



# Emergency Management Policy

**Towheed Iranian School**

**Date:11/2019**

## **1. Policy Statement**

The school ensures that it follows best advised practice in its planning and its prevention, response and Recovery in the event of an emergency.

## **2. Aims**

The aim of this document is to outline the procedures and responsibilities in the instance of a school emergency.

**The emergency management plans address four components:**

**Prevention / Preparedness / Response / Recovery**

This policy covers all staff, pupils, contractors and visitors.

## **3. Practice and Procedure**

### **3.1 General Requirements**

The school ensures that staff, students and the school community know the contents of the school's Emergency management plan and are trained so that they know what to do in an emergency. Additionally, the school tests their emergency arrangements through practice drills at regular intervals (two drills in the first term and one drill each term after that) to ensure that procedures work and everyone is familiar with their roles and responsibilities.

**Emergency management plans:**

- Describe actions to be taken before, during and after an emergency to ensure the ongoing Safety of staff, pupils and others present at the school.
- Cover all circumstances when the school is responsible for student safety, such as school excuse roles and responsibilities.
- Are reviewed periodically, after practice drills and following an incident, accident or emergency situation.

### **3.2 Emergency Response Team**

The school has a team to oversee the implementation of the school 's specific emergency management plans.

They are also consulted when drawing up the Emergency Management Plans. This team will also be Responsible for activating response procedures in the event of an emergency. Its composition is listed on the EHS noticeboard.

### **3.3 Prevention**

Prevention is the key to emergency management and requires making an assessment of the potential hazards and risks to the school and identifying what actions need to be taken to prevent or reduce their impact on the school occupants, property and the community. Those responsible for creating risk assessments are encouraged to consider the following:

1. What could be done to prevent the emergency from occurring?
2. If the emergency can't be prevented, what could be done to reduce its impact?
3. How could the school be prepared to respond to the impact of the emergency?
4. How could the school respond during the actual emergency if it occurred?
5. How could the school recover from the emergency?

**Potential emergency scenarios that the school plans for during its emergency planning include:**

- **Severe weather – sand storms, flooding;**
- **School bus accident;**

- **Earthquake;**
- **Fires and explosions;**
- **Off-site emergencies – during events/excursions;**
- **Epidemics of communicable diseases;**
- **Intruders;**
- **Bomb threat;**
- **Hazardous substance release – inside and outside school grounds;**
- **Medical emergency – major injury/fatality.**

### **3.4 Preparedness**

The school may have little control over the some of the hazards that may have an impact on it. However, it

Installs procedures and plans that help prepare it for such an eventuality and it develops proactive measures to mitigate their impact or respond to such events.

These preparations consider the range of emergencies that require further action and the development of response plans which include:

- **A site plan and general description of the school and environment;**
- **Roles and responsibilities of staff and others;**
- **Identified evacuation assembly areas – sites that are well beyond the school grounds, internal**
- **locations within buildings for cases where external evacuation is not appropriate;**
- **Alternate evacuation assembly areas and exits from buildings and grounds;**

### **3.5 Response**

In the instance of an emergency, the Emergency Management Plan is 'activated'. It is therefore essential that everyone knows what to do and where to go. For this reason, staffs are trained to carry out the necessary actions and are provided with guidance in advance. The school's Emergency Response

Team is advised that there could be some confusion during an emergency situation and, as leaders in the situation, they are expected to demonstrate a calm and confident approach so that all stakeholders are reassured that the situation is under control.

### **3.6 Recovery**

Plans to restore the school back to normal service as quickly as possible are planned for during the Preparedness planning stage, the focus being on pupils, staff, contractors and the community and then the facilities and infrastructure.

The recovery phase also looks to capture the lessons learnt from the experience. The emergency response Team will evaluate what worked and what didn't and on how the planning process, preparation, prevention

And response can be improved. From the lessons learnt, emergency response plans are updated. the investigation process and reporting takes place at this stage.

Additionally, the investigation process and reporting takes place at this stage.

### **3.7 Reporting Requirements**

TIS EHS Section guidelines dictate that where the safety of pupils, staff or contractors is at risk, or where there is a threat to property or the environment, it must be reported immediately to emergency services on **999**. And the TIS ESH team lead to (Mrs.Rahimpour)which is based on the primary section her mobile phone:( 0554080199) and her office: (146)

**To comply with TIS EHS section guidelines , the following incidents are reported:**

- Fatality or serious injury (see Incident Reporting & Investigation Procedure);
- Transport accident;
- Fire, explosion, flooding, major disaster or natural event;
- Chemical, biological or radiological spillage or contamination;
- Outbreak of disease;
- Assault, threat or offensive behavior;
- Siege, hostage or disappearance of a pupil;
- Firearms, weapons or bomb threats.

### **3.8 Response to Specific Emergencies**

#### **3.8.1 Fire**

The Fire Safety Management policy and Emergency Response Procedure O.

In addition, TIS EHS team advise the following:

“Prompt action can prevent risk of personal injury and property damage but the first priority is the safety of pupils, staff, contractors and visitors. In the event of internal fire or smoke:

- **Remain calm and raise the alert (activate the alarm);**

**Immediately evacuate the room where the internal fire/smoke occurred;**

**Assist people in immediate danger – especially people with disabilities;**

**Notify Civil Defence on 999;**

**Implement partial or full evacuation procedure if necessary;**

**Close windows and doors on departure if possible to prevent the spread of fire and smoke;**

**Check pupil attendance against class rolls**

**Designate a security guard to ensure Civil Defense has access to the site of the fire e.g. gates are open and vehicles are not blocking access;**

**People with disabilities who require help should be moved to a predetermined protected**

**refugee area or safe place and await further assistance;**

**Conduct a final check in pairs, if it is safe to do so, to ensure all staff and students are**

**accounted for. Advise the Fire Incident Commander (Chief Warden) of the result;**

**Contact TIS EHS team for advice and support, as required.”**

### **3.8.2 Earthquake**

TIS EHS team advise that in the instance of, the emergency plan should include the following

- Have a safe internal area to shelter during an earthquake;
- Shelter under (and hold onto) a sturdy table, bench or interior doorframe;
- Stay clear of windows and outer walls;
- Keep well clear of buildings, overhead structures, wall, power lines and tress;
- Tend to injures;
- Evacuate if the building is damaged.

#### **If inside a building:**

- Instruct the pupils to take cover under a desk or table or against inside walls or in doorways
- Take cover under a desk or table or against inside walls or in doorways
- Once the earthquake is over, leave the building as per an emergency evacuation and follow usual

Registration protocol (see section evacuation procedures in the Fire Safety Management Policy)

**If outside a building:**

- Instruct pupils to move away from buildings to the evacuation area (the school field)
- Move away from buildings to the evacuation area
- Follow registration procedures as per a usual evacuation (see section Fire Safety Management Policy).

**In the event of a hazardous substance being released where the contamination is confirmed outside the school buildings, the standard procedures are as follows:**

- Move all pupils, staff & others into buildings immediately. Pupils and academic staff should go directly to form room for registration;
- A senior member of the ERT (Head Master, EHS Officer, Business Director, Facilities Manager) will call the emergency services (999) or instruct security or the College receptionist to do so;
- Attendance and the reporting of attendance should be completed as per fire registration procedures listed in the Fire Safety Management Policy;
- If necessary, form rooms may need to be moved in order to occupy rooms furthest from emission source, close to an exit & upwind if possible;
- All staff should close all external doors and windows, assisted by security who should sweep the building to check.
- The Facilities Manager should turn off air conditioners;
- The EHS Officer, Business Director or Head Master should contact TIS EHS Section to report the incident and seek advice or support as needed;
- If directed to do so by the Emergency Services, the School should evacuate the site as per instructions from the emergency services or by following the evacuation procedures detailed in section Fire Safety Management Policy, adapted as necessary.

**3.8.4 Bomb Threat**

TIS EHS team advises the school emergency plan should include procedures for dealing with bomb threats.

A bomb threat checklist is established which is used by the person who answers the phone to obtain and record as much useful information as possible. The checklist includes instructions to:

- Keep calm and be courteous, note the exact time of the call and attempt to write the exact words of the caller.
- Get as much information as possible by asking the questions on the checklist
- If possible, signal another person and write a note explaining the nature of the call and the declared threat. The other person can then alert the principal or another member of school Leadership who will alert the police.

#### **4. Assessment and Record Keeping**

Details regarding the keeping of all EHS records are detailed in the EHS Policy including records relating to evacuation and all registers.

<b>People of the TIS ESH team</b>	<b>Mobile phone number</b>	<b>Internal school phone number</b>
<b>Mr.Sohrabi (Principle)</b>	<b>0504554867</b>	<b>112</b>
<b>Mrs.Moayed zadeh(Head of International section)</b>	<b>0505585714</b>	<b>342</b>
<b>Mrs.Rahimpour (primary supervisor)</b>	<b>0554080199</b>	<b>146</b>
<b>Mrs.Bina (laboratory curator)</b>	<b>0508102494</b>	<b>135</b>
<b>Mrs.Mir kalani (Health coach)</b>	<b>0554329190</b>	<b>125</b>



**Incident Number:** \_\_\_\_\_

**Date of Notified:** \_\_\_\_\_ **Time notified of Incident:**

\_\_\_\_\_

**Person Notified:** \_\_\_\_\_

**Notified by:** \_\_\_\_\_

**Telephone number(s) for the person above:** \_\_\_\_\_ (C)

\_\_\_\_\_ (H)

**Date of Incident:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_

**Crisis Manager Team Leader:** \_\_\_\_\_ **Phone Number:**

\_\_\_\_\_

**Crisis Spokesperson:** \_\_\_\_\_ **Phone Number:**

\_\_\_\_\_

**Type of Incident:**

\_\_\_\_\_

**Who else has been and needs to be notified [This may include our RI Director, Rotary**

**International Headquarters:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Completion of Notifications Above: Date** \_\_\_\_\_ **Time:**

\_\_\_\_\_