



School Emergency Response and Evacuation Policy

Purpose

The aim of this policy is to guarantee that Buds Public School upholds efficient emergency evacuation and comprehensive emergency response protocols for the safety and welfare of all stakeholders.

The objectives also include:

- Establishing well-defined emergency preparedness protocols.
- Outlining evacuation procedures and crisis response strategies.
- Ensuring effective collaboration with governmental agencies.
- Providing clear communication pathways during emergencies.
- Preserving operational continuity through contingency planning.
- Guaranteeing prompt incident reporting to KHDA.
- Prevention, preparedness, response, medical support, safeguarding, and post-incident recovery.

Policy Statement

Buds Public School is dedicated to ensuring a safe and secure environment through the implementation of organized emergency preparedness and response protocols.

- Make certain that all stakeholders are informed about emergency procedures and their respective responsibilities.
- Implement regular training sessions and awareness initiatives.
- Collaborate efficiently with pertinent government authorities in times of emergency.
- Uphold transparent communication with students, staff, and stakeholders.
- Guarantee prompt reporting of incidents to KHDA.
- Consistently assess and enhance emergency preparedness strategies.
- Life and safety come first. Students must remain under staff supervision.
- No student may leave campus without proper authorization.

Types of Emergencies Covered

- This policy covers the following emergency types:
- Fire, smoke, gas leak
- Medical emergency (illness, injury, seizure, allergic reaction)
- Security threat, intruder, violence
- Lockdown situations
- Severe weather, flooding
- Transport incident
- Missing child
- Child protection concern
- Infectious disease outbreak
- Utility failure, power outage
- Cyber/digital disruption
- External civil emergency
- Any situation that may affect student safety

Emergency Response Team

Emergency Contact Numbers

SERVICE	CONTACT
CIVIL DEFENCE	997
AMBULANCE	998
POLICE	999
Dubai Municipality	800900
DHA	800342
KHDA	As per official channel

Buds Public School - Emergency Management Team

Role	Responsibility
Mr. Donald E. Weilson (Principal)	Swiftly and precisely inform Staff and Students upon receiving any official notification, facilitating prompt decision-making, and offer consistent updates as the situation evolves. Overall command, official spokesperson.
Mr. Sangeeth Sivarajan (Health & Safety Coordinator)	Responsible for the safe, orderly, and timely evacuation of students and staff from the premises, ensuring that all individuals are directed to designated assembly points. Responsible for all transportation-related matters. Risk assessment, safety coordination.
Mr. Sangeeth Sivarajan (Operations Supervisor)	Responsible for overseeing and ensuring the safe and orderly evacuation of students during emergency situations. Ensure departmental compliance, request timely status reports, and communicate regular updates to Senior Management. Support command and supervise response.
Dr. Sneha Jose (School Doctor)	Manages the triage and immediate medical treatment of any injuries at the designated assembly point. Responsible for evacuating essential medical records and emergency kits, ensuring students with chronic conditions or mobility issues receive specialized support, Coordinate with emergency services to manage hospital transfers and document all medical incidents during the crisis.
Ms. Midhumol Babu (School Nurse)	Responsible for bringing the emergency medical kit and student medications to the designated assembly point while assisting students with mobility issues or chronic health needs. Perform triage and immediate first aid, coordinating with emergency services to ensure a safe handover of any injured individuals.

Role	Responsibility
Ms.Vasuki Muthupandian (School Nurse)	Responsible for bringing the emergency medical kit and student medications to the designated assembly point while assisting students with mobility issues or chronic health needs. Perform triage and immediate first aid, coordinating with emergency services to ensure a safe handover of any injured individuals.
Safeguarding Lead	Student protection and wellbeing, maintain confidentiality, record facts accurately, follow school safeguarding policy and UAE child protection requirements.
Security Team	Gate control and campus access.
IT Team	Online communication and digital continuity.

Emergency Response Protocols

Evacuation:

- Buds Public School promptly engages the emergency alarm system. It commences evacuation from all impacted areas.
- Staff members direct students along specified evacuation paths, ensuring a calm and orderly progression towards assembly locations.
- The staff at Buds Public School perform an immediate headcount at assembly points and notify the Emergency Management Team of any individuals who are unaccounted for.
- Do not use lifts.
- No one may re-enter the building until Civil Defence or the Principal gives clearance.

Lockdown:

- Buds Public School promptly initiates lockdown protocols and secures all accessible zones. Students and staff are relocated out of view, placed in secure internal locations, and all doors are locked as necessary.
- Lights are turned off if needed, and complete silence and stillness are mandated in all occupied areas. A confidential code will be shared to all staff and students, which will be periodically updated to ensure safety.
- Buds Public School guarantees that no one may enter or exit until official authorization is granted by the authorities or the principal.
- Classroom doors must be locked.
- Students must remain silent, calm, and away from doors/windows.

Shelter-in-Place

- Buds Public School promptly directs all students and staff within classrooms, the library, computer room, AI room, laboratories, prayer rooms, corridors, storage areas, restrooms, car parking, and the canteen to relocate to designated internal safe zones in the corridors.
- All areas exposed to the outside, including windows, open grounds, and parking lots, are to be strictly avoided and secured.
- Students are to remain indoors under the supervision of staff until clearance is provided by the authorities or the principal.
- Buds Public School ensures ongoing monitoring and communication until normal operations can be resumed.
- **Outdoor activities must stop immediately.**

External Explosion, Falling Debris, or Security Incident

- Buds Public School promptly activates the Emergency Management Team and notifies emergency services upon the detection of an external explosion or any security threat.
- All individuals are instructed to move into secure internal areas, including interior corridors and designated safe zones.
- Buds Public School guarantees strict adherence to authority directives until the area is officially declared safe for regular operations.

Medical Emergency Procedure

In case of illness, injury, fainting, accident, seizure, allergic reaction, or serious medical concern:

- Inform the school nurse / first aid team immediately.
- Keep the student safe and calm.
- Do not move the student unless the area is unsafe.
- Call an ambulance if required.
- Inform parents as soon as possible.
- Record the incident in the medical/incident log.

Severe Weather / Flooding / External Alert

During rain, storm, flooding, sandstorm, or official weather alert:

- The school will follow official UAE authority guidance.
- Outdoor activities and assemblies will be cancelled.
- Students will remain indoors.
- Dismissal may be delayed if required for safety.
- Transport may be temporarily held.
- Learning may shift online if campus access is unsafe.

Transport Emergency Procedure

In case of bus accident, delay, breakdown, or student safety concern:

- The Transport Coordinator must be informed immediately.
- Driver and bus attendant must ensure students remain safe.
- Emergency services must be contacted if required.
- Parents of affected students must be informed.
- An incident report must be completed.

Missing Student Procedure

If a student is missing:

- Inform SLT and security immediately.
- Check classroom, washrooms, clinic, library, activity areas, and bus areas.
- Secure all gates.
- Review CCTV if needed.
- Contact parents if the student is not located quickly.
- Notify authorities if required.
- Complete a full incident report.

Child Protection and Safeguarding Emergency

If there is any concern related to child safety, abuse, neglect, bullying, self-harm risk, or emotional distress:

- Inform the Safeguarding Lead immediately.
- Maintain confidentiality.
- Do not investigate independently.
- Record facts accurately.
- Provide emotional support to the child.
- Follow school safeguarding policy and UAE child protection requirements.
- Escalate to authorities where required.

Evacuation Infrastructure

- Buds Public School guarantees that all necessary evacuation infrastructure is established in compliance with regulatory standards.
- The institution is outfitted with clearly indicated emergency exits, appropriate evacuation route signage, assigned assembly areas, operational fire alarm systems, and sufficient emergency lighting to facilitate safe evacuation during emergencies.
- Furthermore, evacuation plans are visibly posted throughout the campus, including in classrooms, hallways, the canteen, and administrative offices, to direct students, staff, and visitors.

Students with Additional Needs

- Buds Public School guarantees that suitable roles and responsibilities are allocated to assist students of determination (SOD) during emergencies.
- The Head of Inclusion supervises all procedures, while specific staff members are designated to aid individual students by ensuring their safe evacuation or lockdown, offering assistance with mobility or medical requirements, and directing them to specified assembly areas.
- Academic and administrative teams keep current records and personal emergency evacuation plans (PEEP), while security and transport personnel provide additional support as necessary.
- All staff members are trained to respond efficiently and are required to report any incidents to the designated authority, thereby ensuring the safety and wellbeing of students of determination at all times.
- Individual emergency support plans for Students of Determination.
- Evacuation chairs where required.

Transportation

- Buds Public School has established clear transportation protocols to guarantee the safety of both students and staff.
- The Transport Coordinator is responsible for ensuring that school buses are promptly available for emergency relocation, when necessary, that drivers receive training in emergency response procedures, and that all transport routes are explicitly defined and communicated beforehand. This approach facilitates a quick, organized, and secure evacuation or relocation process during any emergency.

Student Accounting Procedure

Buds Public School guarantees that every student is accounted for in the event of an emergency situation. The following procedures are rigorously enforced:

- Utilization of current attendance records during evacuations to confirm student presence.
- Prompt reporting and escalation of any absent students to the appropriate authorities.
- Strong collaboration with emergency services to assist in search, rescue, and safety protocols when necessary.
- **Teachers must carry class lists/attendance registers.**

Communication Protocols

Internal Communication

Buds Public School may use: PA system, school email, internal messaging, walkie-talkies/radios, staff emergency groups, direct SLT instructions.

10.2 Parent Communication

Buds Public School is dedicated to providing clear, prompt, and accessible communication to all parents in the event of an emergency. Official parent communication shall be delivered via: SMS, email, parent portal, Next OS platform, official school app, and Principal's office updates.

10.3 Media Communication

Only the Principal or designated spokesperson may communicate with media or external agencies. Staff must not post, comment, share photos/videos, or issue statements during an emergency.

Parent Guidelines During Emergencies

Parents must:

- Remain calm.
- Wait for official school communication.
- Avoid calling teachers directly.
- Avoid spreading unverified information.
- Not rush to school unless instructed.
- Keep contact details updated.
- Follow school dismissal or collection instructions.

Student Reunification Procedures

Buds Public School is dedicated to guaranteeing the secure and systematic reunification of students with their parents or guardians after any emergency.

- Specific reunification zones will be designated where students will be safely returned to their authorized parents or guardians.
- Students will only be released after proper verification of identity and authorization to ensure their safety.
- Staff members will be assigned to oversee and manage the reunification process to ensure it is conducted in an orderly and secure fashion.
- Clear instructions and communication will be provided to parents/guardians concerning collection points and procedures.

Coordination with Authorities

Buds Public School is dedicated to providing a swift and efficient response in emergencies by closely collaborating with the appropriate authorities. The principal is the designated individual responsible for overseeing communication and coordination with all essential government and external agencies.

Incident Reporting to KHDA

Buds Public School is dedicated to the prompt reporting of all major incidents in accordance with regulatory obligations. The Principal is the designated individual responsible for managing all incident reports to KHDA.

Emergency Drills

Buds Public School is dedicated to guaranteeing the safety and readiness of all students and staff by routinely organizing emergency drills. A systematic schedule for emergency drills will be upheld and executed during the academic year, adhering to best practices and regulatory standards. Drill records must include date, time, response quality, concerns, and improvement actions.

Implementation Checklists

Buds Public School has established and upholds a thorough internal checklist to guarantee complete adherence to all stipulations specified in this policy. This checklist undergoes regular reviews and updates to align with current procedures and regulatory expectations, thereby ensuring that all safety, emergency preparedness, and operational standards are consistently fulfilled and efficiently executed throughout the campus.

Staff Training, Student Support, and Student Awareness

- Buds Public School is dedicated to guaranteeing that all personnel and students are adequately trained, knowledgeable, and ready to respond efficiently in emergency situations.
- The institution will conduct regular training and awareness initiatives to foster safety, confidence, and a composed reaction during emergencies.
- First aid training, safeguarding training, bus emergency training.

Post-Incident Procedure

After any emergency:

- Ensure all students and staff are safe.
- Provide medical and emotional support.
- Inform parents where required.
- Complete incident reports.
- Review response effectiveness.
- Identify lessons learned.
- Update procedures if needed.
- Provide counselling support where necessary

Documentation and Records

The school shall maintain:

- Incident reports
- Medical reports
- Drill records
- Emergency contact lists
- Parent communication logs
- Visitor logs
- Transport emergency logs
- Safeguarding records
- Post-incident review reports

Monitoring and Review

This Policy shall be reviewed:

- Annually
- After every major incident
- After emergency drills
- When KHDA/MOE/Dubai authorities update guidance
- When school operations or campus layout changes

Non-Compliance

Failure to comply with this Policy by any staff member, contractor, or visitor may result in disciplinary action, dismissal, or removal from campus. Parental non-compliance (e.g., rushing to campus during lockdown) will be documented and may affect access privileges.

Conclusion

Buds Public School is wholly dedicated to upholding the highest standards of safety, preparedness, and compliance in all emergency situations. Through well-defined policies, organized procedures, and the allocation of committed teams, Buds Public School Campus guarantees effective coordination, communication, and response during emergencies. Regular drills, staff training, student awareness programs, and stringent reporting mechanisms to the appropriate authorities further enhance the institution's readiness and resilience. By maintaining thorough records and complying with regulatory requirements, Buds Public School cultivates a safe, secure, and well-prepared environment for all students and staff, ensuring their well-being is always the foremost priority.

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Reviewed By: MSO/ Medical Team/Head of Teaching and Learning

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Approved By: Mr. Donald Weilson (Principal)

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