



أكاديمية اديسون انترناشيونال EDISON International Academy

Al Markhiya المرخية

"Empower students to learn for life and strive for excellence so that they can contribute positively to the global society"

EDISON INTERNATIONAL ACADEMY AL MARHKIYA

SCHOOL EMERGENCY & DISASTER PREPAREDNESS RESPONSE PLAN

Updated 1/9/26

EDISON International Academy

Al Markhiya Campus

Landline : +974 44887135
Mobile : +974 55919581

edison.academy/markhiya
mkoffice@edisonqatar.com

PO BOX 12968 - Al Markhiya - Doha - Qatar

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Emergency Planning Checklist

Planning Issues	Completed yes/no	Comments
Does your organization have an emergency plan?		
Have you identified which tasks and positions would be essential during an emergency?		
Have you considered how to keep your organization operational with a large number of staff ill and unable to work?		
Have you considered alternative strategies on how to continue service delivery when normal methods are disrupted?		
Do you have a mechanism to monitor increases in staff absenteeism?		
Have you considered how you would communicate information to your staff and parents in an efficient manner?		
Have you considered how you would provide your staff with support and counselling if applicable?		
Have you trained your employees on proper hand-washing and respiratory hygiene?		
Have you educated children on proper hand washing and respiratory hygiene?		
Is your cleaning staff aware of proper disinfecting techniques?		
Have you considered how to deal with employees who report to work ill?		
Have you made your employees aware of emergency response plans?		
In case of a death on site, do you know who to contact? (i.e., EMS)?		

Health & Safety Officer:

Signature:

Date:

INTRODUCTION:

The aim of Edison International Academy – Al Markhiya Emergency and Disaster Preparedness Plan is to direct staff, student and visitor preparation and response. Effective crisis response helps everyone stay calm, understand their responsibilities, and act safely and efficiently. Comprehensive emergency planning prepares the school for all potential risks, crises, and emergencies.

Developing and maintaining a safe school environment is the responsibility of the entire school community, including families and visitors. Families trust school to keep their children safe during the day and expect school staff to be properly equipped to handle emergencies. Working with teachers, principal and staff, parents/guardians can provide resources and assistance to support emergency preparedness. Successful preparations and response lead to a more resilient recovery and restoration to the school's learning environment.

Developing and sustaining a safe school environment is a shared responsibility of the entire school community, including families and visitors. Families place their trust in the school to keep their children safe and expect staff to be well-prepared to manage emergencies. By collaborating with teachers, the principal, and school staff, parents and guardians can contribute valuable support and resources to strengthen emergency preparedness. Effective preparation and coordinated response leads to quicker recovery and a smooth return to a safe, supportive learning environment.

The school emergency response plan is intended to provide school administrators with a simple step by step emergency procedures in one convenient binder.

In the event of an emergency the school principal will be able to carry crucial information in one binder like emergency telephone numbers, student a staff list and floor plan.

For this plan to be effective, it is important that the school Principals inform school staff of all emergency procedures at least once per term, preferably at the first meeting of each team.

The ultimate goals of this plan are to protect the health and safety of all Edison students and staff and to minimize the potential human and financial loss associated with many emergencies.

Edison Al Markhiya Emergency Response Plan is designed to provide administrators with clear, step-by-step procedures in one accessible and easy-to-use binder. In an emergency, the school principal will have immediate access to essential information—including emergency contact numbers, student and staff lists, and campus floor plans—all in one place.

For the plan to be effective, principals must ensure that all school staff are briefed on emergency procedures at least once per term, ideally during the first team meeting. Regular communication and reinforcement of these procedures help maintain readiness and consistency across the school.

The primary goals of this plan are to safeguard the health and safety of all Edison students, staff, parents and visitors and to reduce the potential human and financial impacts of emergencies. A well-implemented plan strengthens the school's ability to respond quickly, recover efficiently, and maintain a secure learning environment.

Common questions related to all emergencies

- Where will the students go if evacuated?
- How will they get there?
- Who will accompany them?
- Who will monitor attendance/ records?
- Who will I notify?
- How will the parents know where the students are?

STATEMENT OF PURPOSE:

Edison International Academy – Al Markhiya Emergency and Disaster Preparedness Plan provides policy in response to any major emergency and to outline duties and responsibilities of the various staff involved in evacuation and disaster management procedures.

DEFINITIONS:

- **Incident:** An incident is an occurrence – natural, technological, or human caused that requires a response to protect life or property.
- **Hazards:** Shall include situations involving threats of harm to students, personnel and/or facilities. Hazards may require an interagency response involving law enforcement and/or emergency service agencies, depending on the size and scope of the incident.
- **Disaster:** An incident characterized not only by the extent and severity, but also by the disproportion between the resources that are available and the resources that are required to achieve an optimum level of response to manage students.
- **Preparedness:** A series of activities conducted to anticipate disaster through organizing as well as taking the correct and useful steps.

SCOPE:

Edison International Academy- Al Markhiya personnel, students, parents and visitors

MEASURABLE OBJECTIVES:

- To provide guidelines for preparedness and effective response to major emergencies that may affect normal operations at Edison International Academy- Al Markhiya, staff, students, parents, and visitors.
- To minimize any risks to life and property while providing the highest level of education to the community.
- To identify the duties and responsibilities of Edison International Academy- Al Markhiya staff and personnel in cases of major emergencies.

ROLES AND RESPONSIBILITIES:

School Principal: Ms. Maryam

- May serve as the Incident Commander or delegate that authority to a qualified individual.
- At all times, the principal still retains the overall responsibility for the overall safety of students and staff.
- Shall co-ordinate with all other staff.
- Notify community agencies. (Police, Hospital and Civil Defense)

All Staff:

- Must understand the importance of training, drills and exercises in maintaining and planning for an incident.
- Must be responsible for familiarization of the Emergency Evacuation Plan (exit routes and assembly points).
- Guide students to a safe area, assist with the evacuation and other disaster procedures.

All Teachers:

- Shall be responsible for the supervision of students and shall remain with students until directed otherwise.
- Direct students to assembly areas, in accordance with signals, warning, written notifications or phone orders according to established incident management protocols.
- Close classroom doors and turn out lights.
- Take attendance when class is relocated to assembly area or evacuates to another location.
- Report missing students to the Incident Commander or designee.
- Obtain first aid services for injured students from the school nurse or person trained in first aid.
- Render first aid if necessary.
- Keep detailed notes of incident.

Teacher Assistants:

- Responsibilities include assisting teachers as directed.

School Nurse: Ms. Amany

- Participate in the development and implementation of the school emergency plan and training.
- Shall administer first aid or emergency treatment as needed.
- Supervise administration of first aid by those trained to provide it.
- Organize first aid and medical supplies.
- Co-ordinate with the principal and other staff.

School Secretary/Office Clerk: Ms. Amira & Ms. Nerisa

- Shall answer phone calls and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and document.
- Execute assignments as directed by the Incident Commander.
- Provide assistance to the Principal and Policy/Coordination Group.
- Assist with health incidents as needed, acting as messengers.

School Counselor:

- Provides assistance with the overall direction of the incident management procedures.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Render first aid if necessary.

Cafeteria Staff: Ms. Richelle & Cleaners

- Prepare and serve food and water on a rational basis whenever the feeding of students and staff becomes necessary during an incident.
- Execute assignments as directed by the Incident Command

Bus Drivers:

- Shall supervise the care of students and inform the school principal if disaster occurs while students are in the bus.
- Transfer students to new location when directed.
- Execute assignments as directed by the Incident Commander.
- Transport individuals in need of medical attention.
- Follow Shelter in Place protocols if and as required

Maintenance Personnel:

- Survey and report building damage to the Incident Commander.
- Identify shutoff valves and switches for gas, water, electric, etc.

- Provide location of all protective equipment.

Students Should:

- Co-operate during drills and exercises.
- Be responsible for themselves and others in an emergency.
- Understand the importance of reporting situations of concern.
- Develop an awareness of natural and technological hazards.

Parents and Visitors Should:

- Provide the school with requested information concerning emergency situations, early and late dismissals, and other related release information.
- Encourage and support school safety, violence prevention and incident preparedness program within the school.
- Practice emergency preparedness at home to reinforce school training and ensure family safety.

EMERGENCY TELEPHONE DIRECTORY – Updated 1/9/26

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PERSONNEL	DESIGNATION	CONTACT
POLICE, FIRE, AMBULANCE		999
Maryam White	School Principal	3377-6858
Amany Ahmed	H & S Officer School Nurse	3305-2539
Razan Yousef	H & S Officer MOEHE & Administration	3389-3393
Amira Alomari	H & S Officer Administration & Student Welfare Officer	6000-8561 4488-7135
Shabeer KV	H & S Technical Officer	3330-2053
April Mendez	Administration Manager	5591-9581
Wastoni Tarsono Usman Siam	Security	5595-9231 6617-1645
Ahmed Fati	Maintenance Manager Bus Manager	7717-6891
Ahamed H	IT Officer	30117650
Ma. Teresa Espinosa	Cleaning Supervisor	5593-8006

EDISON INTERNATIONAL ACADEMY

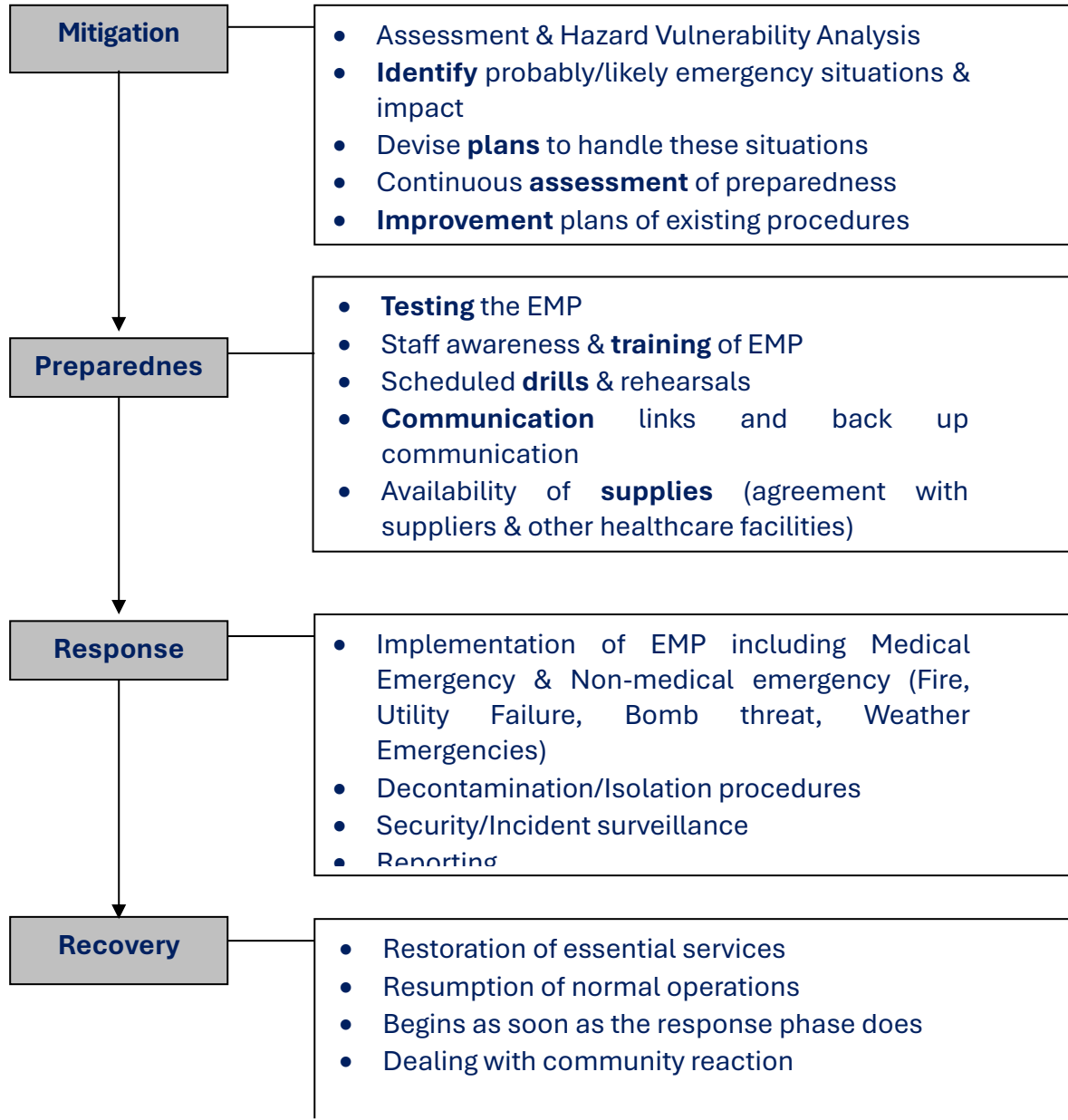
AL MARKHIYA

LOCATION

IN CASE OF EMERGENCY
For fire, ambulance or police immediately:
CALL 999
Tell operator what the emergency is and your address.
Write your home address below as on your blue plate.

Building No.	رقم المبني
64	
Zone	منطقة
33	
Street	شارع
879	

EMERGENCY MANAGEMENT PLAN (EMP) PROCESS



Fire Evacuation Plan 2026-2027 Building Plan



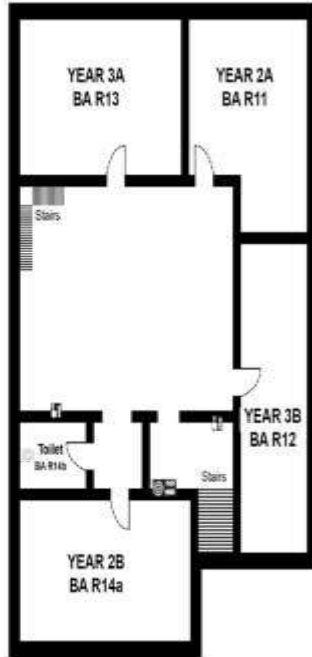
Fire Evacuation Plan 2026-2027

"Empower students to learn for life and strive for excellence so that they can contribute positively to the global society"

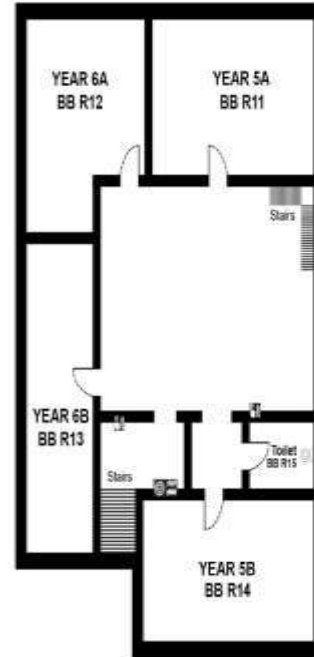
تتمكين الطلاب من التعلم مدى الحياة والسعي إلى تحقيق التميز حتى يتمكنوا من المساهمة بشكل إيجابي في المجتمع العالمي

FIRST FLOOR

Building A



Building B



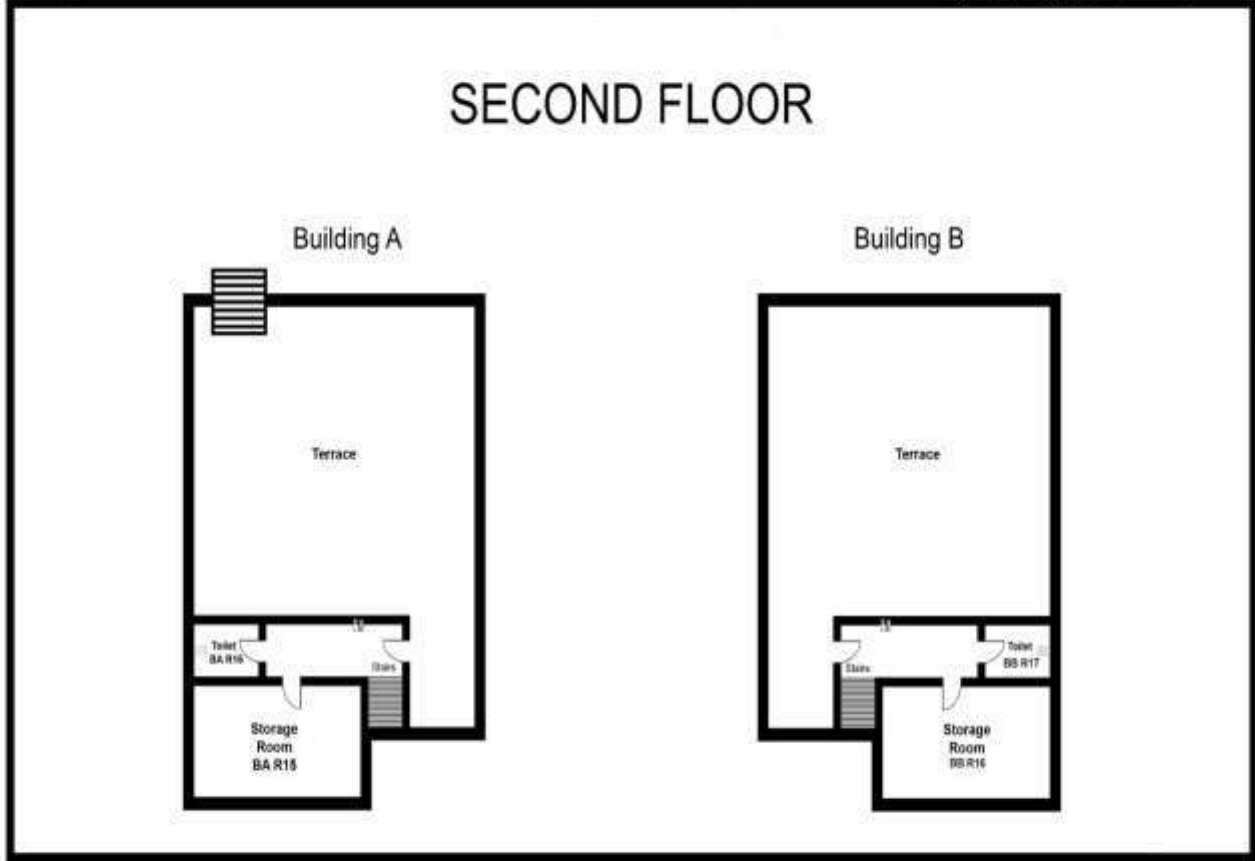
Al Markhiya

PO Box 12968
T- +974 4488-7135
M- +974 5591-9581



Fire Evacuation Plan 2026-2027

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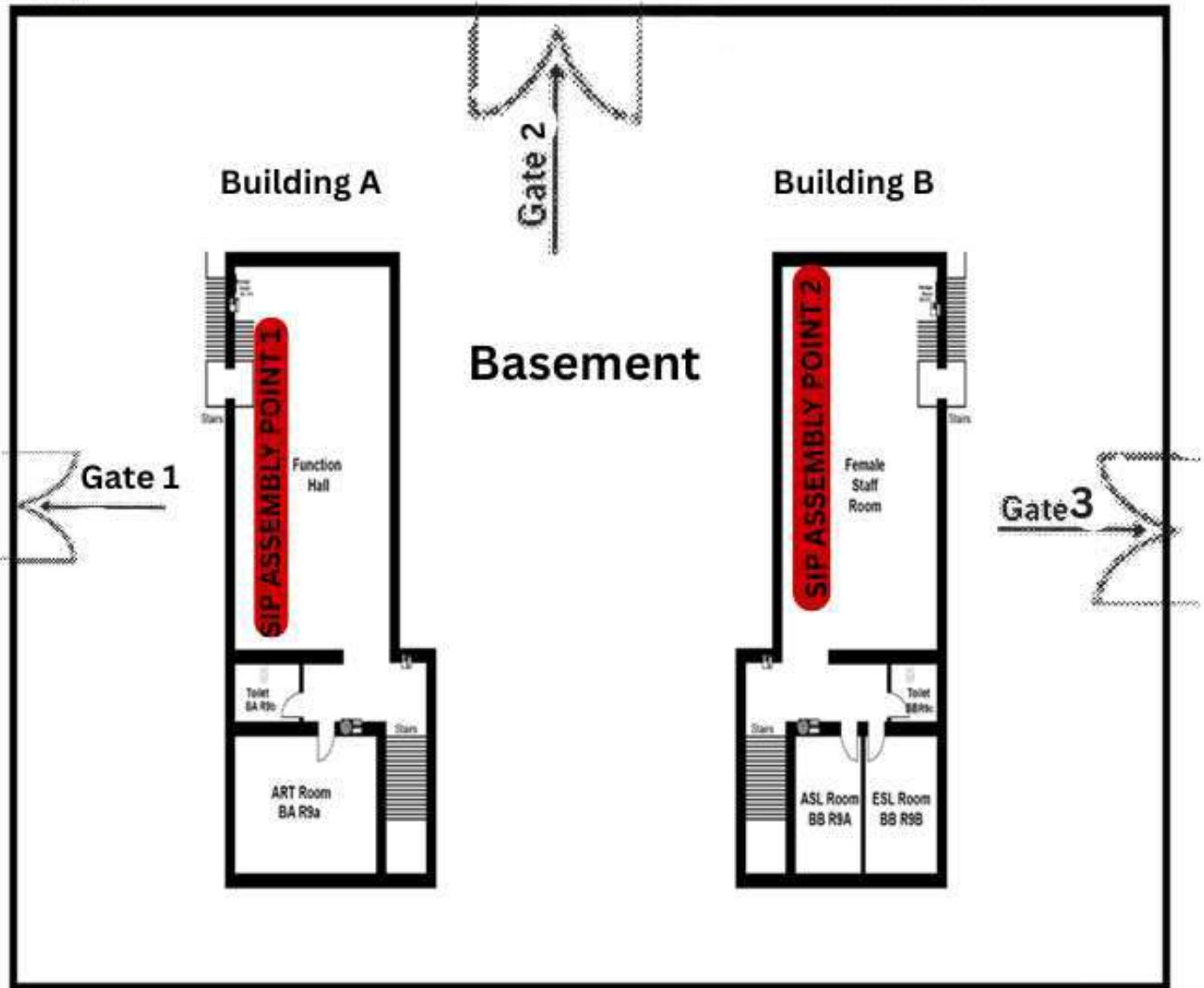
Al Markhiya

PO Box 12968
T- +974 4488-7135
M- +974 5591-8581



Fire & Shelter In Place Evacuation plan

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تتمكين الطلاب من التعلم مدى الحياة والسعي إلى تحقيق التميز حتى يتمكنوا من المساهمة بشكل إيجابي في المجتمع العالمي



EMERGENCY MANAGEMENT PROCESSES (EMP)

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IN THE CASE OF FIRE

The following steps should be taken by members of staff upon detection or suspicion of fire:

- 1) Activate the nearest fire alarm – use the manual pull station (once activated, fire department will be dispatched.
- 2) Proceed to evacuate to the assigned Fire Assembly Points. Close doors behind you.
- 3) All Head Fire Marshals put on yellow 'Safety Vest' and begin duties.
- 4) Principal, Health & Safety Officer and Class Teachers, bring the School Emergency Response Plan folders with them to the designated and assigned Fire Assembly Points.
- 5) **All teachers must have up to date student class list with parent/guardian contact numbers in the School Emergency Response Plan folders.**
- 6) Students are required to line up at their designated fire assembly points
 - Attendance to be taken by the class teacher
 - If anyone missing, inform Principal, Admin, Fire Marshal assigned, Health and Safety Officer and/or the Fire Department
- 7) Fire Marshal assigned to each building is to give the 'all clear' and confirm no one is inside the building/s.
- 8) Everyone must all instructions given by the Fire Marshal, Principal or FIRE/ POLICE DEPARTMENT.
- 9) Do not return to the school buildings until they are declared safe by the Fire Department.
- 10) Principal to notify Managing Director.

Questions following a Fire Hazzard Incident

- Are you able to return safely to the school?
- Does the school need to be closed and for how long?
- Do parents need to be notified to collect their children?
- Can deliveries (e.g. Cafeteria...) or regarding arrangements carry on?

In summary:

Leave the fire area immediately. Close all doors behind you. Follow fire drill guidelines, assembly point area displayed by the door in each classroom, evacuation routes and signage indicating your assembly point posted.

FIRE AND EMERGENCY EXTERNAL EVACUATION DRILL OBJECTIVES

- Evaluate the effectiveness of the FIRE EMP to evacuate all buildings
- Evaluate the effectiveness and adequateness of the fire EMP plan
- Evaluate the ability of all FIRE Marshalls and staff to recognize the fire/evacuation alarm
- Determine whether all FIRE Marshalls and staff appropriate actions upon hearing/seeing the evacuation/fire alarm
- Determine that the all FIRE Marshalls and staff begin the evacuation process as per the EMP plan
- Evaluate the FIRE Marshalls and staff's ability to provide assistance to visitors or individuals who are experiencing difficulty
- Evaluate the FIRE Marshalls and staff's ability to recognize and take appropriate actions when a means of egress (exit) is unsafe
- Ensure that all FIRE Marshalls, staff, students, parents & visitors report to designated and assigned Fire Assembly Points

RECORD KEEPING

The following information is required to be collected during fire drills per the International Fire Code:

- Identity of the person conducting the drill
- Date and time of the drill
- Notification method used
- Staff members on duty and participating
- Number of occupants evacuated
- Special conditions simulated
- Problems encountered
- Weather conditions when occupants evacuated
- Time required to accomplish complete evacuation

Fire Assembly Points and Procedures

FIRE EMP PREPAREDNESS PLAN & DRILL EVALUATION

FIRE DRILL EVALUATION PRE DRILL ASSESSMENT	Yes	No	COMMENTS
Evacuation routes posted			
Evacuation signs are in good condition			
Exits are clearly marked			
Exit signs are properly illuminated			
Exit doors operating properly			
Egress routes free of obstructions			
Egress routes properly lighted			

Assembly Point 1

EYFS Zone

Person in Charge:

Ms. April

GATE 1: Mr. Wastoni

Clearing Marshall: Ms. Ana

Preschool A; Reception A; Reception B; Yr. 2 A; Yr. 2 B; Art Room; Basement B; **are designated to Assembly Point 1.**

The teacher who is teaching the class at that time when the fire bell rings need to take that class out to fire assembly point. Every class must walk quietly in the line to their assembly area. All TA's should stay with their respective classes.

The helpers are **Ms. Razan/** take pictures, time, and **Ms. Yosura /Ms. Nerisa** are responsible for the cones.

Ms. Ana to check all EYFS area before clearing.

Assembly Point 2

ZONE A

Person in charge: **Ms. Maryam**

GATE 2: Mr. Usman

Clearing Marshalls:

Mr. Enes – Male Staff Room; Ms. Someya – ICT & Science Labs

Ms. Theresa – 1st / 2nd Floor Building A; Ms. Nashia – Ground Floor Building A;

Mr. Ash – Art Room / Basement Building A; Ms. Amany – Clinic, Isolation Room and Boys toilets (Zone B)

All MGT, Admin & Visitors; Counselors Room; Uniform Room; Science & ICT labs; Yr. 3A; Yr. 3B; Yr. 4A; Yr. 4B; Clinic & Isolation Room **are designated to Assembly Point 2.**

The teacher who is teaching the class at that time when the fire bell rings need to take that class out to their fire assembly point. Every class must walk in the line to their assembly area.

The helper is **Mr. Ahamed** to take pictures/time and **Ms. Lilian** is responsible for the cones.

Assembly Point GATE 3

ZONE C

Person in Charge:

Librarian

GATE 3: Ms. Amira

Clearing Marshalls:

Ms. Maricel – Yr. 1 A; Yr. 1B; M & F Toilets Zone C;

Ms. Richelle – Cafeteria; Ms. Aiza – 1st & 2nd Floor Building A; Ms. Dina – Ground Floor Ms. Lujain - Basement Building B; Mr. Abobacker – PE Area

Yr. 1A; Yr. 1B; Yr. 5A; Yr. 5 B; Yr. 6A, Library, ASL/ESL; **are designated to Assembly Point 3.**

The teacher who is teaching the class at that time when the fire bell rings need to take that class out to the fire assembly point.

The helper is **Ms. Fatima** responsible to put out the cones and **Ms. Nerisa** to take pictures and time and she is

FIRE DRILL EVALUATION CHECKLIST		
Name of Building/ Facility :		
Location of Drill (Specific floor/ Class etc.) :		
Date of Drill:	Time of Drill:	Elapsed Time:
All persons evacuated? Yes /No		
Drill Monitor Name:		Drill Monitor Position:
Weather Temp:	Winds:	Precipitation:
Cold – Warm - Hot	Calm – Breezy - Windy	Sunny- Cloudy- Rain - Hail
COMMUNICATION		
Method of Drill Activation: Alarm Activation - PA System - In-House Word of Mouth - Other		
Drill preannounced: Yes / No	Fire Dept. present: Yes / No	Security Notified: Yes/No
Alarm Monitoring Company Notified: Yes / No		
EVACUATION		
All occupants participated and evacuated: Yes/No		
Restrooms were checked for occupants: Yes/No		
Evacuation was orderly: Yes/No		
Visitors escorted and accounted for: Yes/ No / NA		
Special needs persons accommodated: Yes/ No / NA		
Overall response of occupants: Satisfactory / Unsatisfactory		
Noise level of evacuation: Satisfactory / Unsatisfactory		
Number of Persons evacuated total :		
Staff:	Student:	Parent/Visitors:
FIRE CONTAINMENT		
Doors/ Windows Closed: Yes/ No	Doors Unlocked: Yes/No	Door Hold Open devices: Yes/No
Fire Extinguisher taken to site of fire: Yes/No / NA		
UTILITIES		
Electrical appliances were turned off : Yes/No / NA		
Lights Turned Off: Yes/No / NA		
HVAC units were shut down: Yes/No / NA		
FIRE EMP PLAN EXECUTION		
Evacuation performed according to plan: Yes/ No		
Occupants met at designated meeting places according to the plan: Yes/ No		
Designated meeting place(s) located at safe distances from building: Yes/ No		
Fire drill/incident response team(s) responded according to plan: Yes/ No		
Fire drill/incident response team(s) carried out assigned duties: Yes/ No		
Fire department "mock" notified according to plan: Yes/ No		
FIRE ALARM SYSTEMS		
Fire alarm clearly heard in all area: Yes/ No		
Alarm monitoring company received alarm: Yes/ No		
Electro-magnetic locks operated appropriately: Yes/ No/ NA		
Public address system clearly heard in all areas: Yes/ No/ NA		
Elevators recalled to correct floor : Yes/ No/ NA		

FIRE DRILL EVALUATION FOR EACH ASSEMBLY**ALARM ACTIVATION**

Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

DRILL TIMES

Drill shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire

ASSEMBLY	SATISFACTORY EVACUATION	NON- SATISFACTORY EVACUATION	COMMENTS
Assembly 1			
Assembly 2			
Assembly 3			

Any item receiving a "No" or "Unsatisfactory" is an item that the facility should work on to correct.

Assembly 1 Fire Drill**Evaluation Form**

Fire Drill Date:

Time Initiated:

Time Completed:

EDISON International Academy

Total Number of evacuees:

Time Completed:

Assembly 1				
Preschool A; Reception A; Reception B; Yr. 2 A; Yr. 2 B; Art Room; Basement B;				
Fire Marshalls	Duties	Yes	No	Signature
Ms. April	In Charge			
Ms. Ana	Clearing Marshal: Check all EYFS are including Bathrooms and staff room before clearing			
Mr. Wastoni	Gate 1: Ensure the gates are open in case Exit compound is required			
Ms. lulu Ms. Manal	Putting Out the Cones Ensuring Cards are held up Supporting students to be calm			
Ms. Razan	Taking Photos and Time Pictures and Time (Fire Drill Start and Finish)			

Class	Teacher	No. Students	No. Evacuees	Completed
Pre A				
Rec A				
Rec B				
Yr. 2 A				
Yr. 2 B				
Art Room				
Basement B				

Head Health & Safety Officer:

Signature:

Assembly 2 Fire Drill

Evaluation Form

Fire Drill Date:

Time Initiated:

Time Completed:

Total Number of evacuees:

Time Completed:

Assembly 2				
All MGT; Admin & Visitors; Councillors Room; Uniform Room; Science & ICT labs; Yr. 3A; Yr. 3B; Yr. 4A; Yr. 4B; Clinic & Isolation Room.				
Fire Marshalls	Duties	Yes	No	Signature
Ms. Maryam	In Charge			
Mr. Enes	Clearing Marshal: Male Staff Room			
Ms. Someya	Clearing Marshal: ICT & Science Labs			
Ms. Theresa	Clearing Marshal: 1st / 2nd Floor Building A			
Ms. Nashia	Clearing Marshal: Ground Floor Building A			
Mr. Ash	Clearing Marshal: Art Room / Basement Building A			
Ms. Amany	Clearing Marshal: Clinic; Isolation Room & Boys Toilets (Zone C)			
Mr. Usman	Gate 2: Ensure the gates are open in case Exit compound is required			
Ms. Lillian	Putting Out the Cones Ensuring Cards are held up Supporting students to be calm			
Mr. Ahamed	Taking Photos and Time Pictures and Time			
Class	Teacher	No. Students	No. Evacuees	Completed
Yr. 3 A				
Yr. 3 B				
Yr. 4 A				
Yr. 4 B				
Science Lab				
ICT Lab				
Basement A				

Health & Safety Officer:

Signature:

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Assembly 3 Fire Drill

Evaluation Form

Fire Drill Date:

Time Initiated:

Time Completed:

Total Number of evacuees:

Time Completed

Assembly 3				
Yr. 1A; Yr. 1B; Yr. 5A; Yr. 5 B; Yr. 6A, Library, ASL/ESL; Female Staff Room				
Fire Marshalls	Duties	Yes	No	Signature
Librarian	In Charge			
Ms. Maracel	Clearing Marshal: Yr. 1 A; Yr. 1 B; Yr. 1 C; Male and Female Toilets (Zone C)			
Ms. Richelle	Clearing Marshal: Cafeteria			
Ms. Azia	Clearing Marshal: 1st / 2nd Floor Building B			
Ms. Aiza	Clearing Marshal: Ground Floor Building A			
Ms. Lujain	Clearing Marshal: ASL / ESL Basement Building A			
Mr. Aboobackar	Clearing Marshal: PE Teacher			
Ms. Amira	Gate 3: Ensure the gates are open in case Exit compound is required			
Ms. Fatima	Putting Out the Cones Ensuring Cards are held up Supporting students to be calm			
Ms. Nerissa	Taking Photos and Time Pictures and Time (Fire Drill Start and Finish)			
Class	Teacher	No. Students	No. Evacuees	Completed
Yr. 1 A				
Yr. 1 B				
Yr. 5 A				
Yr. 5 B				
Yr. 6 A				
Library				
Basement B				

Health & Safety Officer:

Signature:

EDISON International Academy

EMERGENCY MANAGEMENT PROCESSES (EMP)

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EVACUATION AND SAFETY GUIDELINES FOR SHELTER IN PLACE (SIP) ALERT

The following steps should be taken by members of staff upon the activation of the "National Emergency Alert" to Shelter in Place. These procedures are **DIFFERENT from external fire evacuation protocols** which require students to evacuate the building to designated assembly points **OUTSIDE** the school buildings.

This time, when the "National Emergency Alert" to Shelter in Place is activated the students will evacuate their classrooms to designated and prepared safe zones within the school. The following instructions must be complied with.

When the "National Emergency Alert" to Shelter in Place is activated:

- 1) Everyone must stop what they are doing and initiate the schools **EMERGENCY MANAGEMENT PROCESS FOR SHELTER IN PLACE**
- 2) Students must line up in a calm and orderly manner at the door of their classroom.
- 3) All electrical appliances must be switched off and upon exiting the door, it must be closed behind them.
- 4) The students will proceed to evacuate to the assigned **SHELTER IN PLACE ASSEMBLY POINTS**. Close doors behind you.
- 5) All Head Marshals put on yellow 'Safety Vest' and begin duties.
- 6) Principal, Health & Safety Officer and Class Teachers, bring the School Emergency Response Plan folders with them to the designated and assigned Shelter in Place Assembly Points
- 7) **All teachers must have up to date student class list with parent/guardian contact numbers in the School Emergency Response Plan folders.**
- 8) Students are required to line up at their designated Shelter in Place Assembly Points and then sit in their place and wait quietly and calmly.
- 9) Attendance to be taken by the class teacher.
- 10) If anyone missing, inform Principal, Admin, the Marshal assigned, Health and Safety Officer and/or the Fire department/ Civil Defense.
- 11) The Marshal assigned to each building to confirm no one left behind in other areas of the building with the statement – "SECURE".
- 12) Everyone is expected to shelter in place until the all clear is given.
- 13) Everyone must all instructions given by the Marshal, Principal or FIRE/ POLICE/ CIVIL DEFENSE Departments.

14) Do not return to the other parts of the school buildings until they are declared safe by the Fire Department.

15) Principal to notify Managing Director.

Questions following a Fire Hazard Incident "National Emergency Alert" to Shelter in Place:

- 1) Are you able to return safely to the school?
- 2) Does the school need to be closed and for how long?
- 3) Do parents need to be notified to collect their children?
- 4) Can deliveries (e.g. Cafeteria...) or regarding arrangements carry on?

In summary:

Leave the fire area immediately. Close all doors behind you. Follow fire drill guidelines, assembly point area displayed by the door in each classroom, evacuation routes and signage indicating your assembly point posted.

SHELTER IN PLACE (SIP) EVACUATION DRILL OBJECTIVES

- Evaluate the effectiveness of the SIP EMP Plan to evacuate to safe space
- Evaluate the effectiveness and adequateness of the SIP EMP Plan
- Evaluate the ability of all SIP Marshalls and staff to recognize the fire/evacuation alarm
- Determine whether all SIP Marshalls and staff appropriate actions upon hearing/seeing the evacuation/fire alarm
- Determine that the all SIP Marshalls and staff begin the evacuation process as per the EMP plan
- Evaluate the SIP Marshalls and staff's ability to provide assistance to visitors or individuals who are experiencing difficulty
- Evaluate the SIP Marshalls and staff's ability to recognize and take appropriate actions when a means of egress (exit) is unsafe
- Ensure that all SIP Marshalls, staff, students, parents & visitors report to designated and assigned Fire Assembly Points

RECORD KEEPING

The following information is required to be collected during fire drills per the International Fire Code:

- Identity of the person conducting the drill
- Date and time of the drill
- Notification method used
- Staff members on duty and participating
- Number of occupants evacuated
- Special conditions simulated

- Problems encountered
- Weather conditions when occupants evacuated
- Time required to accomplish complete evacuation

SHELTER IN PLACE (SIP) ASSEMBLY POINT 1

BASEMENT A

Evaluation Form

SIP Drill Date:

Time Initiated:

Time Completed:

Total Number of evacuees:

Total Number of staff evacuees:

Time Completed:

Pre A; Rec A; Rec B; Yr. 2 A; Yr. 2 B; Yr. 3 A; Yr. 3 B; ICT; Science LAB; MGT, Parents & Visitors				
Marshalls	Duties	Yes	No	Signature
Ms. Assala	In Charge			
Ms. Ana	Marshals: EYFS & Toilets			
Ms. Someya Ms. semar	Marshals: ICT & Science Labs			
Ms. Theresa	Marshall: 1st / 2nd Floor Building A			
Ms. Nashia	Marshall: Ground Floor Building A			
Mr. Ash	Marshall: Outside EYFS & ZONE A			
Ms. Razan	Marshall: Parents & Visitors			
Ms. Lillian	Putting Out the Cones Ensuring Cards are held up Supporting students to be calm			
Mr. Ahamed	Time Keeping and Photos			

Mr. Usman	Gate 1: Ensure the gates are open in case Exit compound is required or Civil Defense needs to enter			
Class	Teacher	No. Students	No. Evacuees	Completed
Pre A				
Rec A				
Rec B				
Yr. 2 A				
Yr. 2 B				
Yr. 3 A				
Yr. 3 B				
Science Lab				
ICT Lab				
Basement A				

- 1) EYFS to enter the basement from the Garden Stairs
- 2) ICT / Science Lab to enter basement through the Printing Room and go down the back stairs to Basement A
- 3) Yr. 2 A; Yr. 2 B; Yr. 3 A; Yr. 3 B; to enter the Basement A through the back emergency exit stairs
- 4) Preschool will sit in the Art Room
- 5) Rec A; Rec B; Yr. 2 A; Yr. 2 B; Yr. 3 A; Yr. 3 B; MGT, Parents & Visitors will sit in the hall and on the stage

Head Health & Safety Officer:

Signature:

SHELTER IN PLACE (SIP) ASSEMBLY POINT 2

BASEMENT B

Evaluation Form

SIP Drill Date:

Time Initiated:

Time Completed:

Total Number of student evacuees:

Total Number of staff evacuees:

Time Completed:

Yr. 1A; Yr. 1B; Yr. 4A; Yr. 4B; Yr. 5A; Yr. 5 B; Yr. 6A, Library, ASL/ESL; Female Staff Room Parents & Visitors				
Marshalls	Duties	Yes	No	Signature
Ms. Lujain	In Charge			
Ms. Maricel	Marshals: Yr. 1 A; Yr. 1 B; & Zone C Toilets			
Ms. Amany	Marshals: Clinic; Isolation Room & Boys Toilets Zone B			
Ms. Aiza	Marshall: 1st / 2nd Floor Building B			
Ms. Aiza	Marshall: Ground Floor Building B			
Mr. Aboobackar	Marshall: Outside Playground Zone B & C			
Ms. Richelle	Marshall: Cafeteria; Parents & Visitors			
Ms. Fatima	Putting Out the Cones Ensuring Cards are held up Supporting students to be calm			
Ms. Nerisa	Time Keeping and Photos			

Mr. Tony	Gate 2: Ensure the gates are open in case Exit compound is required or Civil Defense needs to enter			
Class	Teacher	No. Students	No. Evacuees	Completed
Yr. 1 A				
Yr. 1 B				
Yr. 4 A				
Yr. 4 B				
Yr. 5 A				
Yr. 5 B				
Yr. 6 A				
Library				
Clinic				
Basement A				

- 1) Yr. 1 A & Yr. 1 B to enter the basement from the Garden Stairs
- 2) The Clinic & Isolation Room will enter to basement A through the Male Staff Room and go down the back stairs to Basement B.
- 3) Yr. 4A; Yr. 4B. Yr. 5A; Yr. 5 B; Yr. 6 A; to enter the Basement B through the back emergency exit stairs
- 4) Cafeteria students, parents & visitors will enter the basement through the Garden Stairs.
- 5) Yr. 5 B Girls will sit in the ASL Room; The Yr. 5 A Girls and the Yr. 6 Girls will sit in the ESL Room
- 6) The Yr. 5 A, Yr. 5 B and Yr. 6 Boys with sit in the Basement Building B Hall.

Head Health & Safety Officer:

Signature:

SIP Assembly Point 1

Basement Building A

Person in Charge:

Ms. Assala

GATE 1: Mr. Usman

Clearing Marshalls:

Ms. Ana – EYFS & Toilets; Ms. Theresa – 1st & 2nd Floor Ms. Nashia – Ground Floor; Mr. Ash – Outside EYFS & ZONE A ; Ms. Razan – Parents & Visitors . Ms. semar – ICT; Ms. Someya – Science Lab

Pre A; Rec A; Rec B; Yr. 2 A; Yr. 2 B; Yr. 3 A; Yr. 3 B; ICT; Science LAB; MGT, Parents & Visitors **are designated to SIP Assembly Point 1**

The teacher who is teaching the class at that time when National Emergency Alert is activated need to take that class out to SIP Assembly Point 1. Every class must walk quietly in the line to their assembly area. All TA's should stay with their respective classes.

The helpers are **Ms. Lillian who is** responsible for the cones and **Mr. Ahamed** take pictures, time,

SIP Assembly Point 2

Basement Building B

Person in Charge:

Ms. Lujain

GATE 2: Mr. Tony

Clearing Marshalls:

Ms. Maricel – Yr. 1 A; Yr. 1B; M & F Toilets Zone C; Ms. Richelle – Cafeteria; Ms. Amany – Clinic & Isolation Room; Ms. Aiza – 1st & 2nd Floor Building A; Ms. Aiza – Ground Floor; Mr. Abobacker – PE Area & Zone B

Yr. 1A; Yr. 1B; Yr.Yr. 4 A, Yr. 4 B 5A; Yr. 5 B; Yr. 6A, Library, ASL/ESL; **are designated to SIP Assembly Point 2.**

The teacher who is teaching the class at that time when National Emergency Alert is activated need to take that class out to SIP Assembly Point. Every class must walk quietly in the line to their assembly area. All TA's should stay with their respective classes.

The helper is **Ms. Fatima** responsible to put out the cones and **Ms. Nerisa to** take pictures and time and she is responsible for the cones.

EVACUATION AND SAFETY PROCESS FOR SHELTER IN PLACE (SIP) ALERT

SHELTER IN PLACE (SIP) ASSEMBLY POINT 1

SIP EMP PREPAREDNESS PLAN & DRILL EVALUATION			
PRE DRILL ASSESSMENT	Yes	No	COMMENTS
Evacuation routes posted			
Evacuation signs are in good condition			
Exits are clearly marked			
Exit signs are properly illuminated			
Exit doors operating properly			
Egress routes free of obstructions			
Egress routes properly lighted			

Head Health & Safety Officer:

Signature:

SIP DRILL EVALUATION CHECKLIST			
Name of Building/ Facility :			
Location of Drill (Specific floor/ Class etc.) :			
Date of Drill:	Time of Drill:	Elapsed Time:	
All persons evacuated? Yes /No			
Drill Monitor Name:		Drill Monitor Position:	
Weather Temp: Cold – Warm - Hot	Winds: Calm – Breezy - Windy	Precipitation: Sunny- Cloudy- Rain - Hail	
COMMUNICATION			
Method of Drill Activation: Alarm Activation - PA System - In-House Word of Mouth - Other			
Drill preannounced: Yes / No	Fire Dept. present: Yes / No	Security Notified: Yes/No	
Alarm Monitoring Company Notified: Yes / No			
SIP EVACUATION			
All occupants participated and evacuated: Yes/No			
Restrooms were checked for occupants: Yes/No			
Evacuation was orderly: Yes/No			
Visitors escorted and accounted for: Yes/ No / NA			
Special needs persons accommodated: Yes/ No / NA			
Overall response of occupants: Satisfactory / Unsatisfactory			
Noise level of evacuation: Satisfactory / Unsatisfactory			
Number of Persons evacuated total :			
Staff:	Student:	Parent/Visitors:	

BLAST CONTAINMENT		
Doors/ Windows Closed off : Yes/ No	Doors Unlocked: Yes/No	NO Door Hold Open devices: Yes/No
Fire Extinguisher taken to site of fire: Yes/No / NA		
UTILITIES		
Electrical appliances were turned off : Yes/No / NA		
Lights Turned Off: Yes/No / NA		
HVAC units were shut down: Yes/No / NA		
SIP EMP PLAN EXECUTION		
Evacuation performed according to plan: Yes/ No		
Occupants met at designated meeting places according to the plan: Yes/ No		
Designated meeting place(s) located at safe distances from building: Yes/ No		
SIP EMP response team(s) responded according to plan: Yes/ No		
SIP EMP response team(s) carried out assigned duties: Yes/ No		
Fire department "mock" notified according to plan: Yes/ No/NA		
SIP EMP ALARM SYSTEMS		
SIP Alert clearly heard in all area: Yes/ No		
Alarm monitoring company received alarm: Yes/ No/ NA		
Electro-magnetic locks operated appropriately: Yes/ No/ NA		
Public address system clearly heard in all areas: Yes/ No/ NA		
Elevators recalled to correct floor : Yes/ No/ NA		
Total Number of student evacuees:	completed : Yes/ No	
Total Number of staff evacuees:	completed : Yes/ No	

SIP EVALUATION FOR EACH ASSEMBLY

ALARM ACTIVATION

Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

DRILL TIMES

Drill shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire

ASSEMBLY	SATISFACTORY EVACUATION	NON-SATISFACTORY EVACUATION	COMMENTS
SIP Assembly 1			
SIP Assembly 2			

Any item receiving a "No" or "Unsatisfactory" is an item that the facility should work on to correct.

SHELTER IN PLACE (SIP) ASSEMBLY POINT 2

SIP EMP PREPAREDNESS PLAN & DRILL EVALUATION			
PRE DRILL ASSESSMENT	Yes	No	COMMENTS
Evacuation routes posted			
Evacuation signs are in good condition			
Exits are clearly marked			
Exit signs are properly illuminated			
Exit doors operating properly			
Egress routes free of obstructions			
Egress routes properly lighted			

Head Health & Safety Officer:

Signature:

SIP DRILL EVALUATION CHECKLIST

Name of Building/ Facility :

Location of Drill (Specific floor/ Class etc.) :

Date of Drill:

Time of Drill:

Elapsed Time:

All persons evacuated? Yes /No

Drill Monitor Name:

Drill Monitor Position:

Weather Temp:

Winds:

Precipitation:

Cold – Warm - Hot

Calm – Breezy - Windy

Sunny- Cloudy- Rain - Hail

COMMUNICATION

Method of Drill Activation: Alarm Activation - PA System - In-House Word of Mouth - Other

Drill preannounced: Yes / No

Fire Dept. present: Yes / No

Security Notified: Yes/No

Alarm Monitoring Company Notified: Yes / No

SIP EVACUATION

All occupants participated and evacuated: Yes/No

Restrooms were checked for occupants: Yes/No

Evacuation was orderly: Yes/No

Visitors escorted and accounted for: Yes/ No / NA

Special needs persons accommodated: Yes/ No / NA

Overall response of occupants: Satisfactory / Unsatisfactory

Noise level of evacuation: Satisfactory / Unsatisfactory

Number of Persons evacuated total :

Staff:

Student:

Parent/Visitors:

BLAST CONTAINMENT

Doors/ Windows Closed off : Yes/ No

Doors Unlocked: Yes/No

NO Door Hold Open devices: Yes/No

Fire Extinguisher taken to site of fire: Yes/No / NA

UTILITIES

Electrical appliances were turned off : Yes/No / NA

Lights Turned Off: Yes/No / NA

HVAC units were shut down: Yes/No / NA

SIP EMP PLAN EXECUTION

Evacuation performed according to plan: Yes/ No

Occupants met at designated meeting places according to the plan: Yes/ No

Designated meeting place(s) located at safe distances from building: Yes/ No

SIP EMP response team(s) responded according to plan: Yes/ No

SIP EMP response team(s) carried out assigned duties: Yes/ No

Fire department "mock" notified according to plan: Yes/ No/NA

SIP EMP ALARM SYSTEMS

SIP Alert clearly heard in all area: Yes/ No

Alarm monitoring company received alarm: Yes/ No/ NA

Electro-magnetic locks operated appropriately: Yes/ No/ NA

Public address system clearly heard in all areas: Yes/ No/ NA

Elevators recalled to correct floor : Yes/ No/ NA

Total Number of student evacuees:

completed : Yes/ No

Total Number of staff evacuees:

completed : Yes/ No

SIP EVALUATION FOR EACH ASSEMBLY

ALARM ACTIVATION

Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

DRILL TIMES

Drill shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire

ASSEMBLY	SATISFACTORY EVACUATION	NON- SATISFACTORY EVACUATION	COMMENTS
SIP Assembly 1			
SIP Assembly 2			

Any item receiving a "No" or "Unsatisfactory" is an item that the facility should work on to correct.

SEVERE WEATHER

In case of a severe weather warning, forecasting heavy rains and/or thunderstorm, severe winds and/or sandstorms, flooding, tornados and earthquake, the forecasted conditions are indeed observed; students are to be kept in the classrooms safe until the severe weather has passed.

- Keep Calm

- If you have a radio or television, tune it to a local station for information
- DO NOT use the telephone to get information or advice

Should the adverse weather conditions persist, the Principal has the authority to announce and confirm an Emergency School Closure, notifying the Administration team and the Managing director. Call the crisis and emergency management committee of the Ministry of Education and Higher Education 44045999.

Decisions by the Ministry of Education with regards to Severe Weather Conditions issue and recommendation that schools are to remain closed due to adverse and severe weather conditions, this is to be followed and all stakeholders are to be informed as above.

The school must contact:

- a. Parents (via telephone, Parent Portal, Class Dojo or any other means of communication) to inform them of the situation and to arrange for their child to be picked up.
- b. Bus Drivers: to drop off bus children at home at the earliest

SEVERE THUNDERSTORM OR SANDSTORM ACTIVITY

If and when the Facility Manager is notified of probable severe thunderstorm or sandstorm activity and the estimated duration of such activity during regular business hours, Facility Management Staff will notify Members of staff.

Severe Weather Conditions over night:

Should adverse weather happen overnight and cause flooding and/or other conditions that may hamper a safe entry into the school, the Principal may decide before the start of school, and after conferring with the Managing Director, to perform an Emergency School Closure before the start of the school day.

FLOODING

Flooding can occur if severe weather hits, a sprinkler system leaks, or a drain backs up. If this situation develops, the following procedure should be followed:

Call the Facility Management immediately at the number listed on the Essential Contact List. Call the Crisis and Emergency Management committee of the Ministry of Education and Higher Education 44045999

Facility Management staff will be dispatched to determine the cause of the flooding and immediately take steps to lessen or stop the flow of water.

If the water smells like sewage, avoid having people walk through it. The school maintenance staff or cleaning personnel will be using their equipment to clean up the common areas. Members of staff may request their assistance on a reimbursement basis.

The Principal will determine whether or not to activate the Emergency Procedures Plan.

In case of emergency evacuation (water leaking into the classroom posing a safety hazard)

- Execute evacuation procedures
- Take attendance
- Report missing or injured students
- Teacher to remain with class throughout the process
- Do not return to the classroom/part of the building until it has been inspected and declared safe
- Document all actions taken

Generally, tornado and earthquake are the two types of unusual weather conditions which may occur (highly unlikely event in the State of Qatar). If one is detected, the weather service may announce the approximate time and direction of movement and for which extraordinary precaution should be taken:

TORNADO

Move away from the exterior perimeter of the Building and from exterior glass. This means staying away from windows, doors, atriums, lobbies, and outside walls of the Building. Move to a corridor or inside a

safe classroom. As you move, try to close the doors of classrooms that have windows. Also, be sure the door is closed tightly, but not locked.

The stairwells are safe. Sit down and protect yourself by putting your head as close to your knees as possible or kneel protecting your head.

DO NOT go to the ground floor reception area or outside of the Building. There is high risk of being hurt by flying glass and objects.

If you are trapped in an office adjacent to the exterior windows seek protection under a desk.

Once the weather has subsided, the Safety Officer shall report any damage or storm related leaks to the Facility Management and the Principal.

EARTHQUAKE

If you are indoors:

Move immediately to a safe place. Get under a desk, table, or workbench, if possible. Stand in an interior doorway or in the corner of a room. Watch out for falling debris or tall furniture. Stay away from windows and heavy objects (such as refrigerators and machinery) that may topple or slide across the floor.

Do not dash for exits since stairways may be broken and jammed with people, do not be surprised if the electricity goes out, or if fire alarm starts ringing, or if sprinkler systems go on. Expect to hear noise from breaking glass, cracks in walls and falling objects. Equipment may stop operating. Seek safety where you are at the time of the incident and then leave calmly if evacuation is necessary.

If you are outdoors:

Try to get into an open area away from buildings and power lines. After the first motion is felt, there may be a temporary decrease in the motion followed by another shock. Also, aftershocks may occur several minutes, several hours, or even several days afterwards. Sometimes aftershocks will cause damage or collapse of structures that were already weakened by the main earthquake.

AFTER AN EARTHQUAKE

Remain calm and take time to assess the situation.

Seek medical help for those who need it. Cover injured persons with blankets, coats or other available pieces of clothing to keep them warm.

Check for fires and fire hazards. Put out fires immediately if safe to do so.

Check for damage to utilities and appliances. Facility Manager will shut off electricity if there is any chance of damage to wiring.

Facility Manager will shut off water mains if breakage has occurred. In due time, report utility damage to the utility companies and follow their instructions.

DO NOT: Touch power lines, electric wiring, or objects in contact with them; touch any wet electrical appliance which is plugged in, until the electrical circuit has been de-energised. Unplug any appliance which has been exposed to water. Appliances that have been wet must be safety checked before using; use the telephone except to call for help or to report serious emergencies (medical, fire, or criminal), or to perform some essential service; Flush toilets until sewer lines have been inspected, clean up and warn others of any spilled materials that are dangerous, such as chemicals, gasoline, etc.

During an earthquake, the safest place is right where you are. In fact, most injuries occur as people enter or leave a building, due to falling debris. There are no rules for eliminating all earthquake danger. However, following the above precautions can reduce damage and injury.

Stand-by for emergency announcements/instructions.

BOMB THREAT

REMAIN CALM!

Person who receives the call/ information/ detect the suspicious package in the main office or around the school will notify the principal or any member of the management team.

The Principal will notify all staff through phone, email or ringing the alarm.

School staff will search their workstations/class for any suspicious object. Search will last no longer than 5 minutes.

If a suspicious item is found – the area will be isolated. Activate the fire alarm and proceed to evacuate away from the isolated area.

Bring your School Emergency Response Plan. All teachers will bring their student class list.

Once outside, take attendance of all students and staff. Is anyone missing? Inform the Principal and Police Department.

Follow all instructions by the Police Department. Do not return to the school until it is declared safe by the Police Department.

Principal to notify Managing Director and other branch Managers.

Are you able to return safely to your school? Does the school need to be closed and for how long? – Admin Team to notify ALL parents and deliveries (e.g. Cafeteria...) regarding arrangements.

CHEMICAL SPILL

- Leave immediate the area, alert others around
- Close windows and doors and restrict access to the affected area
- Do not touch your face or eat and drink anything
- If there are injuries call school nurse and emergency number 999
- Notify Principal/Teacher/laboratory technician/Health and Safety Officer and cleaning supervisor to determine the appropriate clean-up measures
- Principal to call the crisis and emergency management committee of the Ministry of Education and Higher Education 44045999.
- Notify Maintenance and Health and Safety Officer to shut off systems that may be affected
- Activate the fire alarm and evacuate the school if obnoxious vapors start travelling outside the isolated area into the corridor and class room
- Bring your School Emergency Response Plan. All teachers will bring their student class list.
- Once outside, take attendance of all students and staff. Is anyone missing? Inform the Principal and Police Department
- Follow all instructions by the Police Department. Do not return to the school until it is declared safe by the Police Department
- Principal, Deputy Principal to notify Managing Director and other branch Managers.
- Are you able to return safely to your school? Does the school need to be closed and for how long? – Admin Team to notify ALL parents and deliveries (e.g. Cafeteria...) regarding arrangements

COMMUNITY EMERGENCY

- There may be an emergency in the neighborhood or vicinity of the school (e.g. industrial fire, chemical spill, hostage standoff,) that may require the evacuation of the school or the lockdown of the school. The State of Qatar Officials (the Fire Department, Police Department) have the jurisdiction to initiate whatever action is deemed appropriate. Please follow their directions.
- Follow the directions of Emergency Response Officials (fire, police, EMS).
- Are you being directed to close all windows and shut down the main electricity? Do so immediately.
- Are you being asked to lock all interior and exterior doors? Do so immediately.
- Are you being asked not to dismiss class at the usual time? Please follow the instructions. Please call the Administration Manager to notify Bus Drivers and parents regarding the bus schedule and dismissal times.
- Are you being asked to evacuate? Activate the fire alarm and proceed to evacuate.
- Bring your School Emergency Response Plan. All teachers will bring their student class list.
- Administrators will wear the Emergency Arm Bands (included in the folder).
- Once outside, take attendance of all students and staff. Is anyone missing? Inform the emergency response officials.
- Principal to notify Managing Director and other branch Managers.
- Are you able to return safely to your school? Does the school need to be closed and for how long? – Admin Team to notify ALL parents and deliveries (e.g. Cafeteria...) regarding arrangements.

NATURAL GAS LEAK

- Is there a smell of natural gas? If so, open the exit door of the room that leads to the outside and close the entry door from within the school.
- Call Maintenance Manager to locate the gas shut-off and turn it off and also call the Civil Defense Department 999. Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44055999.
- If the smell is detected in corridor(s) / classrooms, pull the fire alarm and proceed to evacuate. Do not operate any electrical switches.

- Bring your School Emergency Response Plan. All teachers will bring their student class list.
- Administrators will wear the Emergency Arm Bands (included in the folder).
- Once outside, take attendance of all students and staff. Is anyone missing? Inform the Fire or Police Department and Principal.
- Principal or Deputy Principal to notify Managing Director and other branch Managers.
- Are you able to return safely to your school? Does the school need to be closed and for how long? – Admin Team to notify ALL parents and deliveries (e.g. Cafeteria...) regarding arrangements.

POWER FAILURE

- A power failure will affect either an isolated area of the school or the entire school. In the event of a power failure, **DO NOT PANIC**.
- Contact the Facility Management immediately at the number listed on the Essential Contact List
- Remain at your workstation or gather in an area where there is emergency lighting
- Disconnect or turn off all electrical equipment so when power is restored, there will not be a surge of electrical power or initiate overload of the electrical system
- Raise blinds to let in outside light
- Do not congregate in the reception area
- If you are instructed to evacuate, lock all areas and follow the defined Evacuation Procedures
- The Facility Manager will attempt to advise you regarding the length and cause of the power failure as soon as possible.
- If the Facility Manager is notified of a power failure after regular business hours or on the weekend, Facility Management staff will notify the principal.

CIVIL DISTURBANCE

The school will not be responsible for any property damaged or personal injury in the event of a civil disturbance.

There are three basic categories of Civil Disturbance: Demonstration & Protest; Rioting; or Picketing.

When a civil disturbance occurs near the school, the Facility Management and security will be prepared for possible conduct that could threaten the wellbeing and safety of members of staff and visitors. Staff will be advised by a Public Address announcement. The typical announcement that will be made is:

"May I have your attention please? Due to a civil disturbance on the streets near the school, Security and/or Facility Management requests that all personnel remain in their classrooms/ work areas until the situation is under control. You will be given regular updates on the situation. Thank you for your cooperation."

A school wide lock-down will occur when the protest, demonstration, riot or an event would directly threaten the school and when unauthorised and/or unlawful entry into the school is imminent.

- Securing of all perimeter doors, including reception area access points.
- announcement to all members of staff advising of the event
- Communications and interaction with law enforcement or designated emergency agency.
- Preparation for secondary actions, if needed, such as environmental actions.

THIEF

The school will not be responsible for any theft of personal property within the Building/ Premises. However, all incidents should be reported to the security officers.

Should a member of staff suspect that their classroom or work area has been broken into or if items are found to be missing, the member of staff should immediately inform the Facility Management, Local Police and the Security Officers.

CRIMINAL AND/OR VIOLENT BEHAVIOUR

The school will not be responsible for any property damaged or personal injury in this event.

If an armed attacker is in the school, there are a few important things to remember.

- Stay calm, signal for help. Alert anyone when possible or send someone to alert other administration if safe to do so
- Security officers: dial the number on the Essential Contacts List
- POLICE: Dial 999 & say "Police" when answered. Give as much details as possible
- If faced with demands from the attacker, comply. Sudden movements may prove fatal. Move with caution. Do not make eye contact
- Become invisible. Take cover behind a door, file cabinet or other furniture
- Try to notice the attackers distinguishing traits: clothing, ethnicity, weight, age, hair colour, presence of facial hair, type of weapon used, voice and presence of accent that may be important to further investigations
- When Police arrive, follow Police direction

- Do not alter anything that may be evidence
- Do not discuss the situation with anyone other than the Police or Facility Management representatives
- Security officers will immediately go to affected area to assess and, if possible and safe to do so, command the situation until the police arrives
- Once Police officials arrive on the scene they will assume command of the situation
- The Principal or the Deputy Principal will determine whether or not to activate the Emergency Procedures Plan.

INTRUDER

To prevent an intruder from entering school grounds, Edison International Academy will ensure that

- all visitors entering school grounds on school days will register first with security,
- depositing their ID card and obtaining a Visitor's Pass.
- They will then be brought to the Main Office.

In the event of an intruder, Edison International Academy

- will contact law enforcement to ask for assistance
- Staff is to be alerted in order to protect students and themselves.
- Personnel and students should remain calm until the situation is resolved.
- The Principal or the Deputy Principal will determine whether or not to activate the Emergency Procedures Plan.

Actions will be:

- Principal or Deputy Principal to put the school on lockdown
- Principal or Deputy Principal to consult with law enforcement and emergency agencies
- If appropriate and safe to do so, request intruder to leave the school grounds in a calm and confident manner
- If she/he refuses to leave: Call the Police 999 and provide a description of the suspect.
- Keep intruder in view until the police or law enforcement arrives
- Do not allow students, staff and/or other visitors to enter or leave the building until it has been determined safe to do so
- Give an all clear after the threat has passed

CHILD MISSING/ABDUCTED

In the event of Child Missing/Abducted the following procedure should be observed by teaching and non-teaching staff

- Call the police at 999 and be ready to provide a description of the child/abductor including a description of the child's/abductor's attire
- Contact the Facility Management immediately at the number listed on the Essential Contact List so they can call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999
- Call the security
- Notify the teachers and instruct them to take attendance
- Try to calm down students and employees and separate them from infected cases
- Cooperate with the police investigations
- Call the parents of the abducted/missing child by the authorized person.

SUDDEN EPIDEMIC/DISEASE BREAKOUT

In the event of sudden epidemic/disease breakout DO NOT PANIC. Help prevent and control the transmission of infectious diseases in schools and to promote health within the school community

- Call an ambulance 999 providing them with the number of cases and with their information
- Contact the Facility Management immediately at the number listed on the Essential Contact List so they can call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999
- Call the clinic nurse and individuals with first-aid training
- Try to calm down students and employees and separate them from infected cases
- Ensure the school's exits and entrances are clear for ambulance access
- Conduct an investigation in cooperation with the concerned authorities and report to the Management of Emergency Team in Ministry of Education and Higher Education.

Recommended Hand Wash Technique



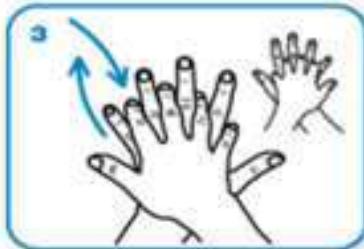
Wet hands with water



apply enough soap to cover all hand surfaces.



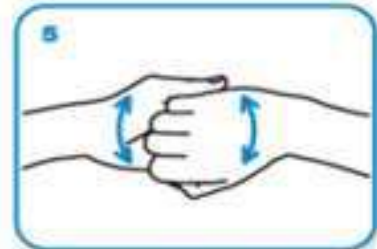
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



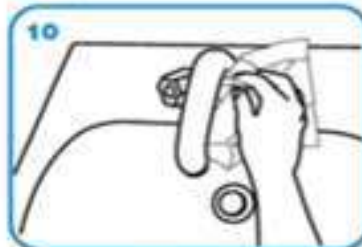
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



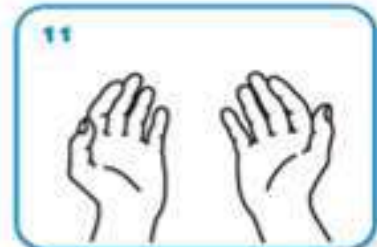
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

MASS POISONING

- In the event of mass poisoning DO NOT PANIC. Help prevent and control the students and the staff from getting effected with the food poisoning.
- Call an ambulance 999 providing them with the number of cases and with their information
- Contact the Facility Management immediately at the number listed on the Essential Contact List so they can call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999
- Call the clinic nurse and individuals with first-aid training
- Seek support from the neighboring schools if needed
- Close and seize the source of poisoning: Make sure the source is NOT used across the school
- Confiscate and provide samples of poisoned food/water to the competent authorities and request examination report
- Try to calm down students and employees and separate them from infected cases
- Ensure the school's exits and entrances are clear for ambulance access
- Conduct an investigation in cooperation with the concerned authorities and report to the Management of Emergency Team in Ministry of Education and Higher Education.

WORKPLACE OCCUPATIONAL FATALITY

- Call 999
- Contact the Facility Management immediately at the number listed on the Essential Contact List so they can call the Crisis and Emergency Management Committee of the Ministry of Education and High
- Identify the problem and its location. Secure and isolate the area
- Admin Manager to notify the Emergency Contact person of the deceased
- Health and Safety Personnel to block area ensuring students and other staff members do not have access to the scene
- In the event that there is no available Emergency Contact and the deceased is an expatriate, the Embassy should be notified.
- Conduct an investigation in cooperation with the concerned authorities and report to the Management of Emergency Team in Ministry of Education and Higher Education.
- After any emergency case, an incident report needs to be filled and if there is any damage incurred an inventory is to be taken with photos.

- Emergency planning team is responsible for repair and recovery.

SCHOOL BUS ACCIDENT / INCIDENT SAFETY PROCEDURES AND PROTOCOL

Immediate Actions by the Bus Driver

- Stop the bus safely: apply brakes, engage hazard lights, and turn off the engine.
- Assess immediate danger: check for fire, smoke, fuel leaks, or approaching traffic.
- Keep students on board unless the bus is unsafe (fire, fuel leak, unstable position).
- Call emergency services immediately with location, passenger count, injuries, and hazards.

Communication Protocol

- Driver contacts Emergency Services, School Bus Supervisor who will notify School Leadership/Principal.
- The Principal will inform the Managing Director.
- The Principal will notify the school administration team to contact parents/guardians only after confirming accurate information.
- School prepares a holding area if students return to school or need pickup.
- If appropriate a replacement bus will be sent to the location to pick up the students

Ensuring Student Safety

- Conduct a calm headcount using the roster.
- Check for injuries and provide basic first aid if trained.
- Secure the accident scene using cones/warning triangles.
- Evacuate only if danger is present.

Supervising Students After the Accident

- Keep students in a designated safe zone.
- Do not allow students to leave without authorization.
- Provide reassurance and avoid sharing unverified information.

Medical Response

- Injured students receive first aid and ambulance transport if needed.
- Uninjured students monitored for shock or delayed symptoms.
- School nurse notified to prepare for returning students.

Documentation Requirements

- Driver completes an accident report including details and witness statements.
- School files an official incident report within 24 hours.
- Photographs taken if safe to do so.

Reporting to Authorities

- Submit required reports to national or local authorities.
- Cooperate with police and insurance investigations.
- Provide CCTV footage if available.

Post-Accident Procedures

- Counselling support offered to students and staff.
- Parent meeting scheduled if necessary.
- Bus inspected and cleared before returning to service.
- Staff review meeting to evaluate procedures.
-

SAFETY GUIDELINES FOR Private Cars and Buses

General Rules for students using cars and buses:

- Students and bus assistants should ALWAYS walk 10 feet in front of the bus or car, **NEVER BEHIND** the bus or car.
- Students should **ALWAYS** be at least 5 big steps away from the side of the bus or car while waiting for the bus or car or immediately after disembarking.
- If a student drops something, they should tell the bus or car driver and **NEVER** try to pick it up.
- Students or bus assistants should **NEVER** run to catch the bus or car.
- The bus is not allowed to operate without the bus assistant. If an assistant is absent, she needs to inform the school at least one day prior so that another bus assistant can be arranged.

Car Arrival:

Drop off:

- All cars who are dropping off students at the school must bring their car in front of gates 1 & 2 so that the car door is directly adjacent to the gate. The car must be stopped before the doors are opened
- The car driver must obey the security guard and the assistants at all times
- The School assistants will help the students to alight quickly from the car and walk directly to the gate and go inside to the school.
- Drivers must be aware of their surroundings at all time to ensure that no students go in front or behind their car where they cannot see them.

Parking:

- Parents who park their cars to come inside the school must do so carefully.
- They must not park in a way that blocks the road or gate entrance for other users
- They must walk their student to the gate carefully on the side of the road but not on the road being mindful of the traffic around

Car Dismissal:

Parking:

- Parents who park their cars to come inside the school must do so carefully.
- They must not park in a way that blocks the road or gate entrance for other users
- They must walk their student from the gate carefully on the side of the road but not on the road being Mindfull of the traffic around

Pick Up:

- If a parent or Uber needs to pick up the student from the gate, the reception needs to be notified so that the student can be escorted to the gate and helped by the assistants to get themselves and their bags into the cars in a timely manner.

Getting on the Bus:

- The driver should park the bus at the front of the student's house so that the student's house so that the student does not need to cross the road (**UNDER NO CIRCUMSTANCES MUST THE BUS BE PARKED ON THE OTHER SIDE OF THE ROAD**).

- Students should stay at the designated spot (usually a safe place, away from traffic), until the bus stops and the driver signals that it is safe for the assistant to go and collect the student.
- When the driver signals that it is safe to come, the bus assistant will get down from the bus to accompany the student. The bus assistant and the students should first check for other road users and/or traffic. (Many students are killed or seriously injured by motorists illegally passing a stopping school bus).
- The assistant, driver and student are to check for traffic in both directions **LEFT – RIGHT – LEFT**.
- As the bus assistant and the student get onto the school bus, they should watch the driver.

Getting off the Bus:

- Students should stay seated until the bus has come to a complete halt.
- The bus driver will signal to the bus assistant when it is safe to open the door.
- The bus assistant should open the door and disembark with the student.
- The student should not push or play while disembarking.
- The student should use the handrails to avoid falls.
- Students should watch that straps, drawstrings and clothing do not get caught in the handrail of the door.
- The bus assistant and the student should look back towards the rear of the bus before they step off the bus.
- Looking towards the rear of the bus is to ensure that there is no danger approaching.
- The bus assistant and the student should move swiftly away from the bus by 10 feet.
- The student must stay on the side of the road, away from traffic and 10 feet ahead of the bus so that they can see the driver's face.
- If there is no danger, the bus assistant must cross the road quickly with the student.
- Under no circumstances must the road be approached if there is danger in sight.
- Once off the bus, the bus assistant must make sure that the student enters the home and is handed over to a designated adult who is to collect the children. Students must not be left to go home by themselves unless the parents have signed a pre-arrangement form which indicates this rule. Only year six is exempted from this rule.

Bus Procedure

2026-2027

1. The school determines how many children opt in for the school bus service.
2. Based on that information they establish how many buses are needed and the routes are put in place based on the students' house locations.
3. Before departure in the Morning the TA will check the bus to ensure that the bus is in a clean condition inside and outside, as well as in a good technical operational condition. The TA will message the Bus Manager Ms. Amira to inform her that the bus is ready to collect the students.
4. School buses will follow strike system for behavior. This means that if the child misbehaves on the bus more than 3 times their parents will be called to inform them. If an incident occurs after this, the child will be suspended from taking the bus for 3 days. Should this behavior continue then the consequence is suspension for one full week (5 days). Should there be continued bad or dangerous behavior the school reserves the right to refuse the child to continue to use the bus permanently.
5. The bus does its morning round and picks up the children from the agreed pick up points. Waiting time for a child is max. 3 mins.
6. The TA will sign the child onto the bus and on arriving at the school the teacher will sign the student into their class.
 - The afternoon routine is to collect the students by designated TAs from their classes, and wait at the designated waiting area with the appropriate bus numbered sign.
 - If a student decides to move away from the bus waiting area after being collected and before the bus departure, the bus will not wait for them for more than 3 minutes not later than 5 past 1.
7. All drivers will check into the school 30 mins before departure so as to ensure that the bus is on time and working and ready to take the children home. Before departure all the buses should have the engine running and A/C fully operational for the comfort of the passenger students. The bus Manager – Ms. Lillian will check the bus for readiness to take students home and that it is in good working order, clean and well ventilated or air conditioned.
8. The bus drivers should wear a clean collared shirt, long trousers and appropriate shoes. The should look smart and represent the school well.
9. The buses should be in a clean condition inside and outside, as well as in a good technical operational condition and seat belt need to be operate and seat / one child.
10. No door should be opened or closed without 2 people giving and receiving the all clear. The driver before opening the door will ask – "All Clear?" and the assistant will respond "All clear!" before the doors are opened or closed.
11. The allocated bus assistant is responsible for the wellbeing of the students on the bus and as such she should not leave a student unattended on a street unless it is permitted by the parents in a written form for Year 5 and Year 6 students.

12. The students should be handed over to an adult known to the assistant and the student. The parent/guardian will sign the child into their custody.
13. Allocated TAs should have a mobile on them, fully charged and the number known to the office.
14. In the morning the bus driver comes to his allocated TA's accommodation to pick her up and drops her off at the same place after the afternoon round.
15. Each bus should have a big enough label in the front and in the back with the school's name and logo, the phone numbers of the driver and teaching assistant.
16. The person responsible overall for the buses is the School Admin Manager but at the operational level it is Arabic speaker Ms. Amira.
17. The school should make sure that the parents of the bus students sign the school-student-parent bus contract which is kept in the office.
18. Students should be picked up 5 minutes before the end of the last period at the earliest not to waste their curriculum time.
19. The bus drivers should have a clean driving license and an up to date police clearance certificate as well as verified visa status in Qatar.

سياسة الحافلات المدرسية

2026 - 2027

- 1- تحدد المدرسة عدد الطلاب للتسجيل في خدمة الحافلات المدرسية.
- 2- بناءً على عدد الطلاب المسجلين بالباص يتم تحديد عدد الحافلات اللازمة وفقاً لمواقع سكن الطلاب.
- 3- قبل المغادرة في الصباح ، ستقوم مشرفة الباص بفحص الحافلة للتأكد من انها نظيفة من الداخل والخارج ، بعد ذلك ستقوم المشرفة بإرسال رسالة إلى مسؤولية المواصلات السيدة اميره لإبلاغها بأن الحافلة جاهزة لجمع الطلاب.
- 4- سوف تتبع الحافلات المدرسية نظاماً لسلوك الطلبة، وهذا يعني أنه في حال ان الطالب سلوكه داخل الحافلة غير لائق لأكثر من 3 مرات، فسيتم استدعاء ولي أمره لإبلاغه وإذا تكرر الأمر بعد ذلك سيتم إيقاف الطالب عن ركوب الحافلة لمدة ثلاثة أيام، وفي حال استمر الطالب في هذا السلوك فسيتم منعه من استخدام الحافلة لمدة أسبوعاً كاملاً (5 أيام) . وإذا استمر الطالب بعد هذه الفرص يحق للمدرسة منع الطالب من استخدام الحافلة المدرسية بشكل دائم .
- 5- في الصباح، يتم أخذ الطلاب من المناطق المتفق عليها مع أولياء الأمور، وقت انتظار الحافلة للطالب هو 3 دقائق كحد أقصى .
- 6- ستقوم مشرفة الحافلة بالتوقيع عند ركوب الطالب للحافلة، وستوقع المعلمة عند وصول الطالب إلى فصله .
- **روتين ما بعد الظهر**، يتم جمع الطلاب من فصولهم بواسطة مشرفات الحافلات، والانتظار في منطقة الإنتظار المحددة للتحرك منها إلى الحافلات
- إذا ابتعد الطالب عن منطقة انتظار الطلاب للحافلات، فلن تنتظرهم الحافلة لأكثر من ثلاثة دقائق في موعد لا يتجاوز 5 دقائق.
- 7- سيقوم جميع السائقين بتسجيل الوصول إلى المدرسة قبل 30 دقيقة من مغادرة المدرسة وذلك للتأكد من أن الحافلة تعمل في الوقت المحدد وجاهزة لنقل الطلاب إلى المنزل. قبل مغادرة الحافلة يجب أن يكون المحرك يعمل في جميع الحافلات وأن يكون التكييف بحالة ممتازة من أجل راحة الطلاب. ستقوم مسؤولية المواصلات – السيدة ليليان بفحص الحافلة للتأكد من جاهزيتها لنقل الطلاب إلى المنزل وأنها في حالة جيدة ونظيفة و مكيفة.

- 8- يجب على سائقي الحافلات ارتداء قميص وبنطلون طويل وحذاء مناسب. لتمثيل المدرسة بشكلٍ لائق .
- 9- يجب أن تكون الحافلات في حالة نظيفة من الداخل والخارج ، وكذلك في حالة تشغيلية فنية جيدة ويلزم تشغيل حزام الأمان لكل مقعد/ طفل واحد.
- 10- لا يجوز فتح الباب أو غلقه بدون تأكيد المشرفة والسائق. وسيسأل السائق قبل فتح الباب - "هل كل شيء واضح؟" وستجيب المشرفة "كل شيء واضح!" قبل أن تفتح الأبواب أو تغلق.
- 11- مشرفة الحافلة المخصصة هي المسؤولة عن الطلاب في الحافلة ، وبالتالي لا ينبغي أن تترك الطالب دون رقابة في الشارع ما لم يسمح بذلك من قبل موافقة أولياء الأمور في نموذج مكتوب لطلاب الصف الخامس والسادس.
- 12- يتم تسليم الطلاب إلى شخص بالغ تعرفه مشرفة الباص والطالب. وسيقوم ولي الأمر / الوصي بتوقيع على استلام الطالب.
- 13- يجب أن يكون لدى مشرفة الحافلة هاتف نقال ، مشحون بالكامل ورقمه مسجل لدى إدارة المدرسة .
- 14- في الصباح يأتي سائق الحافلة إلى مسكن المشرفة لاصطحابها وتوصيلها الى نفس المكان بعد جولة بعد الظهر.
- 15- يجب أن يكون لكل حافلة ملصق كبير في الأمام والخلف يحمل اسم المدرسة وشعارها وأرقام هواتف السائق والمشرفة.
- 16- الشخص المسؤول بشكل عام عن الحافلات هي مديرة المدرسة ولكن على المستوى التشغيلي هو السيدة دعاء - والسيدة اميرة .
- 17- يجب أن تتأكد المدرسة من توقيع أولياء أمور طلاب الحافلة على عقد الحافلة بين المدرسة والطالب وأولياء الأمور والمحفوظ في الإدارة.
- 18- يجب أن يتم جمع الطلاب قبل 5 دقائق من نهاية الحصة الأخيرة حتى لا تفوتهم .
- 19- يجب أن يكون لدى سائقي الحافلات رخصة قيادة – رخصة الحافلة - وبطاقة شخصية .

Child Safety Check for the Bus 1 – Afternoon

No Child Left On bus: _____

	Bus 1	Sunday	Date:
Name	Class	Sign in Bus	Parent Sign

	Bus 1	Monday	Date:
Name	Class	Sign in Bus	Parent Sign

	Bus 1	Tuesday	Date:
Name	Class	Sign in Bus	Parent Sign

	Bus 1	Wednesday	Date:
Name	Class	Sign in Bus	Parent Sign

	Bus 1	Thursday	Date:
Name	Class	Sign in Bus	Parent Sign

Child Safety Check for the Bus 1 – Morning

No Child Left On bus: _____

Sunday	Bus 1	Thursday	Date:
Name	Class	Sign in Bus	Sign into Class

Monday	Bus 1	Thursday	Date:
Name	Class	Sign in Bus	Sign into Class

Tuesday	Bus 1	Thursday	Date:
Name	Class	Sign in Bus	Sign into Class

Wednesday	Bus 1	Thursday	Date:
Name	Class	Sign in Bus	Sign into Class

Thursday	Bus 1	Thursday	Date:
Name	Class	Sign in Bus	Sign into Class

Student School Bus Behaviour Contract

وثيقة تعهد سلوك الطالب عند استخدامه وسائل النقل التابعة للمدرسة

Please read carefully, then sign and return this agreement to the Bus Coordinator days after receiving the contract. General Information

الرجاء قراءة ما يلي بعناية، توقيعها، وإعادتها إلى مكاتب المدرسة عبر مشرفة الحافلة المدرسية.

- TAs, Bus Drivers, students, parents, teachers, and school administrators share the responsibility for bus safety, following all bus rules, and behaving in a responsible manner.
يتشارك كل من مشرفات الحافلات، وسائقوه الحافلات، والطلبة، وأولياء أمورهم، ومعلميهم في المدرسة، والإداريين في المدرسة مسؤولية تحقيق الأمن والسلامة في الحافلات المدرسية عبر تطبيق واتباع قوانين السلوك والتصرف بشكل مسؤول.
- Riding the school bus is a privilege. If you behave appropriately, you will be allowed to ride the bus.
إن التميز باستخدام الحافلات المدرسية، يمنح للطلبة فقط في حال التزامهم بقوانين السلوك.
- School Bus TAs have complete authority over all students and power to enforce all rules and regulations.
تمنح إدارة المدرسة الثقة والصلاحيات للمشرفات في الحافلات المدرسية على تطبيق قوانين ولوائح السلوك على جميع الطلبة خلال فترة استخدامهم للحافلات المدرسية
- Stay seated (seat-to-seat, back to back) DO NOT distract the driver
الالتزام بالجلوس (بطريقة الجلوس الصحيحة في كرسي الحافلة) وعدم التسبب بتشتيت السائق.
- DO NOT put any part of my body outside the window
عدم إخراج أي جزء من أجزاء جسمي من نافذة الحافلة.
- Keep aisles free of backpacks, instruments DO NOT push or shove others
التأكد من عدم وضع الحقائب المدرسية في ممر الحافلة، وإبقاء الممرات سالكة خالية من أي حقائب أو أغراض أخرى. عدم دفع أو إلقاء أي طالب/ة آخر على الأرض
- At stops, remain at designated area until bus stops
في حال توقف الحافلة المدرسة عند أي مكان؛ الرجاء الالتزام بالتعليمات والالتزام في أماكنكم حتى الوقوف النهائي لحافلة والسماح للطلبة بالتحرك
- DO NOT leave seat while bus is in motion comes to complete stop
عدم مغادرة المكان المخصص لجلوس كل طالب خلال تحرك الحافلة المدرسية، والانتظار حتى التوقف النهائي، والحصول على إذن قبل التحرك
- Keep hands and feet to myself
عدم إيذاء الأفراد من حولي سواء باستخدام يديّ أو قدميّ
- DO NOT cut, write, draw, color, or destroy property
عدم القص، أو الرسم أو الكتابة أو الخربشة، أو تخريب الأثاث في الحافلة المدرسي

- No eating, chewing gum or drinking on the bus
عدم تناول الطعام أو الشراب أو مضغ العلكة أثناء استخدام الحافلات المدرسية
- Sit in assigned seats
الجلوس في الأماكن المحدد
- Respect bus property DO NOT tamper with emergency door or equipment
احترام الحافلة المدرسية كملكية خاصة، وعدم العبث بأبواب الطوارئ أو المعدات الأخرى
- Obey directions from my TA/ bus driver DO NOT leave trash, food, etc. on the bus
اتباع تعليمات كل من المشرفة والسائق، وعدم إلقاء القمامة، أو الطعام، أو غيره على الأرض
- Talk and act kindly to others DO NOT throw, spit, kick or hit
التحدث والتصرف بلباقة مع الآخرين، عدم رمي الأغراض، أو البصاق، أو الركل أو الضرر
- DO NOT use foul language, tease, threaten others, or use inappropriate gestures.
الامتناع عن استخدام الالفاظ والكلمات النابية، أو استفزاز، أو تهديد الآخرين، أو استخدام إشارات وإيماءات غير لائقة
- If I choose not to follow this contract, I understand the following consequences may occur, or in the event of a serious offense I may be suspended from the bus immediately:
في حال عدم الالتزام ببند هذا التعهد، فإنني على معرفة تامة بعواقب السلوك المحتملة، أو في حال كانت المخالفة شديدة قد يتم فصل الطالب من استخدام الحافلة المدرسية مباشرة

#1 An administrator will notify Parent /guardian and I will be warned about the consequences of not following the school bus rules. I understand that other disciplinary measures may include a lunch detention, after school detention or other consequences as specified in the Parent/Student Handbook.

#1 سوف يتم إخطار ولي أمر الطالب عن طريق الإدارة، وسوف يتم تقديم الإنذار الأول عن العواقب المحتملة للسلوك، ومخالفة لقوانين الحافلة المدرسية. كما قد تتضمن عواقب السلوك الفصل الداخلي أثناء فترة الاستراحة والغداء، أو الفصل الداخلي لمدة ساعة بعد انتهاء ساعات الدوام، أو بحسب ما يحدده دليل السلوك الذي تم تقديم نسخة منه لولي الأمر خلال اليوم التعريفي في المدرسة

#2 An administrator will notify parent /guardian and I may lose all bus privileges for length of time to be determined by level of infraction.

#2 سوف يتم إخطار ولي الأمر عبر الإدارة وقد يتم فصل الطالب عن استخدام خدمة المواصلات المدرسية لمدة تحددها درجة المخالفة

#3 Severe Clause: Students may be suspended immediately from the bus for severe infractions for a period to be determined by the school administrator. Serious infraction, physical violence, may result in bus privileges being suspended immediately.

#3 شرط صارم: يجوز إيقاف الطلاب فوراً عن الحافلة بسبب مخالفات جسيمة لفترة زمنية يحددها مدير المدرسة. قد تؤدي المخالفات الجسيمة والعنف الجسدي إلى تعليق امتيازات الحافلات على الفور

NOTE: If bus privileges are suspended, I must arrange my own transportation to and from school. Additional referrals may result in removal from the bus for the remainder of the school year.

Student Name:

Signed:

Bus Supervisor:

Signed:



Date:

PARENT BUS CONTRACT

Student Name:

Parent Name:

Signed:

Bus Supervisor:

Signed:

Date:

إرشادات للطلاب عند نسيانه داخل الحافلة المدرسية

فتح النوافذ

- حاول فتح النافذة ليدخل الهواء للحافلة تجنباً للاختناق.

النداء / الصراخ

- جرب النداء / الصراخ بصوت عالٍ لطلب المساعدة.

فتح الأبواب

- حاول فتح أبواب الحافلة.

الجلوس في مقدمة الحافلة

- اجلس في مقدمة الحافلة حتى يشاهدك من في الخارج ويساعدك.

منبه / بوق الحافلة

- اضغط على منبه / بوق الحافلة بشكل متواصل للفت الانتباه.

زر الطوارئ

- استخدم زر الطوارئ (حسب نوع الحافلة).

Instructions for students when they are forgotten inside the school buses

Open the windows

To avoid suffocation. Please ask for help. Try to open the window to let air into the bus

Calling /Screaming

Please ask for the help. Try calling / screaming out loud

open the doors

Try to open the bus doors

Sitting in the front seat

Sit at the front seat of the bus so that outsiders can see and help you

The bus horn:

Press the bus alarm/trumpet continuously to get attention.

Emergency button

Use the emergency button (depending on the type of bus).

Edison International Academy Al Markhiya

School Arrival Policy

Rational:

To ensure the safe, orderly and welcoming start to the school day for staff, students and parents.

Scope:

This policy applies to all staff, students and parents from EYFS to Year 6.

Arrival and Gate Opening Times:

- Gate 1 – Open 6.30 am (Once Support Staff have arrived)
- Gate 2 – Open 6.30 am (Once Support Staff have arrived)
- Gate 3 – Open for Bus arrival only

Gate Closing Times:

- Gate 1 – Closed 7.10
- Gate 2 – Closed 7.10
- Gate 3 – Only opened for bus arrival and departure

Arrival Procedure for parking cars:

- All cars that need to park, must park in a way that does not obstruct other cars or traffic.
- Cars must park in designated areas and not in NO PARK areas
- All students alighting from cars must be escorted safely by an adult to the school gate.
- No student is permitted to exit cars on the road side on to walk on the road

Arrival Procedure for drive by cars:

- All drivers and students must follow the instructions of the security guards and traffic staff.
- All cars must pull up directly in front of the school gate.
- Students must be ready with their bags to alight from the cars on the school side of the car.
- Support staff will help the students to get out of car and collect bags to enter the school gate
- NO STUDENT IS PERMITTED TO ALIGHT FROM THE CAR ON THE ROAD SIDE.

- NO STUDENT IS PERMITTED TO WALK ON THE ROAD.
- Drivers must execute the drop off quickly, safely and be considerate of other cars waiting to drop off
- Drivers must be considerate of other road users not associated with the school.
- Cars are not permitted to make U-TURNS in front of the school

Arrival Procedures for students:

- Students permitted onto school campus after 6.30 am.
- Whole School Assembly at 6.50 am.
- Class begins at 7.00 am promptly.
- Students arriving after 7.10 must collect late arrival pass from the reception office (3 late arrivals will be marked as 1 full day absent).

الأساس:

ضمان بدء اليوم الدراسي بطريقة آمنة ومنظمة ومرحبة لجميع الموظفين والطلاب وأولياء الأمور

النطاق:

حتى الصف السادس (EYFS) تطبق هذه السياسة على جميع الموظفين والطلاب وأولياء الأمور من مرحلة رياض الأطفال

أوقات الوصول وفتح البوابات

البوابة 1 – تُفتح الساعة 6:30 صباحًا (بعد وصول موظفي الدعم)

البوابة 2 – تُفتح الساعة 6:30 صباحًا (بعد وصول موظفي الدعم)

البوابة 3 – تُفتح لاستقبال الحافلات فقط

أوقات إغلاق البوابات

البوابة 1 – تُغلق الساعة 7:15 صباحًا

البوابة 2 – تُغلق الساعة 7:15 صباحًا

البوابة 3 – تُفتح فقط لوصول الحافلات

إجراءات الوصول للسيارات المتوقفة

يجب على جميع السيارات المتوقفة أن تقف بطريقة لا تعيق السيارات الأخرى أو حركة المرور

يجب ركن السيارات في الأماكن المخصصة وعدم الوقوف في مناطق الممنوع الوقوف فيها

يجب أن يصطحب شخص بالغ جميع الطلاب الذين ينزلون من السيارات بأمان إلى بوابة المدرسة

لا يُسمح لأي طالب بالنزول من السيارة على جانب الطريق أو المشي على الطريق

(Drop-off) إجراءات الوصول للسيارات المارة:

يجب على جميع السائقين والطلاب اتباع تعليمات رجال الأمن وموظفي المرور

يجب على جميع السيارات التوقف مباشرة أمام بوابة المدرسة

يجب أن يكون الطلاب مستعدين مع حقائبهم للنزول من السيارات على جانب المدرسة

سيساعد موظفو الدعم الطلاب على النزول من السيارة وحمل الحقائب للدخول إلى بوابة المدرسة

لا يُسمح لأي طالب بالنزول من السيارة على جانب الطريق

لا يُسمح لأي طالب بالمشي على الطريق

يجب على السائقين تنفيذ عملية النزول بسرعة وأمان، مع مراعاة السيارات الأخرى المنتظرة

يجب على السائقين مراعاة مستخدمي الطريق الآخرين غير المرتبطين بالمدرسة

أمام بوابة المدرسة (U-turn) لا يُسمح بالانعطاف حول المدرسة

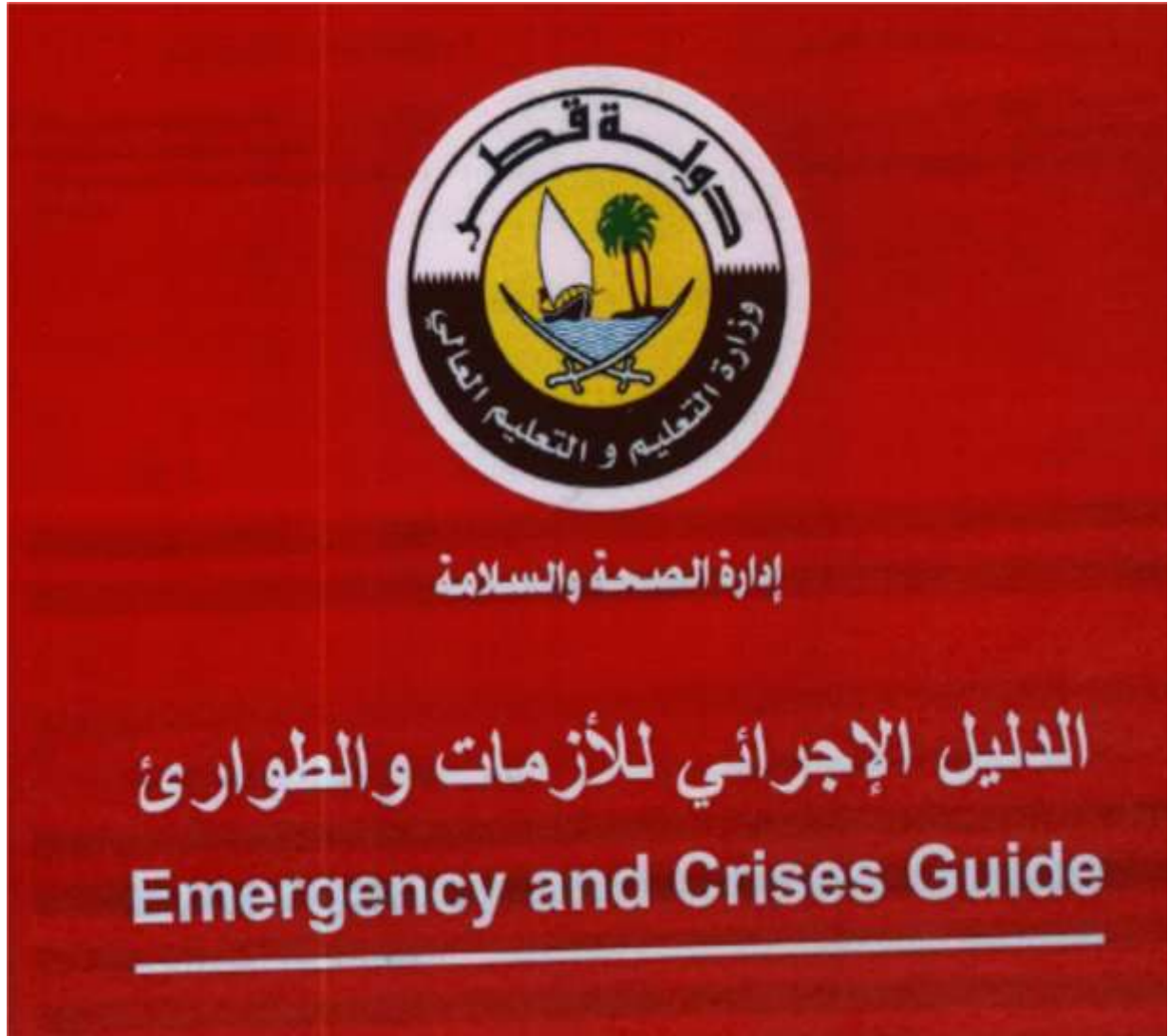
إجراءات وصول الطلاب

يُسمح للطلاب بدخول المدرسة بعد الساعة 6:30 صباحًا

طابور المدرسة الصباحي الساعة 6:50 صباحًا

تبدأ الحصص الدراسية الساعة 7:00 صباحًا بالضبط

الطلاب الذين يصلون بعد الساعة 7:10 يجب أن يحصلوا على بطاقة التأخير من مكتب الاستقبال (يُحسب كل 3 تأخيرات كغياب يوم كامل واحد)



EMERGENCY TELEPHONE NUMBERS	أرقام هواتف الطوارئ
Police / Civil Defense Number 999	رقم الشرطة / الدفاع المدني ٩٩٩
KAHRAMAA Emergency Number 991	رقم طوارئ كهراء ٩٩١
Emergency Team Hotline of Ministry of Education and Higher Education 44045999	الخط الساخن لفريق طوارئ وزارة التعليم والتعليم العالي ٤٤٠٤٥٩٩٩

PREPAREDNESS	حالات التأهب
Typically used in cases of emergency to ensure facilitating access to the building, • Monitor and close all doors from inside (Do NOT lock or chain the doors). • Inform the staff and students who are members in the Health and Safety Committee. • Assign staff near the front entrance to identify who goes in and out of the building. • Resume lessons and activities inside the building normally.	تستخدم عادة في حالات الطوارئ لتأمين تسهيلات الوصول إلى المبنى • مراقبة وغلق جميع الأبواب من الداخل (عدم وضع سلاسل على الأبواب أو قفلها). • إبلاغ أعضاء لجنة الصحة والسلامة من الموظفين والطلاب من اللجنة. • تكليف موظفين بالقرب من المدخل الأمامي للمبنى لتحديد هوية الداخلين للمبنى والخارجين منه. • متابعة إجراء الدروس والأنشطة داخل المبنى بطريقة طبيعية.

MEDICAL EMERGENCIES	حالات الطوارئ الطبية
• Notify the school principal immediately • Call the school nurse (In case of no school nurse, call the trained first aid assistant). • The principal, nurse or his/her assistant shall write a report on the incident. • Evaluate the case condition and call ambulance emergency by dialing 999 if necessary (stay on the line and describe the case until paramedics arrive). -Notify the parents or guardian. -Send a school employee to escort the injured student(s) to the hospital. • Send, with the person escorting the student, a document that shows the procedures that have been followed.	• يخطر مدير المدرسة على الفور. • استدعاء ممرض المدرسة (في حالة عدم تواجد ممرض المدرسة يستدعى معاون المدرب على الإسعافات الأولية). • كتابة تقرير عن الحادث من قبل المدير / الممرض أو من ينوب عنه. • تقييم وضع الحالة واستدعاء طوارئ الإسعاف على الرقم ٩٩٩ إذا لزم الأمر (البقاء على الخط ووصف الحالة حتى وصول المسعفين). - يخطر ولي الأمر أو الوصي بحالة الطالب. - إرسال موظف من المدرسة برفقة المصاب إلى المستشفى. • إرفاق وثيقة بالإجراءات التي تم اتباعها مع الشخص المرافق للطالب.

UNIDENTIFIED PERSON INSIDE THE SCHOOL BUILDING	وجود شخص مجهول الهوية في المبنى المدرسي
- Identify the issue of the unknown person and his location. - Identify the nature of his/her work. - Ask him / her to show you his/her identification card. - Ask him / her to escort you to the person in charge, if it is about looking for a specific student to check his / her relation to the student by reviewing the student's file. - If there is no acceptable reason for such a person's presence in the building, ask him / her to leave the building. - If s/he refuses to leave: - Call the Police 999. - Provide a description of the suspect.	- تحديد مشكلة الشخص المجهول، وتحديد موقع تواجده. - تحديد طبيعة عمله / عملها. - اطلب هويته / هويتها. - اطلب مرافقته / مرافقتها إلى المختص بالمبنى، إذا كان الموضوع هو البحث عن طالب محدد، للتحقق من علاقته / علاقتها بالطالب من ملف الطالب. - إذا كان هناك سبب غير مقبول لتواجده في المبنى، لطلب منه مغادرة المبنى. - إذا رفض مغادرة المبنى: - يتم الاتصال بالشرطة : ٩٩٩ - يتم تقديم وصف للمشتبه به.

ELECTRICAL FAULT / WATER & GAS LEAKAGE	تلف كهربائي / تسريب مياه / تسريب غاز
ELECTRICAL FAULT OR WATER LEAKAGE (Electricity, Gas, and Water) - Contact the maintenance company to solve the problem. - Call the Civil Defense Department 999 if necessary. - Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999. - Teachers and students should remain inside their classrooms, and keep calm and continue lesson, unless asked to evacuate. GAS LEAKAGE (Can be detected as a smell of rotten egg) - Follow EVACUATION procedures. - Call the Civil Defense Department 999 if necessary - Do NOT turn on any light switches, electrical outlet, or appliances. - Do NOT re-enter the building without permission from the Civil Defense Department or the Health and Safety Committee - Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999.	تناس كهربائي أو تسريب مياه (الكهرباء والغاز والماء) - اتصل بشركة الصيانة لحل المشكلة. - الاتصال بالدفاع المدني ٩٩٩ إذا دعت الضرورة لذلك. - الاتصال بلجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي علي رقم : ٤٤٠٤٥٩٩٩ - ينبغي على المعلمين والطلاب البقاء في الفصول الدراسية الخاصة بهم، والحفاظ على الهدوء، و السير بالدرس ، ما لم يطلب منهم الإخلاء. تسريب الغاز (ويمكن تحديدها بواسطة رائحة تشبه البيض الفاسد) - العمل على إجراءات إخلاء المبنى. - الاتصال بالدفاع المدني ٩٩٩ إذا دعت الضرورة لذلك. - لا تقم بتشغيل أي مفاتيح الإنارة والتوصيلات الكهربائية والأجهزة. - لا تعاود الدخول إلى المبنى إلا بتصريح من الدفاع المدني أو بأمر من لجنة الصحة والسلامة - الاتصال بلجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي علي رقم : ٤٤٠٤٥٩٩٩

SEVERE STORM (INTERNAL ISOLATION)	عاصفة شديدة (العزل الداخلي)
- Prevent students from leaving the school building. - Bring all employees and students inside the school building if they were outside. - Confine activities and physical education classes inside the classrooms. - Make sure that the doors and windows are firmly shut. - Partially switch off air conditioners and monitor the dispersal of dust and the ventilation filters. - Communicate with the clinic to check students with respiratory diseases and distribute masks to them - Communicate with the staff at the science labs or places where masks are likely to be available to use them when needed. - Communicate with the competent authorities to get information about the storm and its ramifications - Shut the school gates and prevent vehicles from moving in case of reduced visibility to prevent accidents of running over pedestrians. - Remove furniture / equipment from the roof tops that might be lifted-off by the wind and dropped from the top - Call the nurse and individuals with first-aid training. - Try to calm down students and employees and separate them from injured cases if any. - Ensure the school's exits and entrances are clear for ambulance access.	- يتم منع خروج الطلاب خارج المبنى المدرسي. - سحب جميع العاملين والطلاب في حالة تواجدهم خارج المبنى المدرسي إلى داخل الحرم المدرسي. - اقتصر حصص الأنشطة والتربية الرياضية على التواجد داخل الصفوف - التأكد من إغلاق الأبواب والنوافذ الخارجية بشكل جيد. - غلق المكيفات بشكل جزئي ومتابعة حالة انتشار الأتربة وفلاتر التهوية. - التواصل مع العيادة لفحص طلاب الأمراض التنفسية وتوزيع الكمادات عليهم. - التواصل مع مختبرات العلوم أو الأماكن التي يحتفل توافر الكمادات فيها لاستخدامها عند الحاجة. - التواصل مع الجهات المعنية لمعرفة معلومات عن العاصفة وما يترتب على ذلك. - إغلاق أبواب المدرسة الخارجية ومنع تحرك السيارات في حالة انعدام الرؤية للوقاية من الدهس. - خفض وإنزال كل ما هو في أعلى الأسطح من أثاث وأدوات يمكن أن يتطاير وتسقط من أعلى. - استدعاء ممرض العيادة والمدرسين على الإسعافات الأولية. - محاولة تهدئة الطلاب والعاملين، وفصلهم عن الحالات المصابة إن وجدت. - التأكد من أن مخارج ومداخل المدرسة خالية من المعوقات لسهولة وصول الإسعاف.

Heavy Rains	أمطار غزيرة
In case the building is damaged (electrical fault or collapse in the school because of rain), take the following actions: - Call the Civil Defense by dialing 999. - Activate evacuation plan immediately. - Transfer students to the nearest safe school or location near the school or building. - Use of the emergency guidelines. - Take attendance. - Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999. - Wait until you receive further instructions. In case of damage in the external environment surrounding the school: - Keep students inside the classroom and continue classes and activities. - Raise alert level. - Be calm. - Contact the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999. - Wait until you receive further instructions.	في حالة تضرر المبنى المدرسي (عند حدوث تماس كهربائي أو انهيار في المدرسة بسبب الأمطار) - يتم اتباع ما يلي: - الاتصال بالدفاع المدني ٩٩٩. - تطبيق عملية الإخلاء فورا. - يتم نقل الطلاب إلى أقرب مدرسة أو منطقة آمنة مجاورة للمدرسة أو المبنى. - استخدام دليل مؤشر الطوارئ. - حصر وأخذ الحضور. - الاتصال بلجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي ٤٤٠٤٥٩٩٩ - انتظر حتى تتلقى المزيد من التعليمات. في حالة تضرر البيئة الخارجية المحيطة بالمدرسة: - يتم إبقاء الطلاب بالفصول ومتابعة سير العملية التعليمية والأنشطة المدرسية. - رفع حالة التأهب. - التحلي بالهدوء. - التواصل مع لجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي ٤٤٠٤٥٩٩٩. - انتظر حتى تتلقى المزيد من التعليمات.

EVACUATION PROCEDURES (FIRE & OTHERS)	إجراءات الإخلاء (حريق أو أخرى)
Responsibilities of the evacuation decision-maker: - Activate the alarm bell to evacuate the building. - Involve the members of the Health and Safety Committee and school employees in the evacuation process. - Call Civil Defense emergency 999. - Report to the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999. - In case you need to leave the building, ask the bus provider to transport students and employees to a safe location. - Collect students and employees information and ensure everyone's safety and that they all exit the building. Responsibilities of teachers : - Shut windows and doors. - Evacuate students in an orderly way to the assembly point(s). - Help student(s) with disability if needed. - Take attendance. - Ensure students' safety and that no one is injured. Responsibilities of the supervisors: -- (Signals Guide): - Red : Injured person / missing students. - Yellow: Help is needed. - Green: All students are safe. - Take the first-aid kit and use it when necessary. - Report any missing student. - Be alert and ready to receive further instructions. - Do NOT allow students and employees to return to the building, only after receiving orders to return from the principal or the Civil Defense. - Return to the classrooms and take attendance.	مسؤوليات صاحب قرار الإخلاء: - إصدار جرس الإنذار للتنبيه بإخلاء المبنى. - إشراك أعضاء لجنة الصحة والسلامة والموظفين في عمليات الإخلاء. - الاتصال بطوارئ الدفاع المدني ٩٩٩ - تبليغ لجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي. مسؤولية المعلمين: - إغلاق النوافذ والأبواب. - إخلاء الطلاب بطريقة منضمة إلى نقط التجمع. - مساعدة أي طالب من ذوي الإعاقة إذا لزم الأمر. - أخذ الحضور. - التأكد من سلامة الطلاب وعدم وجود أي إصابات. مسؤولية المشرفين: (مرشد الإشارة): - اللون الأحمر: وجود إصابة / وجود طالب في عداد المفقودين. - اللون الأصفر: بحاجة إلى مساعدة. - اللون الأخضر: تواجد جميع الطلاب بأمان. - أخذ علب الإسعافات الأولية واستخدامها عند الضرورة. - الإبلاغ عن فقدان أي طالب. - يكون في حالة تأهب لتلقي مزيد من التعليمات. - عدم السماح بالرجوع إلى المبنى إلا بعد تلقي أمر العودة من المدير أو من الدفاع المدني. - العودة إلى الفصول وأخذ الحضور.

SUDDEN EPIDEMIC OR DISEASE BREAKOUT	حالة تفشي وباء أو مرض مفاجئ
- Call an ambulance 999 providing them with the number of cases and with their information. - Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999 - Call the clinic nurse and individuals with first-aid training. - Seek support from neighboring schools if needed. - Try to calm down students and employees and separate them from infected cases. - Ensure the school's exits and entrances are clear for ambulance access. - Conduct an investigation in cooperation with the concerned authorities and report to the Management of Emergency Team in Ministry of Education and Higher Education.	- الاتصال بالإسعاف على الرقم ٩٩٩ وتزويدهم بعدد الحالات ، والمعلومات المتحة عن الحالات - الاتصال بلجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي على الرقم ٤٤٠٤٥٩٩٩ - استدعاء ممرض العيادة، والمدرسين على الإسعافات الأولية. - طلب الدعم من المدارس المجاورة في حالة الحاجة. - محاولة تهدئة الطلاب والعاملين، وفصلهم عن الحالات المصابة. - التأكد من مخارج ومداخل المدرسة، لسهولة وصول الإسعاف. - إجراء تحقيق بالتعاون مع الجهات المعنية، ورفع تقرير للجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي.

MASS POISONING	التسمم الجماعي
- Call an ambulance 999 providing them with the number of cases and the type of poisoning case if possible. - Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999. - Call the clinic nurse and individuals with first-aid training. - Seek support from neighboring schools if needed. - Close and seize the source of poisoning; Make sure the source is NOT used across the school. - Confiscate and provide samples of poisoned food / water to the competent authorities and request examination report. - Try to calm down students and employees and separate them from infected cases. - Ensure the school's exits and entrances are clear for ambulance access. - Conduct an investigation in cooperation with the concerned authorities and report to the Management of Emergency Team in Ministry of Education and Higher Education.	- الاتصال بالإسعاف على الرقم ٩٩٩ وتزودهم بعدد الحالات ونوع حالة التسمم قدر الإمكان. - الاتصال بلجته إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي على الرقم ٤٤٠٤٥٩٩٩. - استدعاء ممرض العيادة، والمدرسين على الإسعافات الأولية. - طلب الدعم من المدارس المجاورة في حالة الحاجة. - غلق مصدر التسمم، والتحقق عليه، والتأكد من عدم استخدامه على مستوى المدرسة. - حجز وتسليم عينات من الأغذية / المياه المسممة للجهات المختصة، وطلب تقرير الفحص. - محاولة تهدئة الطلاب والعاملين، وفصلهم عن الحالات المصابة. - التأكد من مخارج ومداخل المدرسة، لسهولة وصول الإسعاف. - إجراء تحقيق بالتعاون مع الجهات المعنية ورفع تقرير لإدارة لجنة الأزمات والطوارئ بوزارة التعليم والتعليم العالي.

BIG BRAWL INSIDE THE SCHOOL	مشاجرة كبيرة داخل المدرسة
- Call the police, 999 providing them with the number of fighting individuals and the weapons used, if any. - Call an ambulance providing them with the number of cases and the type of injury. - Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999. - Seek the help of teachers who can control students if possible. - Try to calm down students and employees and separate them from injured cases. - Identify and evaluate injured cases by the nurse and paramedic. - Ensure the school's exits and entrances are clear for ambulance and police access. - Estimate Losses, ascertain damages and report to the Management of Emergency Team in Ministry of Education and Higher Education.	- إبلاغ الشرطة ٩٩٩ وتزودهم بعدد المتشاجرين والأسلحة المستخدمة في حالة تواجدها. - طلب الإسعاف وتزودهم بعدد الحالات ونوع الإصابة. - الاتصال بلجته إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي على الرقم ٤٤٠٤٥٩٩٩. - طلب مساعدة المدرسين القادرين على التحكم في الطلاب للتدخل إن أمكن. - محاولة تهدئة الطلاب والعاملين وفصلهم عن الحالات المصابة. - حصر الحالات المصابة، وتقييمها من خلال الممرض والمسعف. - التأكد من مخارج ومداخل المدرسة، لسهولة وصول الإسعاف والشرطة. - حصر الخسائر وتوثيق الأضرار، ورفع تقرير مفصل للجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي.

INCIDENTS OF VIOLENCE	حالات العنف
TELEPHONE THREATS - Call the police at 999 - Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999. - Call the security PHYSICAL THREATS - Call the police at 999 - Call the Security - Cooperate with police investigation. - Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999. - Make necessary arrangements to ensure site security.	تهديدات هاتفية - الاتصال بالشرطة ٩٩٩ - اتصل بلجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي ٤٤٠٤٥٩٩٩ - اتصل بالأمن الداخلي بالمبنى. تهديدات جسدية - الاتصال بالشرطة ٩٩٩ - اتصل بالأمن الداخلي للمبنى. - التعاون مع تحقيقات الشرطة. - اتصل بلجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي ٤٤٠٤٥٩٩٩ - اتخاذ الترتيبات اللازمة لأمن الموقع.

ACTS OF SABOTAGE / TERRORIST ACTS	حالات التخريب / الأعمال الإرهابية
- Call police immediately 999 assessing the situation to determine the method of intervention and action. - Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999. - Evacuate the building completely or isolate students from places of riots and terrorism. - Try to calm down students and employees and separate them from injured cases to avoid psychological trauma. - Seek protection at the opposite side of the school or building. - The internal security should control the situation as much as possible. - Evacuate all individuals in places even though not crossing the scene for safety purposes. - Ensure the school's exits and entrances are clear for ambulance and police access. - If threat persists, emphasize on keeping everyone inside the school / educational facility and NOT evacuating students or employees until the arrival of the competent authorities to the site and confirm it secured.	- إبلاغ الشرطة على الفور بالاتصال على ٩٩٩ وتقييم الموقف، لتحديد طريقة التدخل والمعالجة. - الاتصال بأدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي ٤٤٠٤٥٩٩٩ - إخلاء المبنى بالكامل، أو محاولة عزل الطلاب عن أماكن الشغب والإرهاب. - محاولة تهدئة الطلاب والعاملين، وفصلهم عن الحالات المصابة مراعاة للحالة النفسية. - الاحتماء في جهة المدرسة، أو المنشأة التعليمية المعاكسة لموقع الحدث. - قيام الأمن الداخلي بالمبنى بالسيطرة على الموقف قدر الإمكان. - إخراج الجميع من أماكن أخرى لا تمر على مكان الحادث، للحفاظ على سلامتهم. - التأكد من مخارج ومداخل المدرسة، لسهولة وصول الإسعاف والشرطة. - يمكن في حالة استمرار التهديد، يتم التأكيد على البقاء داخل المدرسة / المنشأة التعليمية وعدم إخراج الطلاب أو العاملين بالمنشأة التعليمية، إلى حين وصول الجهات المختصة إلى الموقع وتأكيد تأمينه.

ABDUCTION / CHILD MISSING	حالات الخطف / طفل في عداد المفقودين
- Call the police at 999 and be ready to provide a description of the child / abductor including a description of the child's/abductor's attire. - Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999. - Call the security. - Notify teachers and instruct them to take attendance. - Cooperate with the police investigations. - Call the parents of the abducted / missing child by the authorized person.	- اتصل بالشرطة ٩٩٩ وكن على استعداد لتقديم وصف للطفل وللخاطف، بما في ذلك وصف ملابس الطفل وملابس الخاطف. - اتصل بلجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي ٤٤٠٤٥٩٩٩. - اتصل بالأمن الداخلي في المبنى. - إخطار المعلمين / الموظفين وتوجيههم إلى حصر الحضور. - التعاون مع تحقيقات الشرطة. - الاتصال من قبل الشخص المفوض بولي أمر الطالب المخطوف / المفقود.

DEATH OF A SCHOOL MEMBER	حالة وفاة أحد منتسبي المدرسة
STAFF RESPONSIBILITIES - Call the police at 999 - Identify the problem and its location. Secure and isolate the area. - Notify the school principal. - Move students quietly away from the area. - Discourage discussions. - Wait for the Police and Environmental Management System (EMS) to arrive. - Identify students in need of immediate support. PRINCIPAL RESPONSIBILITIES - Call the police at 999. - Identify the problem and its location. Secure and isolate the area. - Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999. - Assist the police in locating and identifying the possible suspect (if any) and the casualty or the dead person. - Assess the situation and cause of death.	مسؤوليات الموظفين: - الاتصال بالشرطة ٩٩٩ - تحديد المشكلة والموقع، وتأمين وعزل المنطقة. - إخطار مدير المدرسة. - إبعاد الطلاب بهدوء من المنطقة. - عدم الدخول في الجدل والمناقشة. - انتظار الشرطة ونظم الإدارة البيئية للوصول. - تحديد الطلاب الذين يحتاجون إلى دعم فوري. مسؤوليات المدير: - اتصل بالشرطة ٩٩٩ - حدد المشكلة والموقع، مع تأمين وعزل المنطقة. - اتصل بلجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي ٤٤٠٤٥٩٩٩ - مساعدة الشرطة في تحديد المكان، وتحديد الشخص المتهم إن وجد والضحية أو المتوفى. - تقييم الموقف وسبب الوفاة.

Fire Incidents	حالات الحريق
Fire in Multiple Rooms - Call the Civil Defense Department at 999. - Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999. - Evacuate the floor where the fire is located and the floor above. - Cut the power supply to the building. - Cut the power supply to air conditioners. - Direct the fire brigade teams to deal with the incident. - Provide medical assistance to the injured if needed. - Reassure students and employees at the educational establishment. - Report to the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education.	حريق بأكثر من غرفة - الاتصال بالدفاع المدني ٩٩٩ - الاتصال بلجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي ٤٤٠٤٥٩٩٩ - يتحلى إخلاء الدور الذي يوجد فيه الحريق و الدور الذي يعلوه. - فصل التيار الكهربائي عن المبنى. - فصل أجهزة التكييف. - توجيه فرق الإطفاء للتعامل مع الحادث. - تقديم الرعاية الطبية للمصابين إذا احتاج الأمر. - إشاعة الطمأنينة بين الطلاب وممنسوبي العمل بالمنشأة التعليمية. - رفع تقرير للجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي.
Large Fire in the Building - Call the Civil Defense Department at 999. - Call the Crisis and Emergency and Management Committee of the Ministry of Education and Higher Education 44045999. - Cut the main power supply. - Evacuate the building completely. - Extinguish fire with the available means. - Provide medical assistance and care to the injured if possible until the ambulance arrives. - Try to calm down students and employees and separate them from injured cases to avoid psychological trauma. - Ensure the school's exits and entrances are clear to facilitate rescue operations and prevent gathering at the doors. - Report the incident to the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education.	حريق كبير بالمبنى - الاتصال بالدفاع المدني ٩٩٩ - الاتصال بلجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي ٤٤٠٤٥٩٩٩ - فصل المصدر الرئيسي للتيار الكهربائي. - إخلاء المبنى بالكامل. - إطفاء الحريق بوسائل الإطفاء المتاحة. - تقديم الرعاية الطبية للمصابين إن توفر ذلك، حتى وصول الإسعاف. - محاولة تهدئة الطلاب والعاملين، وفصلهم عن الحالات المصابة، مراعاة للحالة النفسية. - التأكد من مخارج ومداخل المدرسة، لسهولة الإنقاذ وعدم التجمع أمام الأبواب. - رفع تقرير بالحادث للجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي.

Fire Incidents	حالات الحريق
Fire at an Adjacent building posing threat of spreading to the school / educational establishment - Call the Civil Defense Department at 999 - Cut the power supply to the building - Cut the power supply to the air conditioners. - Reassure students and employees at school. - Follow the Civil Defense instructions and recommendations. - Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999.	حريق بمبنى مجاور ويشكل خطراً قد يمتد إلى المدرسة أو المنشأة التعليمية - الاتصال بالدفاع المدني ٩٩٩ - فصل التيار الكهربائي عن المبنى. - فصل أجهزة التكييف. - إشاعة الطمأنينة لدى الطلاب وموظفي المدرسة. - تنفيذ تعليمات وتوصيات الدفاع المدني - اتصل بلجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي ٤٤٠٤٥٩٩٩
Limited fire at the / educational establishment - Call the Civil Defense Department at 999. - Evacuate the room and two other rooms on each side on the same floor as well as the room located above. - Cut the power supply to the entire floor. - Cut the power supply to the air conditioners. - Direct emergency teams to tackle the incident. - Provide medical assistance to the injured if needed. - Reassure students and employees at the school. - Follow the Civil Defense instructions and recommendations. - Call the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education 44045999. - Report the incident to the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education.	حريق محدود بالمدرسة أو المنشأة التعليمية - الاتصال بالدفاع المدني ٩٩٩ - إخلاء الغرفة ذاتها وغرفتين من كل جانب لها بنفس الطابق بالإضافة إلى الغرفة التي تعلوها. - فصل التيار الكهربائي عن الدور. - فصل أجهزة التكييف. - توجيه فرق الطوارئ للتعامل مع الحادث. - تقديم الرعاية الطبية للمصابين إذا احتاج الأمر. - إشاعة الطمأنينة بين الطلاب ومنسوبي العمل بالمنشأة التعليمية. - تنفيذ تعليمات وتوصيات الدفاع المدني. - اتصل بلجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي ٤٤٠٤٥٩٩٩ - رفع تقرير بالحادث للجنة إدارة الأزمات والطوارئ بوزارة التعليم والتعليم العالي.