Al Sadiq Islamic English School
Emergency Response Plan Policy

Policy Name	Emergency Response Plan Policy Policy 2025-26
Stakeholder	All staff, students, and parents
Policy Directory Reference	Al Sadiq Islamic English School
Policy Lead	Vice Principal - Ms.Aisha Thasneem, Ms.Georgina Drake
Reviewed by	Mr. Julian Williams
Approved by	Ms. Sadia Wajid – Principal
Approved Date	September 2025
Monitoring Cycle	Annually

Purpose

This policy establishes a framework for responding to emergencies to ensure the safety and well-being of students, staff, and visitors. It provides procedures for risk assessment, preparedness, immediate response, communication, and post-incident review.

Scope

Applies to all school premises, school activities (on-site and off-site), staff, students, contractors, parents, and visitors.

Policy Statement

The safety and well-being of our community are paramount. Al Sadiq is committed to:

- Proactively identifying and mitigating risks.
- Training staff and students in emergency procedures.
- Responding promptly to minimise harm and disruption.
- Maintaining effective communication with stakeholders and authorities.
- Continuously reviewing and improving our emergency readiness.

This policy covers fires, medical emergencies, natural disasters, security threats, bomb threats, missing children, fatalities/major injuries, and other critical incidents.

Risk Assessment

- Potential hazards (fire, earthquake, flood, medical emergencies, security threats, transportation risks) are identified annually.

- Each hazard is rated (high/medium/low) with mitigation strategies assigned.
- Reviewed termly by the Operations Manager and Principal.
- Updated following drills, incidents, or regulatory guidance.

Roles & Responsibilities

- **Principal (Overall Lead):** Activate the Emergency Response Plan, liaise with authorities, inform parents.
- **Operations Manager:** Coordinate evacuation, site safety, and emergency supplies.
- **Vice Principals/Section Heads:** Oversee staff compliance and communication during incidents.
- **Clinic Staff:** Lead on medical emergencies, first aid, and hospital referrals.
- **Support Staff & Security:** Manage safe evacuation, access control, and assembly points.
- **Teachers:** Supervise students, take registers, follow evacuation/lockdown protocols.

Emergency Supplies

- First aid kits, stretchers, fire extinguishers, blankets, and torches located at strategic points.
- Emergency contact lists updated termly.
- Two-way radios distributed to Operation Team and security.

Emergency Procedures

a) Fire

1. Activate fire alarm.
2. Evacuate to assembly points.
3. Call Civil Defence (997).
4. Roll call by teachers; report missing students.
5. Await clearance before re-entry.

b) Medical Emergency

1. Clinic staff provide immediate first aid.
2. Call ambulance (998) if required.
3. Inform parents.
4. Record in Medical Incident Report Form.

c) Natural Disasters / Severe Weather

- **Earthquake:** Drop, cover, and hold → evacuate once safe.
- **Flood/Heavy Rain:** Move to higher ground/upper floors.
- **Sandstorms/Extreme Heat:** Keep students indoors, close windows, follow hot-weather protocols.
- **School Closure:** Principal/SLT decide and inform parents via SMS/Teams.

d) Security Threat (Lockdown)

1. Lock doors, switch off lights, stay silent.
2. Follow police instructions.
3. Parents notified only after all-clear.

e) Bomb Threat

- Remain calm, complete Bomb Threat Checklist.
- Inform Principal immediately.
- Principal notifies Police (999) and Civil Defence (997).
- Evacuate or remain indoors depending on location of threat.

f) Fatality or Major Injury

- Call emergency services.
- Provide first aid (if safe).
- Remove other students from area.
- Secure scene, notify parents.
- Principal to activate Crisis Team.

g) Missing Child

- Immediate sweep of premises and CCTV check.
- Inform security and bus coordinator.
- If not found within 30 minutes → notify parents and Police.
- For trips: staff inform trip lead and Principal immediately.

Communication Plan

- **Internal:** PA system, WhatsApp staff groups, two-way radios.
- **External:** SMS/email to parents, calls to emergency services.
- **Media:** Only Principal or appointed spokesperson may speak publicly.

Training & Drills

- Fire & evacuation drills: once per term (announced/unannounced).
- Lockdown drills: once per year.
- First aid training for designated staff.
- Annual refresher training for all staff.

Post-Emergency Procedures

- Incident debrief with staff and students.
- Counselling support offered.
- Written report logged with recommendations.
- Policy updated based on lessons learned.

Emergency Contacts

- **Fire:** 997
- **Police:** 999
- **Ambulance:** 998
- **Civil Defence:** 996
- **UAE National Emergency Hotline:** 112

School Key Contacts (to be displayed on posters):

- Principal
- Operations Manager
- Vice Principals

- School Doctor/Nurse

Approval

- **Approved by:** Principal
- **Date:** August 2025
- **Review:** August 2026

Appendix Pack (with Forms/Templates)

Appendix 1 – Risk Assessment Template

| Hazard | Risk Level (H/M/L) | Mitigation | Person Responsible | Review Date |

Appendix 2 – Emergency Roles & Contact List

Table of all key staff with mobile numbers and backup alternates.

Appendix 3 – Fire Drill Log Form

| Date | Drill Type | Evacuation Time | Issues | Actions Taken | Signature |

Appendix 4 – Evacuation Route Maps

(Attached floor plans with highlighted exit routes and assembly points).

Appendix 5 – Medical Emergency Report Form

| Student/Staff | Date | Incident | First Aid | Hospital (Y/N) | Parent Notified | Signature |

Appendix 6 – First Aid Register

Log of all first aid given, signed by clinic staff.

Appendix 7 – Bomb Threat Checklist

- Exact wording, caller ID, background noise, time.
- 4 key questions: When? Where? What? Why?

Appendix 8 – Security/Lockdown Report Form

| Date | Type of Threat | Actions Taken | Duration | Clearance Time | Signature |

Appendix 9 – Missing Child Report Form

| Student Name | Date | Location | Action Taken | Parent Informed | Police Informed Signature |

Appendix 10 – Excursion Emergency Checklist

Before trips: contacts, first aid kit, roll-call sheet, bus safety checked.

Appendix 11 – Fatality/Major Injury Incident Report

Includes fields for: date, witnesses, first responders, family notified, authority report reference.

Appendix 12 – Emergency Supplies & Equipment Checklist

| Item | Location | Condition | Last Checked | Staff Responsible |

Appendix 13 – Communication Flowchart

Graph showing: Staff → Principal → Parents/Authorities → KHDA/SPEA.

Appendix 14 – Post-Emergency Debrief Form

| Incident | What Went Well | Challenges | Improvements | Next Steps |

Appendix 15 – Counselling Referral Form

| Student | Date | Referred By | Reason | Parent Contacted | Counsellor Assigned |

Appendix 16 – Training Attendance Log

Record of all staff attending drills/CPD.

Appendix 17 – Annual Drill Schedule

Calendar with drill dates (fire, lockdown, medical, evacuation).

Appendix 18 – Visitor Emergency Information Sheet

Handout with exits, assembly points, and emergency numbers.

Appendix 19 – Parent Communication Template

Pre-drafted message/email: *"Dear Parent, today at [time] we conducted a [fire drill/emergency]. All students are safe."*

Appendix 20 – Special Needs Student Emergency Plan

Individualised response forms for SEND/EAL students needing assistance.

Appendix 21 – Shelter-in-Place Checklist

| Room Checked | Windows Secured | Students Present | Supplies Present | Teacher Signature|

Appendix 22 – Transport Emergency Report Form

| Date | Bus No. | Location | Incident | Students Affected | Action Taken | Signature |

Appendix 23 – Missing Child (Trip Version)

| Trip | Location | Student | Last Seen | Action Taken | Parent Informed | Police Informed |

Appendix 1 –

Risk Assessment Template

Hazard	Risk Level (H/M/L)	Mitigation	Person Responsible	Review Date

Appendix 2 –

Emergency Roles & Contact List

Role	Name	Mobile Number	Backup Alternate	Extension

Appendix 3 –

Fire Drill Log Form

Date	Drill Type	Evacuation Time	Issues	Action Taken	Signature

Appendix 5 –

Medical Emergency Report Form

Date	Student / Staff Name	Incident	First Aid Given	Ambulance / Hosptial Required? (Y/N)	Parent Notified (Y/N)	Signature

Appendix 6 – First Aid Register

See clinic reports with following information recorded for all students who visit the clinic:

- S.Code
- Student Name
- Class
- Section
- Date
- Complaint
- Treatment
- Remarks
- Treatment By
- Referred By
- Time In
- Time Out
- Next Date
- Medicine Given
- Is Admitted
- Isolation
- Exit Date
- Exit Time

Appendix 7 –

Bomb Threat Checklist

Date	Time	Exact words of caller	Caller ID/Number	Background Noise on Call	Questions asked

Appendix 8 –

Security/Lockdown Report Form

Date	Type of Threat	Actions Taken	Duration	Clearance Time	Signature

Appendix 9 –

Missing Child Report Form

Date	Student Name	Location	Action Taken	Parent Informed (Y/N)	Police Informed (Y/N)	Signature

Appendix 10 –

Excursion Emergency Checklist

Points to be following during all excursions

- Risk assessment for destination completed and approved by SLT.
- Emergency contact list prepared (students, staff, parent numbers).
- First aid kit checked and taken.
- At least one trained First Aider identified in the staff team.
- Ratio of staff to students confirmed as per policy.
- Medical needs of students reviewed; medication and care plans carried.
- Parent consent forms collected and verified.
- Head counts arranged before departure and upon arrival.
- Emergency assembly point at excursion site identified.
- Maintain regular head counts (arrival, transitions, meal times, departure).
- Two-way communication device available (phones, radios).
- Staff assigned zones/responsibilities for supervision.
- Students briefed on emergency meeting point and safety rules.
- Any incidents recorded and reported to trip leader immediately.
- If an emergency occurs: follow Emergency Response Plan (call emergency services, secure students, notify school).
- Head count before departure from site.
- Head count upon return to school.
- Incident report completed if necessary.
- Debrief with staff to discuss successes and improvements.

Appendix 11 –

Fatality / Major Injury Incident Report

Date	Student / Staff Name	Incident	Witnesses	First Responders	Family Notified	Authority Reference & Signature

Appendix 12 –

Emergency Supplies & Equipement Checklist

Item	Location	Condition	Last Checked	Staff Responsible

Appendix 13 –

Communication Flowchart

Emergency Occurs
⬇
First Responder (Teacher / Staff / Bus Nanny / Support Staff)

- Ensure immediate safety of students.
- Inform Section Supervisor / Duty Supervisor.
  ⬇
  Section Supervisor / Duty Supervisor
- Assesses situation.
- Informs Designated Safeguarding Lead / Head of Inclusion if student-related.
- Notifies Vice Principal.
  ⬇
  Vice Principal (Primary / Secondary)
- Coordinates with Operations Manager (for logistics, transport, facilities).
- Escalates to Principal.
  ⬇
  Principal
- Makes decision on next steps: evacuation, lockdown, parent notification.
- Informs Operations Manager to activate Emergency Procedures.
  ⬇
  Operations Manager
- Contacts Emergency Services (Police / Civil Defence / Ambulance) if required.
- Coordinates site safety, fire marshals, evacuation teams.
  ⬇
  Principal / Vice Principal
- Communicates with Parents (via SMS, email, phone).
- Provides updates to KHDA / CDA / Other Regulatory Authorities if required.
  ⬇
  Post-Emergency
- Incident documented in Emergency Report Form.
- Debrief held with staff.
- Follow-up with students and parents.

Appendix 14 –

Post-Emergency Debrief Form

Incident	What Went Well	Challenges	Improvements	Next Steps

Appendix 15 –

Counselling Referral Form

Student Name	Year & Section	Referred By	Reason	Parent Contacted	Counsellor Assigned

Appendix 16 – Training Attendance Log

Department logs

Appendix 17 –

Annual Drill Schedule

Date	Drill Type	Notes	Improvements Required	Next Steps

Appendix 19 – Parent Communication Template

1. General Emergency Notification (Initial SMS)
Dear Parents,
This is to inform you that an incident occurred today at Al Sadiq Islamic English School. All students are safe and staff are following the Emergency Response Plan. Further updates will be shared shortly.
Please do not come to the school unless instructed.
– Al Sadiq School Administration
2. Fire / Evacuation (Email/Letter)
Subject: Update – Fire Drill/Emergency Evacuation
Dear Parents,
Earlier today, our fire alarm was activated and all students and staff were safely evacuated to the designated assembly areas. Emergency procedures were followed promptly and efficiently.
Emergency services were contacted immediately and confirmed the site is safe. Students are now back in their classes and continuing with their school day.
Please be assured that the safety of your children remains our top priority.
Sincerely,
School Leadership Team
3. Lockdown (Email/Letter)
Subject: Important Update – Lockdown Procedure
Dear Parents,
Today, Al Sadiq Islamic English School initiated a precautionary lockdown procedure due to a potential security concern in the local area.
All students and staff remained safely inside classrooms with doors secured. At no point were students in danger. Authorities were informed and supported the school throughout the procedure.
The lockdown has now been lifted and all students are safe. Normal school operations have resumed.
Thank you for your cooperation and trust.
Sincerely,
School Leadership Team
4. Severe Weather / School Closure (SMS + Email)
SMS
Dear Parents,
Due to severe weather conditions, school will be closed on [date]. Students should remain at home. Updates will follow by email.
– Al Sadiq School Administration
Email
Subject: School Closure Due to Severe Weather
Dear Parents,
Following advice from authorities, Al Sadiq Islamic English School will be closed on [date] due to severe weather. This decision has been taken to ensure the safety of all students and staff.
Online learning materials and updates will be shared via Microsoft Teams. Please check your child's account for instructions.

We will inform you as soon as school reopens.
Sincerely,
School Leadership Team

5. Medical Emergency (Individual Student)

Subject: Urgent – Medical Incident Update
Dear [Parent Name],
I am writing to inform you that your child, [Student Name], experienced a medical emergency today at school. Immediate first aid was provided by our clinic staff, and emergency services were contacted. Your child was taken to [Hospital Name] for further care.
A member of staff is accompanying your child and you are requested to proceed directly to the hospital.
Please be assured that every step has been taken to ensure your child's safety and wellbeing.
Sincerely,
Principal / Vice Principal

Appendix 20 –

Special Needs Student Emergency Plan

Student	Class and Section	Needs	Support Person	Evacuation/Response Plan

Appendix 21 –

Shelter-in-Place Checklist

Room Checked	Windows Secured	Students Present	Supplies Present	Teacher Signature

Appendix 22 –

Transport Emergency Report Form

Date	Bus No.	Location	Students Affected	Actions Taken	Signature

Appendix 23 –

Missing Child (Trip Version)

Date	Student Name	Location	Last Seen	Parent Informed (Y/N)	Police Informed (Y/N)	Signature