاق

### IMMEDIATE ACTIONS & PROCEDURES (SCHOOL LOCKDOWN DRILL)

#### 1 RECOGNIZE THE EMERGENCY SIGNAL (NO ALARM SOUNDED) خطوة 1: المراضع

Wait for:  
Code Words/Phrases over PA,  
Direct Communication,  
or Discreet Signals

PA SYSTEM INTERNAL PHONE SECURE APP STAFF RADIO

#### 2 SECURE, SILENCE, STAY خطوة 2: المراضع

**INSIDE CLASSROOMS:**  
Lock doors  
Turn off lights  
Close blinds  
Move away from doors/windows  
Keep silent.

#### 3 ACTIONS BY STAFF & STUDENTS خطوة 3: افعال المنى

**TEACHERS:**  
Take quick attendance,  
Stay calm, Phone on silent.

**STUDENTS:**  
Stay low and quiet,  
Follow instructions strictly.

#### WHEN LOCKDOWN ENDS خطوة 4: اذمغاع الاسماى

AWAIT OFFICIAL CLEARANCE  
FROM SCHOOL LEADERSHIP  
OR UAE POLICE.

SCHOOL LEADERSHIP UAE POLICE OFFICER CLEARANCE ALL CLEAR

تتررة السماع SECURITY MONITORING

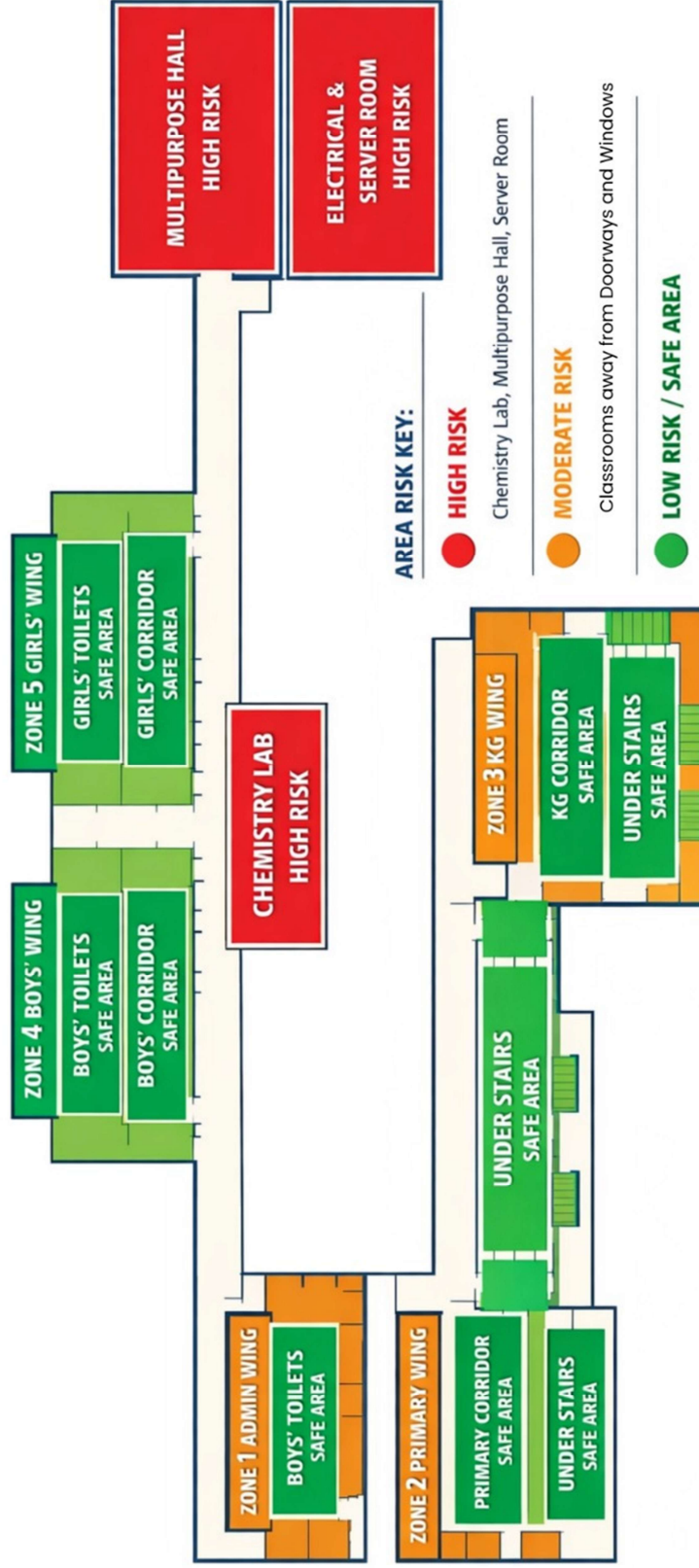
خطوة الأرجارب الطلاس FRONT OFFICE LOCKED

المدرسة الهندية الجديدة  
NEW INDIAN SCHOOL

[www.newindianschool.com](http://www.newindianschool.com)

## CODE - BLUE

## NISRAK EMERGENCY AREA RISK MAP



### AREA RISK KEY:



**HIGH RISK**

Chemistry Lab, Multipurpose Hall, Server Room



**MODERATE RISK**

Classrooms away from Doorways and Windows

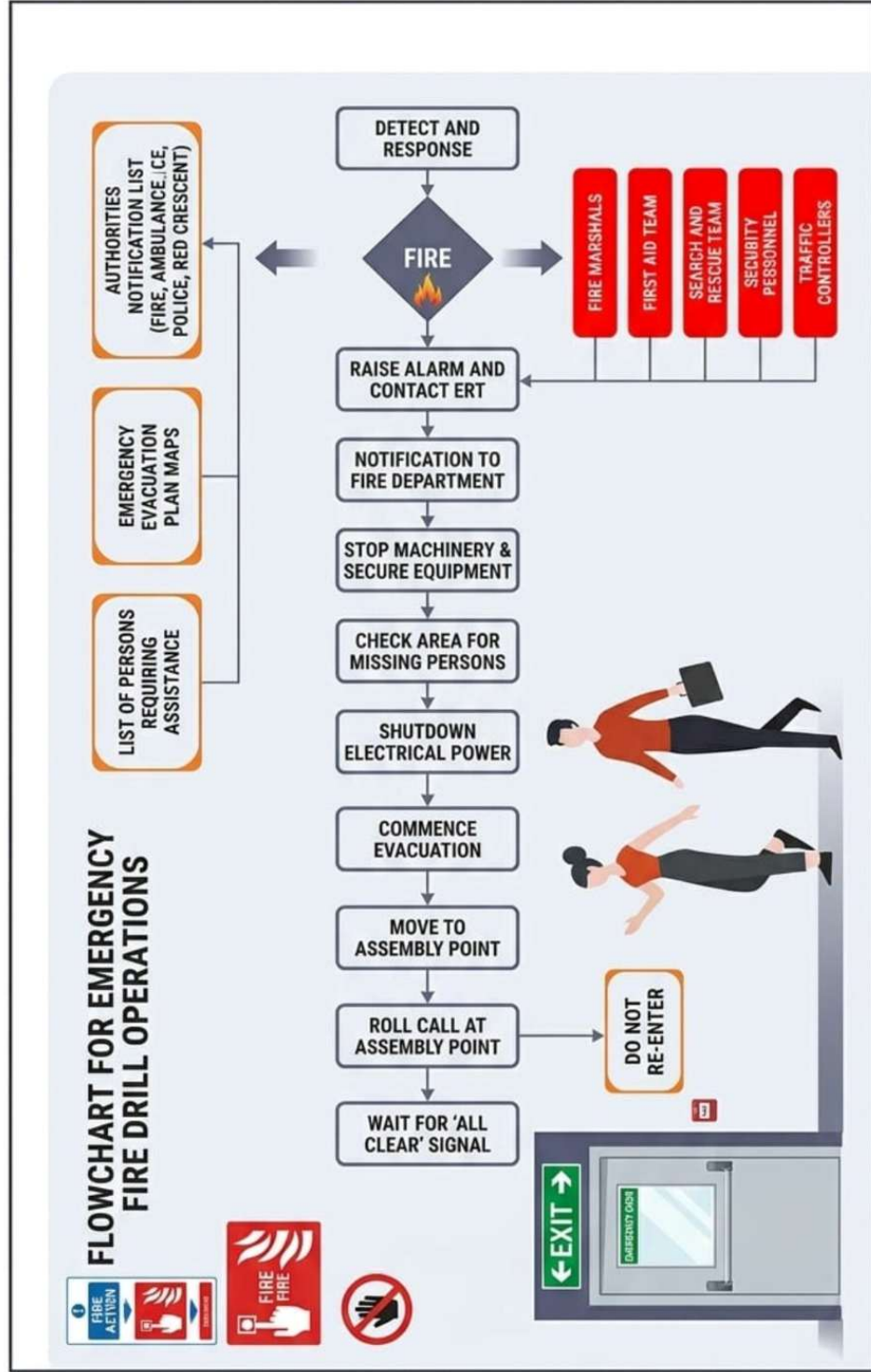


**LOW RISK / SAFE AREA**

Boys' & Girls' Toilets  
Internal Corridors  
Under Stairs Areas

 **USE SAFE AREAS FOR SHELTER-IN-PLACE**

 **AVOID HIGH RISK AREAS DURING EMERGENCIES**





# Four Critical Scenarios Require Distinct Response Actions

## EMERGENCY



Immediate threats:

- Fire
- Structural Damage
- Hazardous Material
- Utilities Failures

## EVACUATION



Orderly movement to safe assembly areas.

PROTOCOL:

- Follow marked exit routes
- Move quickly and quietly
- Report to designated assembly point
- Remain accounted for

## LOCKDOWN



**Out of Sight**  
Securing facilities with students "out of sight".

PROTOCOL:

- Lock doors and windows
- Turn off lights
- Silence mobile devices
- Hide away from sight
- Do not open for anyone

## SHELTER-IN-PLACE



Remaining inside due to external hazards.

PROTOCOL:

- Stay inside the building
- Close all external doors and windows
- Move to interior rooms
- Seal vents and gaps if necessary
- Wait for "all clear" signal



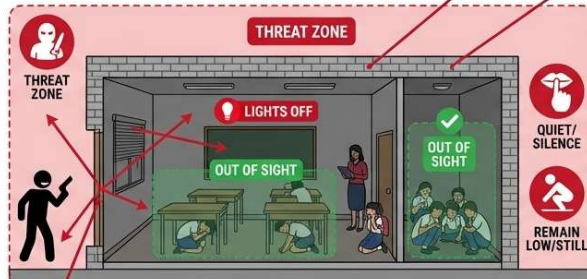
## LOCKDOWN (SECURITY THREAT)

IMMEDIATE ACTION REQUIRED

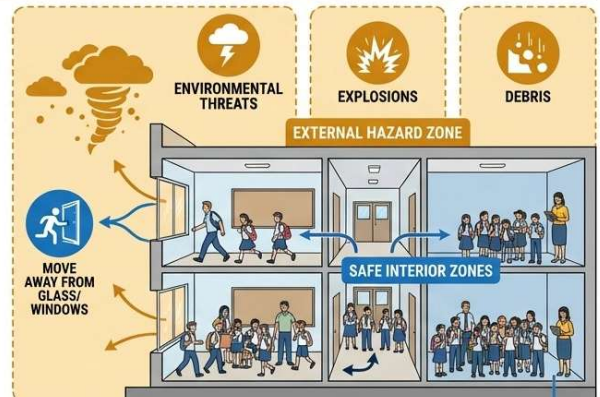
## SHELTER-IN-PLACE (EXTERNAL HAZARDS)

PROTECTION FROM OUTSIDE DANGERS

**SECURE EVERY STUDENT OUT OF SIGHT WHEN THREATS EMERGE**



1. LOCK DOORS & COVER WINDOWS
2. MOVE STUDENTS OUT OF SIGHT
3. TURN OFF LIGHTS & SILENCE DEVICES
4. HIDE IN DESIGNATED SAFE ZONES
5. REMAIN QUIET & LOW
6. AWAIT OFFICIAL 'ALL-CLEAR'



1. REMAIN INSIDE THE BUILDING
2. MOVE AWAY FROM WINDOWS/ EXTERIOR WALLS
3. RELOCATE TO INTERIOR ROOMS OR CORRIDORS
4. STAY LOW IF NECESSARY
5. ACCOUNT FOR ALL STUDENTS & STAFF
6. MONITOR FOR OFFICIAL UPDATES



# Accessible Safety Systems Must Serve Every Student

## EVACUATION INFRASTRUCTURE

<b>Emergency exit signs (green exit symbol)</b> ☑ Clearly marked and unobstructed routes.	<b>Evacuation route signage with arrows</b> ☑ Illuminated directional guides in all areas.	<b>Assembly area markers (safe zone circles)</b> ☑ Designated safe gathering points outdoors.	<b>Fire alarm systems (bell/speaker icons)</b> ☑ Audible and visual alarms with strobe lights.
<b>Emergency lighting (backup lights)</b> ☑ Battery-operated lighting in power failure.	<b>Emergency lighting (backup lights)</b> ☑ Battery-operated lighting in power failure.	<b>Posted evacuation maps</b>	<b>Posted evacuation maps (floor plans on walls in various locations)</b> ☑ Detailed maps in all classrooms, corridors, labs, cafeterias, and offices.

## STUDENTS OF DETERMINATION SUPPORT



<b>Mobility equipment</b>	<b>Medical devices</b>	<b>Sensory accommodations</b>	<b>Communication aids</b>
<b>Assign staff</b> Designated trained personnel for each student.	<b>Safe escort</b> Assisted movement to safe assembly area.	<b>Equipment assistance</b> Support with mobility & medical devices.	<b>Communication</b> Clear instructions via appropriate methods.
			<b>Reporting</b> Status confirmation to emergency coordinators.

**Individualized emergency plans for every student with special needs**



# Parents Receive Real-Time Updates in Their Preferred Language

## COMMUNICATION CHANNELS

<b>SMS/TEXT:</b> Student Safety: <input checked="" type="checkbox"/> Confirmed. Incident: [Nature]. Instructions: [Action].	<b>EMAIL:</b> Student Safety: <input checked="" type="checkbox"/> Confirmed. Incident: [Nature]. Instructions: [Action].
<b>APP NOTIFICATION:</b> Student Safety: <input checked="" type="checkbox"/> Confirmed. Incident: [Nature]. Instructions: [Action].	<b>ACCESSIBLE LANGUAGE</b> Information provided in accessible language with translation support.

**IMPORTANT:** Parents MUST inform the school if traveling or unable to reach the school.

## STUDENT REUNIFICATION PROCESS

- MARKED DESIGNATED REUNIFICATION ZONE**
- 1. PARENT ARRIVAL WITH ID VERIFICATION CHECKPOINT**
- 2. IDENTITY VERIFICATION (CHECKMARK/APPROVAL ICON)**
- 3. STUDENT RELEASE DOCUMENTATION (CLIPBOARD/FORM)**
- 4. AUTHORIZED PARENT-CHILD REUNION (RESTRICTED ACCESS SYMBOL)**  
STUDENTS ONLY RELEASED TO AUTHORIZED INDIVIDUALS.  
ORDERLY, DOCUMENTED RELEASE

**ENSURE UP-TO-DATE PARENT CONTACT INFORMATION ON FILE.**



# MEDICAL RESPONSE PLAN

## MEDICAL TEAM DEPLOYMENT

- Medical staff members (Doctor + Nurse / 2 Nurses) will:
  - Immediately proceed to the designated safe area
  - Carry emergency medical equipment



## EMERGENCY EQUIPMENT INCLUDES:



First aid kit



Oxygen cylinder



AED



Glucometer



Emergency medications:  
• Salbutamol inhaler  
• Ice pack



Stretcher / wheelchair



## MEDICAL STAFF 1 – CLINIC LEAD (STATIONARY)

- Remains in the medical room
- Manages:
  - Existing emergencies and ongoing cases
  - Walk-in students unable to evacuate
  - Shelter in children with special needs (DM, asthmatic) if they arrive
- Maintains clinic readiness and communication with the response team



## MEDICAL STAFF 2 – SAFE AREA LEAD

- Proceeds immediately to the designated safe area (ground floor)
- Carries essential emergency medical equipment
- Responsible for:
  - Triage and initial management of injured students arriving at the area
  - Providing first aid and stabilization



## MEDICAL STAFF 3 – MOBILE RESPONSE SUPPORT

- Functions as a roving emergency responder
- Assists with:
  - Evacuation support, especially for vulnerable or injured students
  - Transport of medical equipment as required
- Responds to:
  - Emergencies occurring on route or in any area of the school
- Maintains active coordination with staff and guides communication between zones





## Special Needs Emergency SOP

### Evacuation Plan for Students of Determination

- ✓ Escorted by Assistant / Shadow Teacher
- ✓ Wheelchair / Physical Support / Visual Guidance



### Movement to Safe Area

- Go to **SAFE ZONE** (Green Area)
- Calm & Controlled
- Avoid Crowded Routes

**SAFE ZONE**

### Medical Support Area

- School Nurse
- First Aid Kit
- Stretcher & Wheelchair



### Care in Safe Zone

- Nurse & Assistant Teacher
- Assess & First Aid
- Monitor for Distress



### Special Considerations

- 👉 **Deaf:** Use Visual Cues
- 🧩 **Autism:** Stay Calm
- ♿ **Physical Disability:** Use Wheelchair / Stretcher



### Final Step

- Attendance Checked
- Admin Informed
- Parents Notified

### — ONE-LINE VERSION —

Students of determination will be escorted by their assistant/shadow teacher to the designated safe area, where the school nurse (with first aid, stretcher, and wheelchair) will take over care.