



School Emergency Management Policy





Purpose of the Policy

This policy ensures that all staff and students are familiar with the procedures for lockdown, emergency action, and emergency communication. It outlines the steps required to maintain safety, manage emergencies effectively, and ensure controlled, accurate stakeholders.

1. Evacuation, lockdown, and shelter-in-place procedures
2. Handling extreme weather conditions
3. Coordination with relevant government authorities
4. Communication with parents and stakeholders
5. Media management during crises
6. Incident reporting to the department
7. Ensuring continuity of education during emergencies
8. Schools shall comply with the provisions of this policy in accordance with the standard of reasonable professional care. They shall not be held liable for the outcomes of emergency situations where they demonstrate compliance with approved procedures and instructions issued by the Office and the relevant authorities, within the limits of circumstances beyond their control, including force majeure.



Definitions

Term	Definition
Country	The United Arab Emirates.
Emirate	The Emirate of Dubai.
Relevant Authorities	Federal or local government entities responsible for regulating or supervising the education sector in the State or the Emirate, including the Ministry of Education.
Emergency	Any situation posing an immediate threat to the safety of students, staff, or school facilities, such as fires, structural damage, hazardous materials, incidents, security threats, service disruptions, or extreme weather.
The Office	The KHDA office in the Emirate of Dubai
Evacuation	The process of safely and orderly moving students and staff from a hazardous area to a designated safe assembly point.
School	Pace Modern British School, Rashidiya
Emergency	Any situation that poses an immediate threat to the safety of students, teaching and administrative staff, or school facilities, such as fires, structural damage, hazardous materials,



School will develop, maintain, and annually update a **School Emergency Management Plan**, including at minimum:

	accidents, security threats, disruption of public services, or extreme weather conditions.
Force Majeure	Any exceptional, general, unforeseen, and unavoidable circumstance that renders the full or partial fulfilment of obligations impossible, resulting in their suspension to the extent of the impossibility without incurring liability.
Evacuation	The process of safely and orderly moving students and staff from a hazardous area to a designated safe assembly point.
Lockdown	Securing school facilities in response to a security threat within or near the premises.
Shelter-in-Place	Remaining within school premises due to external risks that make evacuation unsafe, such as severe weather conditions or external security incident
Out of Sight	Positioning students in a location where they cannot be exposed to any external threat, including staying away from windows, doors, and lines of sight
Emergency Response Team	The school team responsible for managing emergencies and implementing the School Emergency Management Plan
Continuity of Education	The ability to sustain the educational process during crises, including transitioning to remote learning when necessary.
Cybersecurity Emergencies	Any digital attack that compromises IT systems or student data and requires immediate response.

- Evacuation, lockdown, and shelter-in-place procedures
- Emergency communication with parents in a language appropriate for them
- Student reunification procedures
- Updated emergency contact lists and government emergency numbers
- Evacuation maps and assembly points
- Training programs for teaching and administrative staff, including stipulated schedules.
- Remote learning continuity plan
- Procedures for handling extreme weather conditions
- Validity of insurance policies related to emergency situations and civil liability

Required emergency numbers:

**Police 999 | Ambulance 998 | Civil Defence (Fire) 997 | Electricity Emergency 991
| Water Emergency 992 | Government hotline 800555 | Non-emergency police 901 | Coast Guard 996**



School Emergency Response Team

Position	Responsibility
Mr. Graham Howell (School Principal)	Overall management of emergency situations and decision-making; serves as the sole official spokesperson for the school with the media and government authorities
Mr.Saifuddeen Kumbol (Operations Manager)	Coordinates evacuation procedures and manages movement routes
Mr.Bashar Ibrahim (Safety Officer)	Oversees emergency safety procedures and verifies risks
Mr.Thayyib (Communications Officer)	Manages communication with parents and relevant authorities and coordinates media messaging
Mr.Sidique (Transport Coordinator)	Manages school buses and serves as the point of contact with transport companies in coordination with the Dubai Transport Authority
Ms.Subi (School Nurse)	Provides medical response and first aid
Ms.Blessy (School Counsellor/Psychologist)	Provides psychological first aid and supports trauma recovery
Mr.Abrar (Cybersecurity Emergency Officer)	Secures compromised systems and protects student data

Emergency Response Protocols

7.1 Evacuation

This procedure is activated when the school building is considered unsafe, including in cases of fire, structural damage, gas leaks, or the presence of hazardous materials.

Procedures:

- Activate the emergency alarm system immediately.
- Teachers shall escort students through designated evacuation routes to ensure an orderly and safe exit.
- Teachers shall carry attendance registers and conduct a headcount upon arrival at assembly points.
- Any missing student shall be reported immediately to the Emergency Response Team.
- Re-entry to the school building is prohibited unless officially authorized by the relevant authorities.



7.2 Lockdown

This procedure is implemented when there is a security threat inside premises or near the school.

Procedures:

- Lock classroom doors and secure windows immediately.
- Instruct students to stay out of sight, including taking cover under desks or in safe areas such as storage rooms.
- Turn off lights and close curtains where possible.
- Students must remain in a low position and maintain complete silence until the all-clear is given.
- Do not allow anyone to enter or leave the classroom.
- The lockdown shall remain in effect until official clearance is provided by the relevant authorities.

7.3 Shelter-in-Place

This procedure is applied when external conditions make evacuation unsafe.

Procedures:

- Pre-identify suitable shelter rooms away from external walls.
- Close all entrances, windows, and ventilation openings.
- Ensure the availability of drinking water and adequate first aid supplies in shelter areas.
- Follow instructions from the relevant authorities regarding when it is safe to end the sheltering.
- Parents shall be regularly informed and reassured regarding their children's status.
- Continue sheltering until relevant authorities confirm it is safe to resume normal activities

7.4 Extreme Weather (Heavy Rain/Flooding)

This protocol is activated upon official weather warnings or signs of flooding

Early Preventive Measures:

- Monitor official weather alerts as part of daily preparedness planning.
- Decide on delaying or ending the school day early before conditions worsen.
- Notify parents immediately with early pickup instructions.
- Move students to upper floors when water levels rise.
- Do not allow students to leave if roads are unsafe; coordinate directly with relevant authorities.
- Maintain a list of uncollected students and notify the Office of Private Education Affairs.
- Coordinate with the Public Services Committee within the government preparedness system



7.5 External Explosion/Major Incident

Procedures:

- Direct students to move away immediately from windows and glass surfaces.
- Relocate students to interior rooms away from external walls.
- Activate the Emergency Response Team and contact emergency services immediately

Support for Students of Determination During Emergencies

Ensure that **Students of Determination** receive individualized support during all emergency situations without exception, through the following:

- Assigning a designated support staff member for each Student of Determination, responsible for assisting them during evacuation or lockdown.
- Including an Individual Emergency Plan for each student with special needs within school records.
- Ensuring the availability of mobility aids and necessary medical equipment when required.
- Training all relevant staff on these procedures

Communication Protocols

9.1 With Parents

- Official communication channels (SMS, school platforms, email) shall be activated immediately upon the occurrence of an incident.
- An initial notification shall be sent within 30 minutes of the incident, confirming student safety or clarifying the situation.
- Information shall be communicated in a language appropriate for them.

9.2 Media Handling

Uncoordinated engagement with the media during crises can cause confusion and amplify their negative impact. Therefore, all school personnel shall adhere to the following:

- The only authorized spokesperson for the school is the Principal or a person formally designated in writing (without exception).
- All media requests shall be referred to the Office of Private Education Affairs for coordination.
- No staff member is permitted to make individual statements to the media during or after an ongoing incident.
- No photos or information about students or the incident shall be shared on social media without prior approval from the Office.



After the incident has concluded, the Office shall determine what information may be disclosed.

9.3 Data Protection

- The school shall, during the management of emergency situations, maintain the confidentiality and privacy of personal data of students and staff, and shall not disclose such data except to the extent necessary.
- Such disclosure shall be in compliance with applicable legislation in the Country and the Emirate, particularly those related to personal data protection, while adhering to the principle of minimum necessary disclosure.

Coordination with Government Authorities

During emergency situations, the **Communications Officer** shall coordinate immediately with the relevant authorities in the following order:

Authority	Number	When to Contact
Police	999	Security threats, explosions, or incidents requiring security intervention
Fire and Civil Defence	997	Fires, explosions, structural damage, or hazardous materials
Emergency Medical Services	998	Injuries involving students or staff
Electricity Emergency	991	Power outages or electrical incidents
Water Emergency	992	Flooding or water network failures
Government Hotline	600560000	General or non-emergency inquiries

Important Note: Instructions issued by the relevant government authorities shall, in all cases, take precedence over all internal school procedures.

The Office shall coordinate with the committees of the Government Readiness and Business Continuity Team under the Executive Council of Dubai in the event of incidents affecting public services or requiring integrated government intervention. It shall act immediately in accordance with issued government directives, without the need for additional internal procedures



Incident Reporting to the Department

The following incidents shall be reported immediately through the Office's official emergency communication channel:

- Injuries involving students or staff; fires; explosions or falling debris
- Security threats and incidents requiring emergency services intervention
- Major evacuations and extended shelter-in-place situations
- Any disruption to public services affecting school operations
- Extreme weather incidents impacting the school building or students

A detailed written report shall be submitted to the Office within 24 hours of the incident. Any delay in submitting the report shall constitute a violation

Emergency Drills

Drill Type	Minimum Frequency
Fire evacuation	Twice per academic year
Lockdown	1–2 times yearly per academic year
Shelter-in-place	Once per academic year
Extreme weather	Once per academic year
Staff preparedness	Once per academic year
Cyber emergency	Once per academic year

All drill records shall be maintained and made available for inspection upon request.

Review and Update

Version	Date	Prepared by	Reviewed By	Summary of Changes
01	April 2026	Principal Office	Principal	Initial version



EMERGENCY EVACUATION PLAN

GROUND LEVEL

R 	A 	C 	E
<small>Rescue</small>	<small>Alarm</small>	<small>Containment</small>	<small>Evacuation</small>

- Emergency Exit**
- Assembly Point**
- Fire Hose Reel**
- Manual Call Point**
- You're Here**
- First Floor Route**
- Ground Floor Route**

EMERGENCY NUMBERS
Save these numbers

999	POLICE <small>Control, threats to life, serious incidents</small>
998	AMBULANCE (UAE) <small>Medical emergencies, ask for paramedics</small>
997	FIRE / CIVIL DEFENCE <small>Fire, smoke, nuclear bomb threats</small>

EMERGENCY EVACUATION PLAN

FIRST LEVEL

R 	A 	C 	E
<small>Rescue</small>	<small>Alarm</small>	<small>Containment</small>	<small>Evacuation</small>

- Emergency Exit**
- Assembly Point**
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Safe Zone

SAFE ZONE PLAN

PACE GROUP
Education Empowers

مدرسة بيس الحدیثة البريطانية
PACE MODERN BRITISH SCHOOL RASHIDIYA, DUBAI

YOUR NEAREST SAFE ZONE

FIRST AID KIT

GROUND LEVEL

SAFE ZONE PLAN

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