



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

SCHOOL EMERGENCY MANAGEMENT & EVACUATION POLICY

Policy Reference: RAKDOK-POL-2026-03

Effective Date: 23 March 2026

1. PURPOSE AND SCOPE

The purpose of this policy is to ensure effective emergency preparedness and response procedures to safeguard the wellbeing of students, staff, and visitors. This policy applies to all school premises, buildings, facilities, transportation services, and off-site school-organized activities.

- Safe evacuation of all occupants
- Protection of life
- Effective emergency response
- Clear communication during emergencies
- Accountability of all persons

2. GENERAL EMERGENCY RESPONSE PROTOCOLS

(Applicable to All Incidents)

When an emergency occurs:

1. Raise the alarm immediately
2. Inform Front Office / Principal
3. Stop all activities
4. Follow evacuation or lockdown instructions
5. Assist students and visitors
6. Move to designated assembly area if evacuation is required
7. Conduct roll call
8. Report missing persons
9. Wait for further instructions
10. Return only after "All Clear"

These steps align with evacuation response actions such as alarm activation, orderly movement, and roll verification at assembly points.

3. CORE EMERGENCY PROTOCOLS

3.1 Evacuation (e.g., Fire, Gas Leak, Structural Damage)

1. Activation: The emergency alarm system must be activated immediately.
2. Movement: Teachers must escort students calmly via designated routes to assembly areas.

3. Accounting: Teachers must carry attendance registers and conduct a headcount upon arrival.
4. Reporting: Missing students must be reported to the ERT immediately.
5. Re-entry: No one may return to buildings until authorized by relevant authorities.

3.2 Lockdown (e.g., Security Threat Inside/Near School)

1. Secure: All classroom doors and windows must be locked.
2. Out of Sight: Students must be positioned where they cannot be seen by an external threat (e.g., under desks, away from door panels).
3. Silence: Lights should be turned off; students must remain low, quiet, and still until an "all-clear" is given. Assembly area is Multipurpose Hall.

3.3 Shelter-in-Place (e.g., Environmental Hazards)

1. Staff and students must remain inside school buildings until authorities confirm it is safe.
2. The assembly area is Multipurpose Hall.

3.4 External Explosion, Falling Debris, or Security Incident

1. Students and staff must immediately move away from windows and external areas and proceed to the Multipurpose Hall using the safest internal routes.
2. Teachers must lead students in lines, carry attendance registers, and ensure no student is left behind.
3. Teachers must conduct attendance and report any missing or injured persons immediately.
4. No one may leave the Multipurpose Hall until the official "all-clear" announcement is given.

4. STUDENTS OF DETERMINATION (SODs) EMERGENCY PROTOCOL

1. Each Student of Determination must be assigned a designated staff member (buddy/escort) responsible for assisting during emergencies.
2. SODs must be given priority support during evacuation, lockdown, or internal relocation procedures.
3. Staff must assist with wheelchairs, walkers, hearing aids, or other medical/mobility equipment as required.
4. SODs must be escorted through safe and accessible routes to the designated assembly or shelter area.
5. Necessary medications, emergency kits, or care plans must accompany the student when possible.
6. Assigned staff must ensure the safe arrival and attendance confirmation of the SOD at the assembly area.'

5. EMERGENCY RESPONSE TEAM (ERT)

The following personnel are designated as the ERT responsible for implementing this plan:

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

6. SCHOOL TRANSPORTATION

During emergency situations, the safety and orderly movement of students will be ensured through coordinated transportation procedures for both school transportation users and students using private transportation.

1. Students Using School Transportation

- In the event of an emergency requiring evacuation or early dismissal, students who normally use school transportation will be assembled at the designated safe holding area under the supervision of teachers and support staff.
- The Transport Supervisor will coordinate with bus drivers to position school buses safely at the designated pick-up points once clearance is provided by the School Incident Commander or emergency authorities.
- Attendance will be verified using the bus-wise student list before boarding the buses to ensure all students are accounted for.
- Students will board buses in an orderly manner under staff supervision and will be transported to their usual drop-off points or to an alternate safe location as directed by school management or emergency authorities.
- Communication will be sent to parents through approved communication channels informing them about transportation arrangements and expected arrival times.

2. Students Using Private Transportation

- Students who normally travel by private transportation (parent pick-up, private drivers, or walking) will remain in the designated safe holding area under staff supervision until their parents or authorized guardians arrive.
- Parents will be informed through official communication channels regarding the emergency and instructed to collect their children from the designated safe pick-up area.

- No student will be released without proper verification of the parent/guardian identity, as per the school's student release protocol.
- A record of student release will be maintained, including the name of the person collecting the student, time of release, and staff signature.

3. General Safety Measures

- The Transport Supervisor will maintain updated contact details of all bus drivers and transport staff.
- Teachers will ensure continuous supervision of students until they are safely handed over to parents or transported by school buses.
- All transportation-related actions during emergencies will be carried out only after receiving clearance from emergency services and school authorities.
- Regular drills will be conducted to familiarize staff and students with emergency transportation and evacuation procedures.

7. COMMUNICATION PROTOCOLS AND MANAGEMENT

Effective communication is critical.

Communication Channels:

- PA System
- Mobile phones
- SMS system
- Parent communication platform
- Email

Parent Communication

Parents will be informed:

- During extended emergencies
- After incident resolution
- Through official communication channels

This aligns with the requirement to notify stakeholders during prolonged lockdowns.

8. COORDINATION WITH AUTHORITIES

Police (emergency)	999
Ambulance	998
Civil Defense	997
Electricity emergency	991
Water emergency	992

Police (non-emergency)	901
Government helpline	800 555

9. INCIDENT REPORTING PROTOCOL TO RAKDOK

Immediate Notification: Notify RAKDOK via official channels immediately after contacting emergency services for injuries, fires, explosions, or major evacuations.

Written Report: A detailed report must be submitted to info@dok.rak.ae within 24 hours.

10. TRAINING AND DRILLS SCHEDULE

1. All staff must receive regular training and drills on emergency procedures, evacuation routes, and assigned responsibilities.
2. Students must be oriented and trained on emergency signals, evacuation procedures, and safe behaviour during drills.
3. Parents must be informed of school emergency procedures through circulars, meetings, or handbooks.

The school must conduct periodic emergency drills to ensure preparedness and identify improvements and will maintain records of the same. The schedule of drills as follows.

Fire Evacuation Drill	Twice per academic year
Lockdown Drill	1–2 times per academic year
Emergency preparedness training for staff	Once per year
Shelter-in-Place	Once per year
Evacuation of non-fire emergencies	Once per year

11. IMPLEMENTATION CHECKLISTS

Internal checklists are made ready to ensure that we are compliant with the requirements outlined in the policy.

12. REVISION

Effective Date: 23 March 2026

Prepared and reviewed by:	Senior Management Team	Next review date:	March 2027
Authorized by:	School Principal	No. of Pages	6