

Safa Vision

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة المستقبل

Emergency Response Policy 2026 - 2027

Review Cycle: Annual
Next Review Date: April 2027
Linked Policies:

- Lockdown & Crisis Management Policy
- Business Continuity Plan
- Safeguarding Policy
- Health & Safety Policy

1. Policy Statement

Safa Community School (SCS) is committed to ensuring the safety and wellbeing of all students, staff, visitors, and contractors through a structured and coordinated approach to emergency management.

This policy provides a clear framework for **prevention, preparedness, response, and recovery**, and aligns directly with the school's **Crisis Management (Lockdown) procedures** and **Business Continuity Plan (BCP)**.

2. Scope

This policy applies to:

- All staff and students
- Visitors and contractors
- All school activities, including off-site visits and trips

3. Emergency Management Framework

SCS adopts a four-phase approach:

3.1 Prevention

- Identification of risks through regular risk assessments
- Implementation of control measures to reduce likelihood and impact
- Ongoing review of site safety, security, and safeguarding practices

3.2 Preparedness

- Clear emergency procedures and staff training
- Regular drills (fire, lockdown, evacuation)
- Established Emergency Response Team (ERT)
- Communication systems tested and maintained

3.3 Response

- Immediate actions to protect life and safety
- Activation of Emergency Response Team
- Implementation of lockdown, evacuation, or shelter-in-place procedures

3.4 Recovery

- Restoration of normal operations
- Support for staff and student wellbeing
- Review and improvement of procedures

4. Incident Classification & Escalation

To ensure clarity, incidents are categorised as follows:

Level 1 – Minor Incident

- Localised issue with minimal disruption
- Managed by staff on duty

Level 2 – Significant Incident

- Requires involvement of Senior Leadership Team (SLT)
- May involve partial lockdown or evacuation

Level 3 – Critical Incident

- Serious threat to safety or major disruption
- Full activation of Emergency Response Team
- Possible school closure

Level 4 – Major Incident / Crisis

- Sustained disruption to school operations
- **Triggers activation of the Business Continuity Plan**
- May involve remote learning or relocation

Escalation Rule:

If an incident impacts **critical operations beyond the immediate response phase**, the Principal (or delegated SLT) will activate the **Business Continuity Plan**.

5. Incident Command Structure

A clear command structure ensures effective leadership:

Strategic (Gold)

- Principal / Board
- Overall decision-making
- Authorises closure, escalation, and communications

Tactical (Silver)

- Senior Leadership Team / ERT
- Coordinates response
- Liaises with emergency services

Operational (Bronze)

- Teachers / Support Staff / Site Teams
- Implement instructions
- Ensure safety of students

6. Emergency Response Team (ERT)

The ERT includes:

- Principal
- Vice Principals
- Safeguarding Leads
- Operations / Facilities Manager
- Head of Security

Responsibilities:

- Assess incident severity
- Activate appropriate response level
- Communicate with authorities
- Maintain incident log
- Coordinate staff actions

7. Emergency Procedures

Depending on the nature of the incident, one or more of the following will be implemented:

7.1 Evacuation

- Used in fire, explosion, or unsafe building conditions
- Staff lead students to designated assembly points
- Registers taken and reported

7.2 Lockdown (Refer to Lockdown Policy for full detail)

- Partial or full lockdown depending on threat
- Secure classrooms, restrict movement

7.3 Shelter-in-Place

- Used for external hazards (e.g. environmental, civil defence alerts)
- Students remain indoors in safe locations

7.4 Off-site Emergencies

- Staff follow trip-specific emergency procedures
- Contact school leadership immediately

8. Communication Protocol

Effective communication is critical.

8.1 Internal Communication

- Via PA system, radios, or internal messaging
- Clear instructions issued by SLT

8.2 Parents

- Communicated via iSAMS, SMS, or email
- Messages approved by Principal
- Parents instructed not to attend site unless directed

8.3 Authorities

- Immediate reporting to emergency services where required
- KHDA and relevant authorities informed promptly

8.4 Media

- Managed only by Principal or designated representative
- No staff to communicate externally.

9. Link to Business Continuity Plan

The Business Continuity Plan will be activated when:

- Critical functions cannot continue normally
- Site access is denied
- Staff or system loss significantly impacts operations
- Regional or national emergencies occur

The BCP ensures:

- Continuity of learning (including remote learning)
- Alternative working arrangements
- Communication with stakeholders
- Recovery planning

10. Recovery Procedures

Following an incident:

- Gradual return to normal operations
- Welfare and safeguarding support for students and staff
- Incident debrief and evaluation
- Review of risk assessments and procedures
- Update of policies based on lessons learned

11. Training and Drills

SCS will implement a coordinated testing programme:

- Fire drills: minimum 3 per year
- Lockdown drills: minimum 1 per term
- Business Continuity tabletop exercise: annually
- Staff induction training for all new staff

12. Record Keeping

During and after incidents:

- Incident logs maintained by ERT
- Records of actions, decisions, and communications
- Reporting to authorities completed
- Documentation stored securely

13. Monitoring and Review

This policy will be:

- Reviewed annually
- Updated following any major incident
- Evaluated after drills and exercises

14. Key Principle

The safety of students and staff is always the first priority.

All decisions during an emergency must reflect this principle.



EMERGENCY INCIDENT ESCALATION FLOW

EMERGENCY INCIDENT OCCURS

Assess Incident

- Nature of incident
- Severity and impact
- Risk to safety
- Impact on operations

INITIAL ACTION

Determine Incident Level 1 to 4

LEVEL 1: MINOR INCIDENT

- Localised issue, minimal disruption
- Managed by staff on duty

Action

- Resolve at source
- Monitor situation

Incident Resolved

- Return to normal operations

LEVEL 2: SIGNIFICANT INCIDENT

- SLT involvement required
- May involve partial lockdown/ evacuation

Action

- Escalate to SLT (Silver Command)
- Begin controlled response

If Escalates:

- Move to Level 3

LEVEL 3 CRITICAL INCIDENT

- Serious threat to safety or major disruption
- Full activation of Emergency Response Team (ERT)
- Possible school closure

Action

- Activate ERT (Silver Command)
- Coordinate with emergency services
- Implement response procedures

Sustained Disruption

- Move to Level 4

LEVEL 4 MAJOR INCIDENT / CRISIS

- Sustained disruption to operations
- Business Continuity Plan activated
- Remote learning/relocation possible

Action

- Strategic (Gold) decision-making (Principal)
- Full crisis management

Emergency Response (Levels 2 to 4)

- Assess severity
- Activate response
- Coordinate staff
- Maintain incident log
- Liaise with authorities

BUSINESS CONTINUITY PLAN TRIGGER

- Activate BCP when:**
- Critical functions disrupted
 - Site inaccessible
 - Major operational impact

RESPONSE PROCEDURES

- Lockdown
- Evacuation
- Shelter-in-place

COMMAND STRUCTURE

Gold (Strategic)

- SLT / ERT
- Coordinate response

Silver (Tactical)

- Principal / Board
- Final decisions, closure, communications

Bronze (Operational)

- Staff / Site teams
- Implement actions

COMMUNICATION PROTOCOL

INTERNAL:

- PA / radio / internal systems

PARENTS:

- SMS / email (approved by Principal)

AUTHORITIES:

- Emergency services / KHDA

MEDIA:

- Principal only communications externally

RECOVERY PHASE

Recovery Actions:

- Restore normal operations
- Welfare support
- Debrief and review
- Update procedures
- record keeping

THE SAFETY OF STUDENTS AND STAFF IS ALWAYS THE FIRST PRIORITY

