



Emergency Response Policy

Version	Document Title	Status	Author	Approved by	Date	Reviewed On	Next Review Date
0.1	Emergency Response Policy	Final	MSO – Rahul Saseendran	Principal	August 2024	August 2025	August 2026
Principal – Samuel Holliday							



CONTENTS

SN	TOPIC	PAGE
1.	POLICY STATEMENT	3
2.	UAE EMERGENCY CONTACT LIST	3-4
3.	PROPERTY DAMAGE OR VANDALISM	4
4.	CONFRONTATION / FIGHT	4
5.	RUNAWAY, KIDNAPPED OR MISSING CHILD	5
6.	LOCKDOWN PROCEDURES	5-6
7.	SUDDEN DEATH	6
8.	THREAT OF SUICIDE	6
9.	AIRCRAFT DISASTER	7
10.	FIRE	7-8
11.	EARTHQUAKE	8-9
12.	BOMB THREAT	9
13.	HOSTAGE SITUATION / TERRORIST ATTACK	10
14.	MEDICAL EMERGENCY	11
15.	EMERGENCY CONTACT INFORMATION	12

The purpose:

The Emergency Response Guide is to identify and respond to incidents by outlining the responsibilities and duties of School and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the guide educates students/staff, and other key stakeholders on their roles and responsibilities before, during, and after an incident.

This guide provides other members of the community with assurances that School has established guidelines and procedures to respond to incidents/hazards in an effective way.

“Crises have the potential to affect every student and staff member in a school building. Despite everyone’s best efforts at crisis prevention, it is a certainty that crises will occur in schools. Good planning will facilitate a rapid, coordinated, effective response when a crisis occurs. Being well prepared involves an investment of time and resources—but the potential to reduce injury and save lives is well worth the effort.”

“You can’t predict when or where, but you can be prepared!”

(From - A Guide for Schools and Communities and ALICE institute.)

Amity English Principal, Amity Education Group Public Relation shall be the only source of information for media inquiries.

A quick-reference supplement to the ASD All Hazard Plan

UAE EMERGENCY CONTACT LIST

In case of an **emergency**, you can call the following **numbers** while anywhere in the UAE:

Emergency Numbers:	School Address:
Police Department - 999	Al Qusais, Dubai, UAE
Ambulance - 998	Makani No. : 3554797058
Fire Department (Civil Defence) - 997	Phone: +971 42041001

How to Dial Emergency Numbers:

From a landline or mobile:

1. Dial the number directly (no outside line necessary)
2. Choose the language option

In the event of an emergency (earthquake, power outage, etc.) please gather as much information as possible and keep in contact with Emergency Response Team (Names, Numbers) via mobiles or Walkie Talkie Radios.

PROPERTY DAMAGE OR VANDALISM

When accidental or intentional damage to any school property is observed or identified:

During School Hours:

1. Notify the Principal and School Operations department and provide the following information:
 - The type of damage or vandalism.
 - Location.
 - If you know, the individual(s) responsible and they can be identified by name.
 - Write an Incident Report.

After School Hours:

1. Notify one of the Security guards on duty

CONFRONTATION / FIGHT

IF YOU ARE CONFRONTED BY A HOSTILE PERSON:

1. Isolate the person from any students. Send someone to the Principal or Operations department for help.
2. Project a calm demeanor. In a low, confident voice tell them you'll help with the problem if they'll explain it to you calmly. The more emotional they are, the calmer you need to be.
3. Keep a larger than normal distance (at least 1-1/2 arm's length) from them.
4. Watch for warning signs of attack (fisted hands, hunching shoulder, forward movement) and increase distance or put furniture between you if necessary.

IF YOU OBSERVE A FIGHT IN PROGRESS

1. Enlist / count on the help of other adults to disperse the audience. This is crucial in schools because an audience is fuel to the fire. Staff should note the onlookers' names for discipline.
2. Send someone to the Principal office to call for assistance.
3. Do not step between the fighters. Order them to stop what they're doing and step away from each other.

The office of HOS should notify:

1. **Principal**
2. **Emergency Contact team member OR as appropriate call 999**

RUNAWAY KIDNAPPED OR MISSING CHILD

1. Notify Security, Principal and the School Operations department immediately.
2. Document any information or facts surrounding the incident (when and where student was last seen, description of clothing, participation in after-school activities, names of friends, etc.)
3. Record any observations that you make (vehicle, license numbers, description of person(s), etc.).

The Principal/School Operations Manager will notify:

1. Emergency Police number 999.
2. HOS will contact Emergency Committee Team at Amity Education Group as per the status.

Emergency Team contact number:

NAME	CONTACT NUMBER	POSITION
Victoria Tucker Brown	0543253009	Principal
Rahul Saseendran	0528668062	Operations Manager

The Principal/or Designee will:

1. Notify parents.
2. Gather witnesses if available to speak with Police. Gather information from friends that may assist in locating student. Determine type of kidnapping, if possible.
 - Custodial/non-custodial or non-parental.

LOCKDOWN PROCEDURES

Lockdown Procedures

Procedures for Teachers

- 1) Principal/Designee makes this announcement: "This is a lockdown" or "This is a lockdown drill practice." This message will be relayed via the PA system.
- 2) Teacher's open classroom doors and quickly secure all students who are in the hallway or general vicinity.
- 3) Teachers lock his/her classroom door from the inside, turn off all lights and close all windows. Have your red/green emergency folder in hand. Move children to the far side of the room away from window view, if possible. Students should lay face down on the floor or sit down on the floor and instruct them to remain absolutely quiet.
- 4) Take attendance to ensure that all students in your class are present. Note names of students you may have brought into your class at the lockdown. Although a teacher cannot leave, keeping record of who is present with YOU is critical in an emergency.
- 5) Do not open the door for anyone regardless of what you hear going on outside. If someone knocks at the door, do not respond. An administrator may be under duress and be forced to ask you to open the door. **Do not.**
- 6) Do not use your phone unless you are instructed to use them. Your administrator may be trying to contact you by cell phone. Better to keep phone on silent.
- 7) Be prepared to follow further instructions from the Principal or Designee if given the code word.
- 8) NEVER open the door or leave the classroom until the all-clear announcement is given.
- 9) Regular classroom teachers whose class is with a specialist in the school should not join their class. The classroom teacher should lock down at his/her own immediate safe location.
- 10) Students who are outside should go to the closest classroom or secure area possible for lockdown.
- 11) Playground aides are to guide students to the closest available rooms or sheltered area possible according to the lockdown plan.

- 12) If students are unable to get into the building, they are to lay flat on the ground behind objects or trees. Students should not run, but remain face down, flat on the ground.

If Lockdown Occurs During Lunchtime, Recess or play Area

- 1) Students should remain calm and go to the closest classroom / room.
- 2) If students are outside at recess, they are to go to the closest classroom / room the cafeteria and lay on the floor there.
- 3) Playground aides need to enter closest classroom immediately.
- 4) Students need to be told to stay at school and not go home.

SUDDEN DEATH

Sudden Death of a Person(s)

Determine the level of the crisis:

1. Notify Principal or School Operations Manager or Nurse.
2. Phone emergency services: Call 999.
3. Secure the Area until Security arrives.

THREAT OF SUICIDE

Any note or verbalization should be taken seriously.

1. Contact the Principal or designee, the nurse, and counsellor.
2. Staff member should always remain with the person.
3. Clear the area to calm the individual, minimize chaos and provide working room.

The Principal/School Operations Manager will notify:

1. Emergency Police No.: 999.
2. Principal will contact Emergency Committee Team at Amity Education Group as per the status.

The Principal or Designee will:

1. Notify the parent, spouse, or other appropriate individual.
2. Provide facts and information to staff. (N/A for threat)
3. Develop a plan for communicating information to students/staff and parents.

AIRCRAFT DISASTER

Aircraft crash into School Building:

1. **Building will be evacuated unless students and staff will be in greater danger as a result of the evacuation.** The fire alarm can be used to give the evacuation signal.
2. Once instructed to evacuate, follow building evacuation procedure and be sure to take emergency incident file.

Aircraft crash near School property but no damage to buildings:

1. Notify **Principal/School Operations department.**
2. Keep all students and staff in the buildings. Any persons outside should be returned immediately to their designated rooms or buildings until further instructions are given. No evacuations should occur unless subsequent explosions/fires endanger the building.

The Principal/School Operations Manager will notify:

1. Emergency Police number 999.
2. HOS will contact Emergency Committee Team at Amity Education Group as per the status.

The Principal/School Operations Manager and Emergency Committee will:

1. Determine if evacuation is necessary. Determine if normal assembly area will be used or if it will be necessary to move to a new or alternate location.
2. Verify that a 999 call was made.
3. Ensure that student/staff accountability requirements are complete.
4. Follow the advice of authorities.
5. HOS will contact Emergency Committee Team at Amity Education Group as per the status.

FIRE

1. If fire is **suspected** report to Principal Office.
2. If there is a fire, sound the nearest fire alarm immediately.
3. Once instructed to evacuate, follow building evacuation procedure and be sure to take the Red/Green Card with up-to-date class list.

EVACUATION

Emergency Response Team

1. Incident Commander (Principal) or designee will determine the location of the fire as indicated in the Fire Control Panel and inform the Emergency Response Team where the fire is located.
2. The School Operations Department or security guard will call the Fire Department or Civil Defence or the Principal will place the call.
3. Security must open the Main Entrance/Exit Doors if DCD is called in to coordinate the vehicle movement and open the outside gates 1, 3 or 6 as per the requirement.

STAFF – Stay Calm!

If you are in the classroom:

1. Direct students to follow normal fire drill procedures unless administrator or emergency responder alter route.
2. Take the Red/Green Card with up-to-date class list.
3. Close doors and lead students out in an orderly manner; students must be lined up. If safe, turn off lights and electrical equipment, leave the room quickly and move to the assembly area as per evacuation plan.
4. All students should be lead to their designated assembly point marked by grade level signs.
5. When outside, account for all students. Use red/green signal cards to inform the Emergency Committee Members immediately if any students are missing.
6. Only the **Principal or designated person** will be allowed to make the announcement (based on the clearing of fire), if the building is safe to return.

If you are not teaching at the time:

1. Every person assigned to a location within the building must go directly to their assigned location(s) to check classrooms, offices, and other areas to ensure there are no students left behind.
2. Gather any student(s) you see in class as they move to their exit point.

Additional Information:

1. You have to evacuate the building immediately without going to get your personal belongings.
2. If students are evacuated to relocation centres, stay with the students. Take roll again, when you arrive at the relocation centre.

During Breaks:

With the exception of the outlined procedures below, follow the same evacuation procedures as outlined above:

1. Teachers who are not teaching are expected to
 - a. Support staff on duty with lining up students and walking them out in an orderly manner.
 - b. Report to the designated canteens or play areas and help with evacuating students.

EARTHQUAKE

FOLLOW DROP, COVER AND HOLD PROCEDURE:

INDOORS:

1. Direct students to get under a desk or table and hold onto whatever you are under. If it moves, hold on and move with it.
2. Remain calm and in control/do not leave the room.
3. Stay away from windows, doors, book cases, fire cabinets, etc. Drop to knees, with backs to the windows and knees together.
4. Stay under cover until the shaking stops.
5. Bury face in arms, protecting the head. Close eyes tightly.

OUTDOORS:

1. Follow Drop, Cover Hold procedure for outdoors.
2. Stay in the open.
3. Keep away from buildings, power lines, block walls, trees and any other items that may fall.
4. Instruct students not to touch power lines or objects touching the wires.
5. Remain outside until given new instructions by Principal or designee.

AFTER TREMOR STOPS:

1. Building will be evacuated unless students and staff will be in greater danger as a result of the evacuation. The fire alarm can be used to give the evacuation signal, if the public address system is not available.
2. Once instructed to evacuate, follow building evacuation procedure and be sure to take emergency supplies or container.
3. Mark the classroom door with information to indicate if staff members or students are injured/trapped inside.
4. Teachers or students shall not turn on/off any light switch and/or light any fires after the earthquake until the area is declared safe.
5. Nurse and First Aid trained teachers render first aid if necessary.
6. Teacher account for students using the green/red signal cards.

EVACUATION:

1. Remain calm and in control.
2. Be prepared for aftershocks.
3. Activate the building evacuation and response plan.
4. Ensure that students/staff accountability requirements are complete.
5. Be prepared to report on student/staff injuries, building status (power, utilities, structural failure) evacuation status (in/out), likelihood of building re-entry/occupation, student/staff accountability, need for additional assistance (medical, fire, utility, search and rescue, security, etc.).
6. Consult with HOS, Amity Education Group before releasing students.

BOMB THREAT/EXPLOSION

INSTRUCT STAFF AND STUDENTS NOT TO USE CELLULAR PHONES AND TWO-WAY RADIOS DURING BOMB THREAT

The person receiving the threat should keep the caller on the line as long as possible in order to obtain the following information.

1. Where is the bomb located?
2. What time it is supposed to explode?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? If not, who did?
7. Why was the bomb placed in the school?
8. What is the caller's address?
9. What is the caller's name?

Immediately after contact with the caller has ended, the person receiving the call should notify the Principal/School

Operations department. If possible, the threat receiver should make the 999 or 998 call.

The Emergency Response Team:

1. **School Operations Manager** verifies the 999 call was made.
2. Execute evacuation plan, if threat is immediate. Building will be evacuated, unless students and staff will be in greater danger as a result of the evacuation. The fire alarm can be used to give the evacuation signal, if the public address is not available.
3. Ensure that student/staff accountability requirements are complete.
4. Follow the advice of authorities.
5. Assign school personnel to assist with the search they may more readily recognize unusual objects.
6. Allow re-entry into the building only on the recommendation of proper authorities.
7. Consult with HOS Amity Education Group before releasing students.

HOSTAGE SITUATION/TERRORIST ATTACK

1. Report the situation to the Principal immediately. Provide as much information as possible.
 - (Who, What, When, Where, How)
2. **Do not attempt to do anything that may escalate the situation.**
3. The **School Operations department** will call the Police or Civil Defense.

Follow the Principal notification procedure below.

Inside the School:

1. Stay low in the classroom, away from windows and doors and be quiet.
2. Lock the doors by blocking them with furniture.
3. Follow the instructions from the **Principal** for possible evacuation procedure in case it's safer.
4. Staff on duty must make certain that no one enters or re-enters the building without HOS approval.

MEDICAL EMERGENCY

1. Check patient for 'medic-alert' tags or other identification.
2. Notify the Clinic office and request if necessary call ambulance (999) assistance.
3. Render emergency first aid, if you are trained to do so OR call on duty Nurse.
4. Do not leave the patient unattended.
5. Accompany the patient to the hospital, if necessary.

First Aid (only trained certified staff)

For Rescue Breathing:

- Gently tilt the head back and lift the chin to open the airway.
- Pinch nose closed.
- Give two slow breaths into the mouth.

- Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- If you are doing the procedure correctly, you should see the chest rise and fall.

To Stop Bleeding:

- Apply direct pressure to the wound. **Always wear latex or rubber gloves when exposed to blood.**
- Maintain the pressure until the bleeding stops.
- If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.

Treatment for Shock:

- Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- Attempt to rule out a broken neck or back.
- If no back or neck injury is present, slightly elevate the legs.

Choking:

- Stand behind the person.
- Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breath bone.
- Grasp one fist with the other hand and give an abdominal thrust.
- Repeat until the object comes out.

Notify:

1. Principal or Designee.
2. Notify the school nurse or staff member trained in first aid/CPR and direct them to location.

Principal/PRE or Designee will:

1. Notify the parent, spouse, or other appropriate individual listed on the emergency contact card.

EMERGENCY CONTACT INFORMATION

Police Department	999
Civil Defence (Fire)	997
Ambulance	998
Hospitals:	
NMC Hospital	8006624

Amity English School Dubai Emergency Response Team Contact Numbers

Name	Mobile Number
Victoria Tucker Brown	0543253009
Rahul Saseendran	0528668062



Security Guards	
Bheem (Day Duty)	0529656259
Nadia (Day Duty)	0561445793
Sohail (Night Duty)	0509512318

-----End of Document-----

