



مدرسة دلهي الخاصة ذ.م.م.
DELHI PRIVATE SCHOOL L.L.C



A Guide to Parents

Academic year 2026-27

The safety of our students is our highest priority. The school has implemented a structured **Emergency Response Plan** in line with Ministry of Education safety protocols. This guide explains how emergencies are managed at school and how parents can support safe and smooth emergency response.



Purpose of the Emergency Plan

The Emergency Response Plan ensures:

- Safety of students and staff during emergencies
- Quick and organized response to unexpected situations
- Clear communication between school and parents
- Safe evacuation or protection of students when required

Schools are required to establish emergency procedures, safe exits, assembly areas, and trained emergency teams to handle crisis situations.

Types of Emergency Situations

The school follows three main response methods depending on the situation.

1. Evacuation

Evacuation happens when the school building is unsafe.

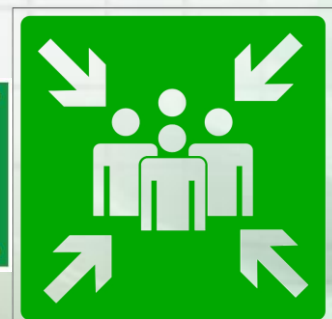
Examples:

- Fire
- Gas leak
- Structural danger

During evacuation:

- Students are safely guided out of the building
- They move to the designated assembly area
- Teachers supervise students at all times

Evacuation procedures are activated when the building is considered unsafe.



Types of Emergency Situations

2. Lockdown

Lockdown happens when there is a security threat inside or near the school.

Examples:

- Security concerns nearby
- Unauthorized person on campus

During lockdown:

- Students remain inside classrooms
- Doors are locked
- Students stay silent and safe



Lockdown procedures are implemented when there is a security threat within or near school premises.

3. Shelter-in-Place

Shelter-in-place happens when it is unsafe to go outside.

Examples:

- Dust storms
- Severe weather
- External environmental hazard

During shelter-in-place:

- Students stay inside safe indoor areas
- Movement is restricted
- Staff supervise students until safe conditions return



Shelter-in-place procedures apply when external conditions make evacuation unsafe.



School Emergency Response Team

The school has a trained Emergency Response Team (ERT) responsible for:

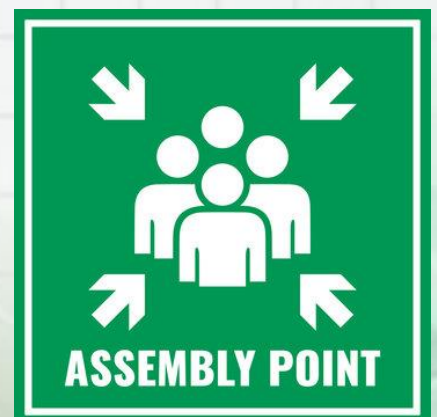
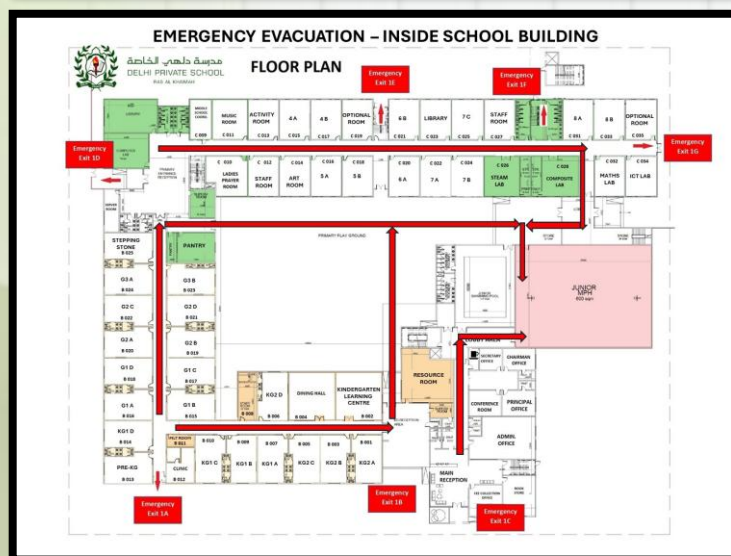
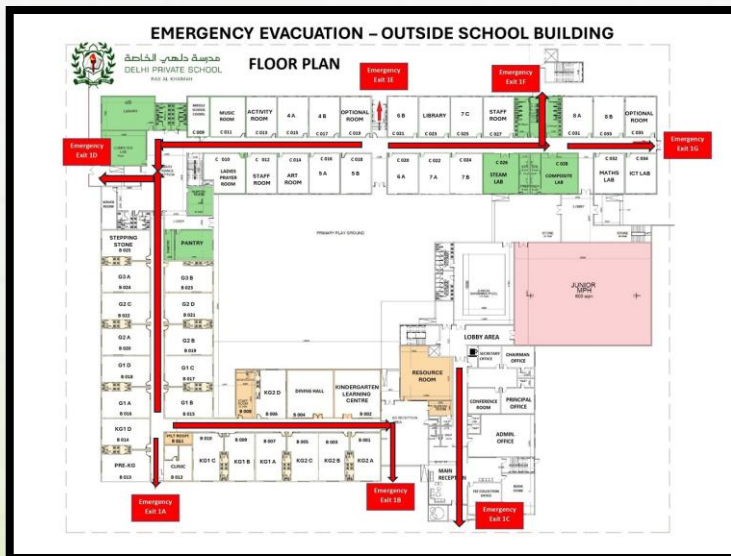
- Managing emergency situations
- Coordinating evacuation or lockdown
- Supporting injured or vulnerable students
- Communicating with authorities

Position	Primary Responsibility
School Principal	Overall emergency management
Operations Incharge	Coordination of evacuation procedures
Health and Safety Officer	Emergency Safety procedures
Teacher Representative	Coordination of evacuation process
Admin/Communications	Messages to parents and authorities
Transport coordinator	Management of school transport
School Nurse	Medical response

Safety Measures in School

To ensure readiness, the school maintains:

- Clearly marked emergency exits
- Visible exit signs
- Designated evacuation assembly areas
- Identified shelter locations
- Special support plans for students with movement difficulties
- Regular emergency drills






Communication During Emergencies

During any emergency:

- Parents will receive official messages from the school
- Updates will be shared through approved communication channels
- Parents should rely only on verified school information

Important reminder:

 Photography or video recording during emergencies is strictly prohibited.

Photography during emergencies is legally and ethically prohibited as part of communication protocol.

What Parents Should Do During an Emergency

- ✓ Stay calm
- ✓ Wait for official communication from the school
- ✓ Follow instructions given by the school
- ✓ Keep phone lines available for emergency communication
- ✓ Update contact numbers regularly with the school

What Parents Should NOT Do

- ✗ Do not rush to the school unless instructed
- ✗ Do not call repeatedly during emergencies
- ✗ Do not spread rumours or unverified information
- ✗ Do not share photos or videos

Following instructions ensures everyone's safety and prevents panic.

Medical and Psychological Support

During emergencies:

- First aid support is available
- Injured students receive immediate medical care
- Emotional and psychological support is provided after incidents

Rapid intervention helps prevent injuries from worsening and supports student recovery.

Student Safety During Emergencies

Students are trained to:

- Follow teacher instructions
- Move calmly during evacuation
- Stay in designated safe areas
- Avoid panic or running

Teacher calmness and structured guidance help prevent panic and maintain safety.





Approved Protocol Upon Receiving Official Alert Messages or Hearing Sounds Indicating a Potential Threat

If alert messages are received from relevant official authorities, if sound are heard indicating a potential threat during in-person learning hours, all schools, staff and students and parents must respond immediately and comply with the issued instructions as follows

FIRST	<p>Role of Parents before heading to School</p> <p>Parents should refrain from sending students to school during alert periods and must comply with official instructions.</p> <p>School administrations shall allow flexibility in student attendance and dismissal in a manner that ensures student safety.</p>
SECOND	<p>During Transit</p> <p>On school buses: Students must not be dropped in exposed areas and must remain inside the bus while staying away from windows.</p> <p>With a parent or the student alone: Proceed to the nearest safe place or return home.</p>
THIRD	<p>Upon arrival at school</p> <p>Do not wait outside the building. Enter immediately if it is safe to do so.</p> <p>Do not allow the students to get out of the car or the bus unless the situation is safe.</p> <p>If entry is possible, move the student to the nearest pre-designated safe area.</p>
FOURTH	<p>While inside the school campus</p> <p>Stop all activities immediately and move students and staff to the nearest safe indoor area.</p> <p>Bus drivers should remain inside the bus or proceed to the nearest safe facility if necessary.</p> <p>Communicate with parents and inform them of the gradual evacuation plan, while ensuring that parents are distributed across more than one gate whenever possible.</p>



Approved Protocol Upon Receiving Official Alert Messages or Hearing Sounds Indicating a Potential Threat

FIFTH	<p>During dismissal</p> <p>If the alert is issued before the student board the buses, dismissal must be suspended to ensure students remain in safe places until further instructions are issued. If the students are already on the bus, they must remain inside, lower their heads, and not disembark in exposed areas. Communicate with parents as needed.</p> <p>Do not evacuate until another notice is received from competent authorities.</p> <p>If an alert is issued or a threat is detected during the evacuation process, dismissal must be suspended until the danger has been confirmed to have passed.</p>
SIXTH	<p>After the warning has ended</p> <p>Resume dismissal in an organized and gradual manner according to school instructions.</p> <p>Continue calming students, avoid causing panic, and provide the necessary support for exceptional cases such as students with chronic illness.</p>

 **Be Prepared in an Emergency**

Rapid Response

The Golden Seconds (The Golden 3 Minutes)

3

Golden minutes separate complete control of the situation

Situation from disaster in the school environment

Minute 1

Response and Decision

Recognize the danger, assess the situation immediately, and make the decisive decision: evacuate or shelter in place.

Minute 2

Organized Movement

Guide students calmly and without panic toward the pre-designated safe evacuation routes.

Minute 3

Assembly and Count

Reach the safe assembly point and immediately begin counting students and reporting.

After the Emergency

After the situation is controlled:

- Parents will receive official updates
- Students will be safely released when permitted
- School operations will resume only after safety confirmation

Recovery and return management procedures ensure safe resumption of learning.

Parent Support Is Essential

Parents play an important role in emergency safety by:

- Staying informed
- Supporting school safety policies
- Encouraging children to follow instructions
- Maintaining updated contact details

Preparedness today ensures protection tomorrow.



Conclusion

**Our students' safety is a trust in our hands,
and our preparedness today is their
protection tomorrow.**



**Thank you for your continued commitment
and efforts in building in a safe school
environment**