

AIS Dubai

Emergency Response

Plan 2026

Effective	1 August 2026
Author	Various / CRT
Reviewer	Mitchell Watson (HSO)
Approver	Karen McCord, Executive Principal
Due for review	1 August 2027
Version number	1.0

HEALTH AND SAFETY

Crisis Response Team



Karen McCord
Executive Principal



Mitchell Watson
Chief Safety Officer



Linda Elder
Head of Primary



Surj Wright
Head of Teaching and Learning



Sanobia Palkhiwala
Head of ELC

School Clinic Team



Dr Maryam Iqbal
Clinic Doctor



Dahlia Del Mundo
Clinic Nurse



Najwa Albhaisi
Clinic Coordinator

School Safety Team



Karen McCord
Executive Principal



Mitchell Watson
Chief Safety Officer



Mujib Eenanulla
Compliance Officer



Ahsanul Haque
Safety Officer



Basil Eliyas
Safety Officer

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Part A Introduction

1. Purpose

The purpose of this Emergency Response Plan (ERP) is to provide details of how Australian International School Dubai will prepare for and respond to a disaster or emergency situations. This includes weather, geological, biological or human events that pose risks to life, property or the environment.

2. Scope

This ERP applies to all staff, students, visitors, contractors and volunteers at AIS Dubai.

3. Response strategy outline

When a school facility is, or is about to be, impacted by a disaster or emergency, this plan can be enacted at the direction of the Executive Principal. Each disaster or emergency may have extenuating circumstances which require the application of an appreciation to provide a solution to new risk or circumstance.

Australian International School has adopted an '*all hazards approach*' to the planning of response strategies to disasters or emergencies and subsequently there are generally three response strategies that can be implemented prior to, during or after a disaster or emergency event.

The general response strategies, which can be implemented singularly or jointly, are:

1. Evacuation of the facility;
2. Lockdown of the facility;
3. Temporary Closure of the facility.

It is also noted that disasters or emergencies may also be categorised as:

- '*slow burn*' events which enables decision makers to act prior to the impact of the event; or
- '*sudden or spontaneous*' events for which there are no warnings or indications that allow pre-emptive actions and the event has to be responded to during or post impact.

Disasters or emergencies may occur under such circumstances that the CRT can enact the plan and make pre-emptive decisions to take action and best prepare the students, staff or school for the event. This is the preferred scenario when a disaster or emergency is identified as having a potential impact on a school.

Part B The Plan

4. Mission

- To ensure the safety of students, staff and any other persons within the facility.
- To minimise the damage to property and facilities.
- To resume educational services when safe to do so.
- To support the community post event to ensure ongoing wellbeing of the community.

5. Execution

Upon identifying an emerging or existing risk to the School the Health and Safety Team will:

1. Advise Emergency Services if required;
2. Assess safety of students and staff (ongoing);
3. Crisis Response Team (CRT) meets;
4. Gather information on the incident;
5. Identify the risk and expected impact on the School;
6. Consider the courses of action;
7. Consult with stakeholders where practicable;
8. Decide on the course of action;
9. Implement the course of action;
10. Commence the Communication Strategy;
11. Monitor and review the response.

After the event has impacted the School the following should occur:

1. Assess safety of students and staff;
2. Assess the status of the school, noting safety protocols and if any visible damage or potential hazards, e.g site access, tree damage, resource or building damage then engage professionals for site inspection;
3. If required consider Temporary Closure (in consultation with KHDA); and
4. Prior to reopening the school consider the Suitability Assessment ensuring that it is safe to do so.

6. Administration and Logistics

The School Coordination Centre is to be located at Administration (if possible); alternative location ELC Wing, where the CRT will operate if practicable. This facility has the requisite support for occupation, communications capability and other resources for the response structure. Hard copies of the School ERP

are stored in Administration, held by the Principal, and stored in other safe areas of the school for use by other essential staff who form part of the CRT.

7. Command and Communications

The Executive Principal will assume the lead role of the CRT. The CRT is responsible for making decisions about the temporary closure and re-opening of the school in accordance with a successful safety Inspection and KHDA regulations.

The CRT is to maintain contact with Dubai Civil Defence and Emergency Services.

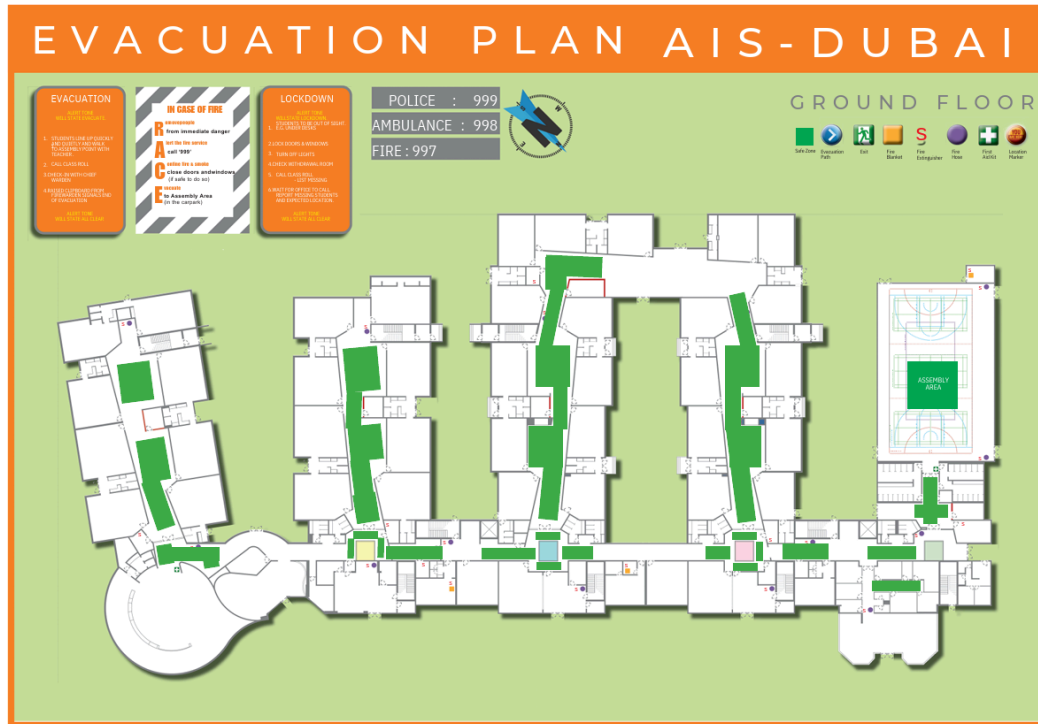
The School Response Team is as follows:

Role		Assigned staff
Response Controller		Karen McCord
		Back-up contact: Surj Wright
Operations Officer		Tyler Lawrence
Logistics Officer		Mujibur Enanulla
Finance Officer		Anna Raga
		Jishnu Padmanabhan
Safety and Wellbeing Officer	Crisis Response Team	Karen McCord
		Surj Wright
		Linda Elder
		Sanobia Palkhiwala
		Mitchell Watson
	Clinic Team	Maryam Iqbal
		Dahlia Mundo
		Najwa Albhaisi
	Safety Team	Karen McCord
		Mitchell Watson
		Mujibur Enanulla
		Ahsanul Haque
		Basil Elias

Part C Supporting Information and Documents

8. Overview School Map

Figure 1: Emergency Evacuation routes and Assembly points



Second Floor - AIS Dubai

PLEASE CONFIRM : 1) locations of First Aid Kits, Fire Alarms, Hoses, Hydrants & Extinguishers.
2) wall and door variations are present and correct

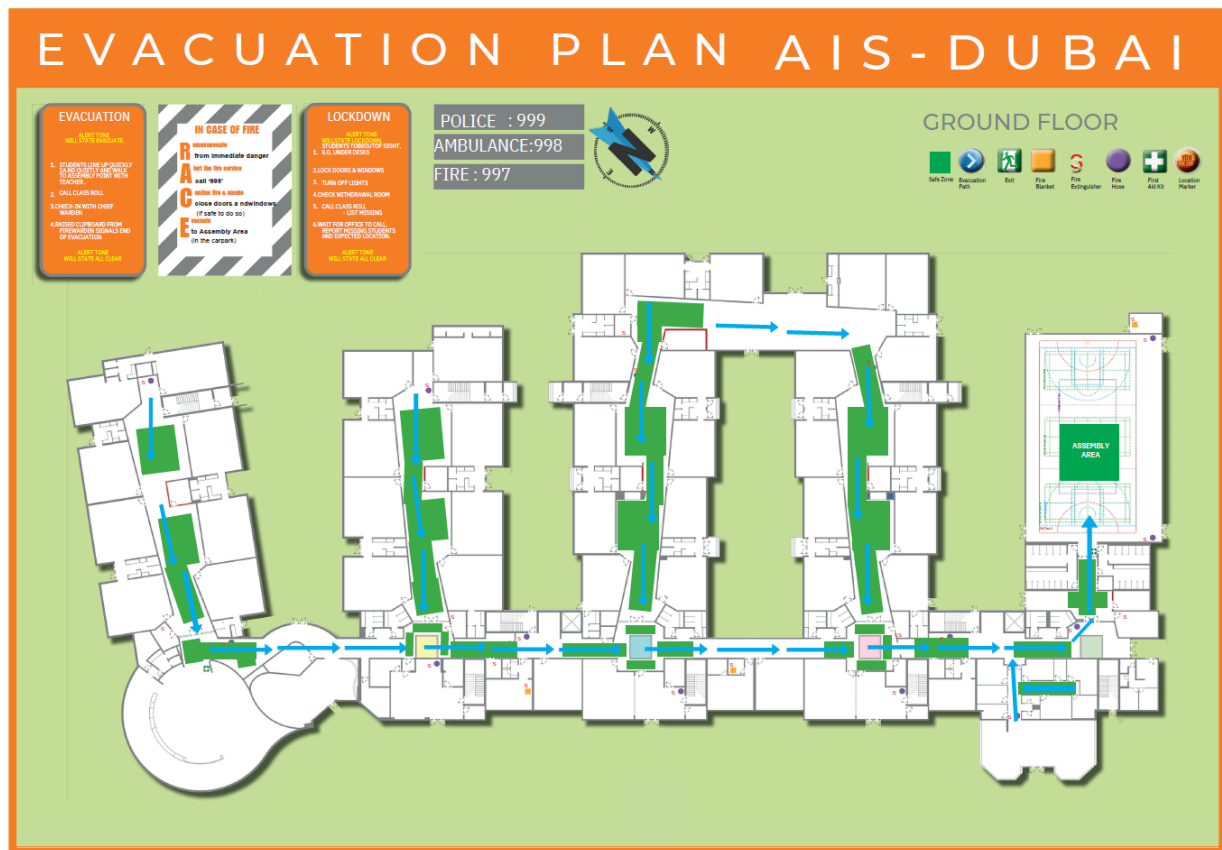


Third Floor - AIS Dubai

PLEASE CONFIRM : 1) locations of First Aid Kits, Fire Alarms, Hoses, Hydrants & Extinguishers.
2) wall & door variations are present and correct

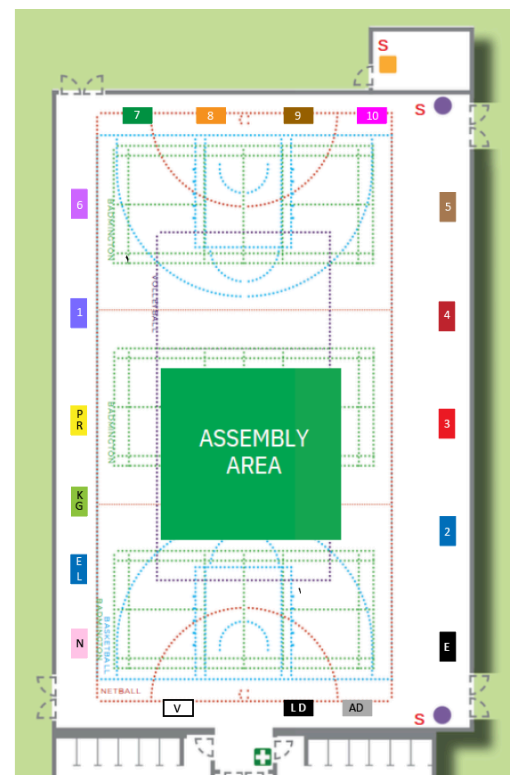


Ground Floor Evacuation Route - Assembly Point



Colour Marker	Year Group Assembly Point
	Nursery (N)
	ELC (EL)
	Prep (KG)
	Year 1
	Year 2
	Year 3
	Year 4
	Year 5
	Year 6
	Year 7
	Year 8
	Year 9
	Year 10
	Year 11*
	Admin / Auxiliary Staff (AD)

		Louise Dawson (LD) / Enaya (E)
		Visitor (V)



9. Building Information Summary

Telephones (Landlines):			
Location		Number	
Administration	534 (Renee) 504 (Renjitha) 535 (Tyler)	Sports Hall	525 (Joseph)
Atrium	501 (Meenu)	Music Room	524 (Brandan)
A Block	502 (Miriam)	Transport & Uniform	514 (Najwa)
B Block (Loiuse Dawson)	514 (Najwa)	Clinic	515 (Dahlia/Maryam)
C Block	500 (Shamma)	Library	516 (Laarni)
D Block	503 (Rawah)	Accountant	517 (Jishnu/Anna)
IT	510 (Rameez)	Inclusion Office (1st Floor, D Wing)	531 (Farhana)
HR	512 (Neethu)	Atrium Meeting Room	527
Director of ELC	513 (Sanobia)	Marketing (Hind)	526
Alarms	Location	Monitoring Company	Location of Shut-off Instructions
Fire:	Various throughout school	Integrated Gas Services Co LLC	Service Block Area Control Room (Master) 5 Fire Panel Atrium B block Reception Library Entrance Level 3 Lab Entrance (near electric room) Auditorium Reception
Intrusion:	Various throughout school	State Govt Security	Swipe Access (All major external entrance points); including roof access - front only - key access all other areas) Gates - Keys (manually operated Security Guard 24 hours / Facilities Team)
Other:	N/A		
Utilities	Location	Service Provider	Location of Shut-off Instructions
Gas / Propane:	Tank (D Block Rooftop) Lab Level 3 (B C D)	City Gas	D Block Reception (Emergency Stop) Master Refilling Point (Outside Reception D) Master Shut off All Lab Emergency Stop (1-5) Isolated Shut off Switch
Water:	Throughout school	DEWA	Security Entrance Gate 2
Electricity:	Throughout school	DEWA	Service Block LV Room
Sprinkler System			
Location of Control Valve:		External Entrance Clinic Room (Master) * Beside Atrium	

	Level 1 -3 (Isolated Control Valve)
Location of Shut-off Instructions:	
Boiler Room	
Location:	N/A
Access:	
Emergency Power System	
Type:	Generator (diesel) Automatic
Location:	Service Block Generator Room *Beside Tennis Court
Provides Power To:	Emergency Corridor. Server Room, Control Room, Fire Panel
Location of Shut-off Instructions:	Generator Room
Building and Site Hazards	
Hazard Description	Location
Chemical Stores	Science Lab Chemicals, Level 3 (Lab 3) Cleaning Chemical Secure Storage Cupboards Level 3 (Lab 1 store room) *Limited Access designated Staff Only

10. Evacuation Response (update end/start each term)

Priority	Safety of students, staff, parents, members of the community and/or site visitors. Please note: The designated assembly point may change at short notice based on assessment by the CRT. Any updates will be communicated via an all-staff message.
Reporting the emergency	● SOUNDING THE ALARM ● <i>On discovering a fire or other situation that needs an emergency evacuation ...</i> 1. Clear students and others from the immediate vicinity. 2. Make sure other classes and groups in the building are alerted. 3. Notify the administration of the location of the emergency by phone or by sending a message with a non-teaching staff member (see the script for key facts required): ● Script for Emergency Services: ● School Makani Number - 21703 72879 ● Area/Room? ● Who is there? students? / staff? ● What is the emergency? ● What is required? ● Injuries / Medical conditions / SEND students / ESL? ● 4. Administration officer - Atrium calls the emergency hotline, depending on the emergency. 999 for Police 998 for Ambulance 997 for Fire Department (Civil Defence) 991 for electricity failure 922 for water failure
Evacuation	Signal ● The Emergency Evacuation Alarm is recognised by a long continuous siren followed by verbal instructions stating "Evacuate, evacuate, evacuate, as directed" and the flashing of red strobe lights located

	throughout the school. ● In the case of power failure, the system will run on an emergency power supply. ● Manual Sirens may also be activated/sounded in each wing by the BLOCK HEADS. Procedure At the Evacuation Area ● Specialist teachers will return their student back to their year class ● Class teachers line students up parallel to the building next to the Evacuation Point allocated for your class. ● Sit students down/check rolls/and report any discrepancies to the Chief Warden. ● Ensure class roll has been collected AUSTRALIAN CURRICULUM TEACHING STAFF / STUDENT SUPPORT ASSISTANTS (SSA) / LEARNING SUPPORT ASSISTANTS (LSA) Junior Secondary – Year 7 to 10 Teachers / SSA's / LSA's are to be checked by Warden 1 at Green Assembly Point Foyer D. Upper Primary - Year 3 to 6 Teachers / SSA's / LSA's are to be checked by Warden 1 at Green Assembly Point Foyer C. Lower Primary - Prep to 2 Teachers / SSA's / LSA's are to be checked by Warden 2 at the Green Assembly Point Foyer B. ELC - Teachers / SSA's / LSA's are to be checked by Warden 3 on the Eastern Side of the Main Entrance to Foyer A. ** Teachers, SSA's and LSA's will stay with their class at all times, and Wardens will move to teachers for list checking. ** OTHER STAFF - Who do I report to? ● Arabic Teachers, Specialist Teachers, IT, Clinic Staff, Administrative Staff, Visitors, Contractors, Pre-service Teachers and Bus carers are to be checked by Warden 3 at Green Assembly Point on the Eastern Side of the Main Entrance to Foyer A. ● Cleaning, Maintenance and Security staff to report to Warden 1 at Green Assembly Point (near Atrium). LUNCHTIME EVACUATION ROUTES ● All students, staff and visitors use the closest EXIT points to the front of the building and move to the Green Assembly Point sign. FIRE EXTINGUISHERS ● Use a fire extinguisher, if the situation does not endanger yourself and others to control or extinguish a fire. ALL CLEAR ● The 'All Clear' will be given by the CHIEF WARDEN via the walkie-talkies. This will then be relayed to the students via Wardens 1, 2, & 3. The Fire threat alarm ALL CLEAR will be recognised when a verbal "All Clear" is stated over the PA System. ALTERNATE EVACUATION AREA
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	● In the event that the first evacuation area is unavailable or deemed unsafe an Alternate Evacuation Point will be used. Alternative evacuation points: A – Gym (internal) B – Auditorium (internal) C – ELC Indoor Play Area (internal) D – Sports Field
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Role Description of Key Personnel

Staff	Role Description
Class Teachers/Teaching Assistants	● Move to the Evacuation point IMMEDIATELY. Students attending specialist lessons forward directly to your class evacuation point. (Specialist Teachers to support transition from specialist class group to evacuation class area) ● Support students in your class to the Green Assembly Point as a group ● Wardens will move to your assembly point to distribute class rolls to teachers. ● Primary class or wellbeing teachers mark the class register as soon as assembled at the evacuation point ● Mark your register ● Teachers confirm to Wardens that rolls are marked and advise of any anomalies if necessary ● SSA's and LSA's stay with the class they are working with at the time ● All Arabic and Specialist Teachers will report to Warden 3
Non-Teaching Staff, Bus Carers, Administrative and Clinic Staff, Visitors and Contractors, Pre-service Teachers	● Move to the Evacuation area on the Eastern Side of the Main Entrance to Foyer A. ● All Non-Teaching Staff (other than SSA's) report to Warden 3; including Bus Carers, Administrative and Clinic Staff, Visitors, Contractors, and Pre-service Teachers
Maintenance Staff – Aziz / Rameez	● Collection of water and bring it to the Green Assembly Point. ● Bring the evacuation bin to the Green Assembly Point (near Foyer B) ● Prepare and update the WHOLE Staff Evacuation list. ● Following a drill or evacuation, ensure bin cleared and ready for next drill/evac ● check batteries / megaphone /rolls maintained regularly
Blockhead/Deputy Blockhead	● Ensure that all students and staff have evacuated buildings ● Check that all relevant equipment and machinery are switched off ● Check that windows and doors are locked ● Assist in student management throughout the process ● Blockheads must notify the Chief Warden that blocks are clear
Administration Atrium – Meenu Gopan / Renjitha / Renee	● Sound the Alarm and Phone Emergency Services if necessary ● Call Emergency services according to the script: ● 999 for Police ● 998 for Ambulance

PRIORITY ACTION	● 997 for Fire Department (Civil Defence) ● 991 for electricity failure 922 for water failure. ● Print Fire Registry in morning by 9 am ● Take the Emergency Bin to the assembly point
All Administration Staff	● Collect the visitor's log from Administration and check. ● Check that security is present ● Remain to assist Wardens and notify the Chief Warden of any problems
First Aid - Maryam and Dahlia	● Collect a first aid kit, wheelchair and stretcher to take to the assembly point ● Support anyone needing additional support in moving to the Green Assembly Point ● Check log for any persons currently injured

Administration C Najwa / Tyler Lida (*if in Primary Atrium) Ghaliya/ Zainab	● Ensure that all students and staff have evacuated foyer C ● Check that windows and doors are locked ● Proceed to the Evacuation area
CHIEF WARDEN - Karen McCord (Located at Green Assembly Point) <i>*NOTE: In the event of the Chief Warden being absent, Warden 1 will assume the role.</i>	● Collect the vest and loudspeaker from the grey bin ● Direct placement (via loudspeaker) of students and staff at Assembly Point. ● Replace/delegate missing roles ● Once at the Evacuation area: ● Use walkie-talkies and/or a loudspeaker to attempt to identify missing personnel ● Report missing people to emergency personnel ● Once the "all clear" is received from Blockheads and Wardens, contact Aziz/Rameez to deactivate the alarm and then dismiss staff and students.
WARDEN 1 – Mitchell Watson (Located at the Green Assembly Point)	● Collect a walkie-talkie from the closest foyer and proceed to the Evacuation area ● Communicate with Wardens 2 & 3 re absent staff ● Identify anomalies of students not present on campus due to timetable curriculum activities ● Communicate with Chief Warden all missing people for loudspeaker announcement ● Once the "all clear" is received from Chief Warden dismiss staff and students.
WARDEN 2 – Tyler Lawrence (Located under the green assembly point - near Foyer B)	● Ensure Admin Building is secure ● Collect a walkie-talkie from the closest foyer and proceed to the Evacuation area ● Collect visitor's log from Administration to confirm present ● Communicate with Roll Wardens re list distribution and collection ● Communicate with Chief Warden and Warden 1 re all missing people for an announcement over the loudspeaker
WARDEN 3 – Luke Murphy (Located on the Eastern Side of the Main Entrance to Foyer A)	● Collect a walkie-talkie from the closest foyer and proceed to the Evacuation area ● Complete the Arabic Teachers, Specialist Teachers, IT, Clinic Staff and Administrative Staff, Visitors, Contractors, Pre-service Teachers and Bus carers checklist. ● Communicate with Chief Warden all missing people for an announcement over the loudspeaker

Roll Wardens - Admin Staff 1. Meenu (Atrium) 2. Najwa (Reception C) 3. Rawah (Reception D) 4. Miriam (Reception A)	General Procedure • Reception-area staff member collects class rolls from the emergency bin area • Distribute class rolls to teachers • Ensure rolls are marked • Return marked rolls to the emergency bin area Assigned Responsibilities • Atrium – Meenu Secondary class rolls • Reception D – Rawah Upper Primary class rolls • Reception C – Najwa / Tyler Junior Primary class rolls • Reception A – Miriam Nursery / ELC class rolls • Complete TEACHING STAFF / SSA / LSA staff checklist (including relief staff present for the day) • Visitor register cross -checked
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Checklists of the above roles are in the Evacuation Bin on clipboards for the Chief Warden to distribute to delegated staff members on the day of evacuation.

Contingency: Assign a replacement staff member if the designated person is absent

AIS DUBAI BLOCKHEADS – 2026/27

BLOCKS / Wings	BLOCKHEAD	DEPUTY BLOCKHEAD
A Wing (ELC)	Paige	Miriam / Sanobia
B Wing (P - 2)	Amanda Hameon	Madeline Capoccia
C Wing (1 - 3)	Sylvie Mitchell	Alex Keily
D Wing (4- 6)	Amy Stevenson	Andrew Ung
Administration A	Sanobia Pilkhawala	Daily rostered staff
Administration B	Daily rostered staff	Daily rostered staff
Administration C	Najwa Albhaisi	Lida Esmael
Administration D	Rawah Saadi	Daily rostered staff
Atrium	Meenu Gopan	Renjitha Vijayakumari
Sports Hall	Jishnu Padmanabhan	Daily rostered staff
Level 1 Administration	Neethu Krishnan	Daily rostered staff
Prayer Room	Faharna Nedeem	Thomas Gaskell
Level 2 (Secondary D Wing)	Renee Aravena	Nancy El Helou
Level 2 (Secondary C Wing)	Julia Cullen	Cody Hening
Level 2 (Secondary Music Wing)	Brandan Hendricks	Daily rostered staff
Level 3	Daily rostered staff	Daily rostered staff

Auditorium, Pool, Sports Fields, Hydration	Ahsanul Haque	Basil Eliyas
Security	Main Entrance Guard	Main Exit Guard
Staff Rooms	Daily rostered staff	Daily rostered staff

*****NOTE*****

Staff members who do not have a role as a Blockhead or a deputy Blockhead and do NOT have a class at the time of an Evacuation, **PLEASE** check to see if the Blockhead needs assistance and, if necessary, offer to walk their class to their designated evacuation point.

Evacuation assembly	Assembly area/s Green Assembly Points at front of school (or Alternative Evacuation Points if designated) Alternative evacuation points: A – Gym (internal) B – Auditorium (internal) C – ELC Indoor Play Area (internal) D – Sports Field
	Assembly procedure At the Evacuation Area - Teachers stay with class at all times (unless directed by CRT) - Line students up in the Evacuation area. - Roll Wardens will distribute and collect Lists - Sit students down / check rolls / - Roll Wardens return roll to green evacuation bin and report any discrepancies to Warden 1 and 2
Evacuation clearance	All Clear The 'All Clear' will be given by the CHIEF WARDEN via the walkie-talkies. This will then be relayed to the students via Wardens 1, 2, & 3. The Fire threat alarm ALL CLEAR will be recognised when a verbal "All Clear" is stated over the PA System.
General principles	Evacuation procedures will be displayed on Emergency Evacuation maps in all rooms. FIRST PRIORITY is to the safety of pupils and persons in the school. ALL staff, parents and visitors are automatically involved. CONTRACTORS should sign the Visitors book at the office. CANTEEN / CAFE manager and staff must follow the Evacuation Procedures OUTSIDE PROVIDERS / CONTRACTORS (Enaya / Louise Dawson) must submit an independent evacuation plan (aligned with the AIS Evacuation Lockdown and Emergency Procedures) and follow the Evacuation Procedures. PARENTS/ TUTORS (Outside Contractors) must follow Evacuation Procedures. NO person should be placed in a position of risk.

	8. EVACUATION drill will be conducted at least twice a year. Annual revision of the use of Fire Extinguishers will be conducted. 9. PRINCIPAL OR DELEGATE is responsible for ensuring the electricity is turned off and that Emergency Services are contacted and given every assistance.
Communications	• If the evacuation goes for an extended time then the Executive Principal activates the Communications Plan to inform the parents and stakeholders via the established formats. • Staff and student absentee lists • Staff / Students attending excursions
Pre-arrangements	• Site Emergency Evacuation Maps are clearly displayed in all rooms. • Visitor sign-in register maintained in administration areas • Staff sign-out / sign-in register maintained in administration areas

11. Lockdown Response

Priority	This procedure minimises access to the school environment and secures all persons in rooms.
Reporting the emergency	● Contact Emergency Services immediately on 999 for Police 998 for Ambulance 997 for Fire Department (Civil Defence) 991 for electricity failure 922 for water failure. SCRIPT FOR LOCKDOWN School Makani Number? Plot Number 402 Area/Room? Who is there? students? Staff? What is the emergency? Can you describe the intruder? Is the intruder armed? Injuries / Medical conditions / SEND students / ESL?
Lockdown	Siren / Chime ● To activate the lockdown procedure please call the school emergency phone 050 555 0818 ● A lockdown will be recognised by the playing of the song “We Come From The Land Down Under” followed by verbal instructions stating “Lockdown, Lockdown, Lockdown” ● The song will only continue for a short time. ● When the song stops – continue with the lockdown procedures until the “all clear” is signalled. Procedure ● Students sit quietly on the floor close to the teacher/staff member, away from doors and windows – and under desks if possible ● All windows and doors are to be locked ● If your building can be locked, lock your wing if it is safe to do so ● If you feel that the room you are in is unsafe and your wing is locked, move within your wing to a safer room ● Check that adjoining rooms are locked ● Be suspicious of anybody attempting to enter ● BLOCKHEAD OR DEPUTY BLOCKHEAD to inform that all rooms/buildings are secure IF THE CLASS OR AN INDIVIDUAL IS OUT OF A CLASSROOM ● Students and staff move to the nearest room that is not in Lockdown ● If on the pitch, move quietly to the auditorium. If danger is immediately in the vicinity of the direction you are heading, head in the opposite direction and seek safety. IF A LOCKDOWN OCCURS DURING A BREAK ● Organise the students in your area into the nearest classrooms.

	● Follow the Lockdown Procedure ALL CLEAR ● The “all clear” will be given by Siren/Bell sounding three times (3 short bells) followed by a verbal “all clear” over the PA system, and all strobe lights will cease to flash. POINTS TO NOTE CONCERNING EMERGENCY LOCKDOWNS Once in LOCKDOWN mode, do not allow anyone to enter your room unless directed to do so by a member of the school administration or a clearly identified Emergency Service Worker (Police or Fire).
	Special considerations A list of students and staff who may require additional assistance in the event of an evacuation will be provided
	STAFF RESPONSIBILITIES ● PRINCIPAL/HOS – Manage the situation ● TEACHERS – Manage class groups and groups within your wing ● OFFICE STAFF – Contact Emergency Service
Lockdown cancellation	“All Clear” – Intercom broadcast on loudspeakers or as directed by a member of the school administration (CRT) or a clearly identified Emergency Service Worker (Police or Fire) “All Clear” – Siren/Bell sounding three times (3 x 1 second) followed by a verbal “all clear” over the PA system and all strobe lights will cease to flash.
General principles	● These help to prevent persons from entering the school site. ● Normal school routine should re-commence as soon as possible after the event. ● Staff to be vigilant in reporting the entry of unauthorised person or persons onto the school grounds.
Communications	● If the lockdown goes for an extended time then the School Response Controller informs the parents and stakeholders via Communications Strategy utilising established formats (SMS text message).
Pre-arrangements	● Facilities can be locked internally and externally via security gates ● Full time security on duty ● Visitor sign-in registers maintained in the office. ● Staff and students will be made aware of this signal and its meaning and importance at regular times throughout the year.
Additional Considerations	● Bus/Transport contact numbers are provided to the Chief Warden and contacted at their discretion ● Clinic to maintain and provide a register of students with medical needs

12. Temporary Closure Response

Priority	Safety of students, staff, parents, members of the community and/or site visitors. Staff and students must remain off-site until advised by the CRT (Executive Principal) that the school or campus is safe and available to be re-occupied and re-opened.
Decision	In accordance with Directive KHDA. Consultation undertaken prior to decision to temporarily close.
Reporting the closure	1. Notify KHDA if unforeseen safety incidents on site, and not a whole of Dubai directive. 2. Notify staff – phone tree. 3. Notify school community – school website, school sms messaging, email. 4. Notify other stakeholders.
Temporary Closure	Prepare • Engage the site's Response Team. • Prepare for a Temporary Closure Plan with stakeholders. • Undertake required communications.
	Respond • Monitor the event and stay informed. • Maintain communications with the KHDA/School executive. • Wait till safe to deploy to site for inspection. • Inspect facilities/campus to identify damage. Report damage to Executive Principal/KHDA as required. • Assess staff status and support required. • Engage Business Continuity Plan as required. • Undertake Suitability Assessment for decision to re-open or not.
	Recover • Liaise with facilities re repair schedule. • Manage and support staff, student and community welfare issues. • Monitor business continuity activities.
	Special considerations
Re-opening	1. Notify KHDA. 2. Notify Marketing/ parent liaison for whats app groups / email for parents.
General principles	• 'Safety before schedule' Normal school routine should re-commence as soon as possible after the event, when safe to do so.
Communications	• Admin/marketing teams inform parents and stakeholders via the Communications Strategy using the established formats.

13. Specific emergencies – response procedures

Building Fire	● Call 997 for Fire Department (Civil Defence) emergency services and follow advice. ● Activate the fire alarm. ● Report the emergency immediately to the Executive Principal (and/or CRT) ● Extinguish the fire (only if safe to do so). ● If appropriate, follow the procedure for on-site evacuation. Refer to building specific <i>Workplace Health and Safety Manuals</i> located in each staffroom. ● Evacuate to the Assembly Point (*or Alternative Assembly Point if required) ● Check that all students, staff, visitors and contractors are accounted for. ● Contact parents as required.
Major external emissions/spill (includes gas leaks)	● Call 997 for Civil Defence emergency services and follow advice. 999 for Police 998 for Ambulance 991 for electricity failure 922 for water failure ● Report the emergency immediately to the Executive Principal (and/or CRT) who will convene if necessary. ● Turn off gas supply. ● If the gas leak is onsite, notify your gas provider. ● If appropriate, follow the procedure for on-site evacuation. ● Alternatively this may need to be to an off-site location. ● Check students, staff and visitors are accounted for. ● Await 'all clear' advice from emergency services or further advice before resuming normal school activities. ● Contact parents as required.
Intruder	● Call 999 for Police for emergency services and seek and follow advice. ● Report the emergency immediately to the Executive Principal ● Do not do or say anything to the person to encourage irrational behaviour. ● Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants. ● Determine whether evacuation or lock-down is required. Do this in consultation with the Police where possible. ● Evacuation only should be considered if safe to do so. ● Contact parents as required.
Bomb or substance threat	● Call 999 for Police for emergency services and seek and follow advice. ● Report the threat to the Executive Principal (and/or CRT) ● Do not touch any suspicious objects found. ● If a suspicious object is found or if the threat specifically identified a given area, then evacuation may be considered: ● If appropriate under the circumstances, clear the area immediately within the vicinity of the object of students and staff. ● Ensure students and staff are not directed past the object. ● Ensure students and staff that have been evacuated are moved to a safe, designated location.

	• Contact parents as required. If a bomb/substance threat is received by telephone: • Do not hang up. • Keep the person talking for as long as possible and obtain as much information as possible. • If possible fill out the bomb threat checklist while you are on the phone to the caller. ☐ Keep caller on the line as long as possible ☐ Record exact wording of the threat ☐ Note time of call ☐ Identify caller details (voice, tone, background noise) ☐ Ask (if possible): • Location of device • Time of detonation • Description of device • Reason for threat • Have a co-worker call 999 for Police for emergency services on a separate phone without alerting the caller and notify the Executive Principal. If a bomb/substance threat is received by mail: • Place the letter in a clear bag or sleeve. • Avoid any further handling of the letter or envelope or object. • Call 999 for Police for emergency services and seek and follow advice. • Notify the Executive Principal. If a bomb/substance threat is received electronically or through the school's website: • Do not delete the message. • Screen shot • Call 999 for Police for emergency services and seek and follow advice. • Notify the Executive Principal
Internal emission or spill	• Call 997 for Civil Defence for emergency services and seek and follow advice. • Report the emergency immediately to the Executive Principal • Move staff and students away from the spill to a safe area and isolate the affected area. • Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure. • Contact parents as required.
Severe Weather event	Sudden event during operational hours • Call 997 or 999 if emergency services are needed and follow advice. • Advise the Executive Principal who will convene the CRT if necessary. • Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins. • Disconnect electrical equipment – cover and/or move this equipment away from windows. • Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.

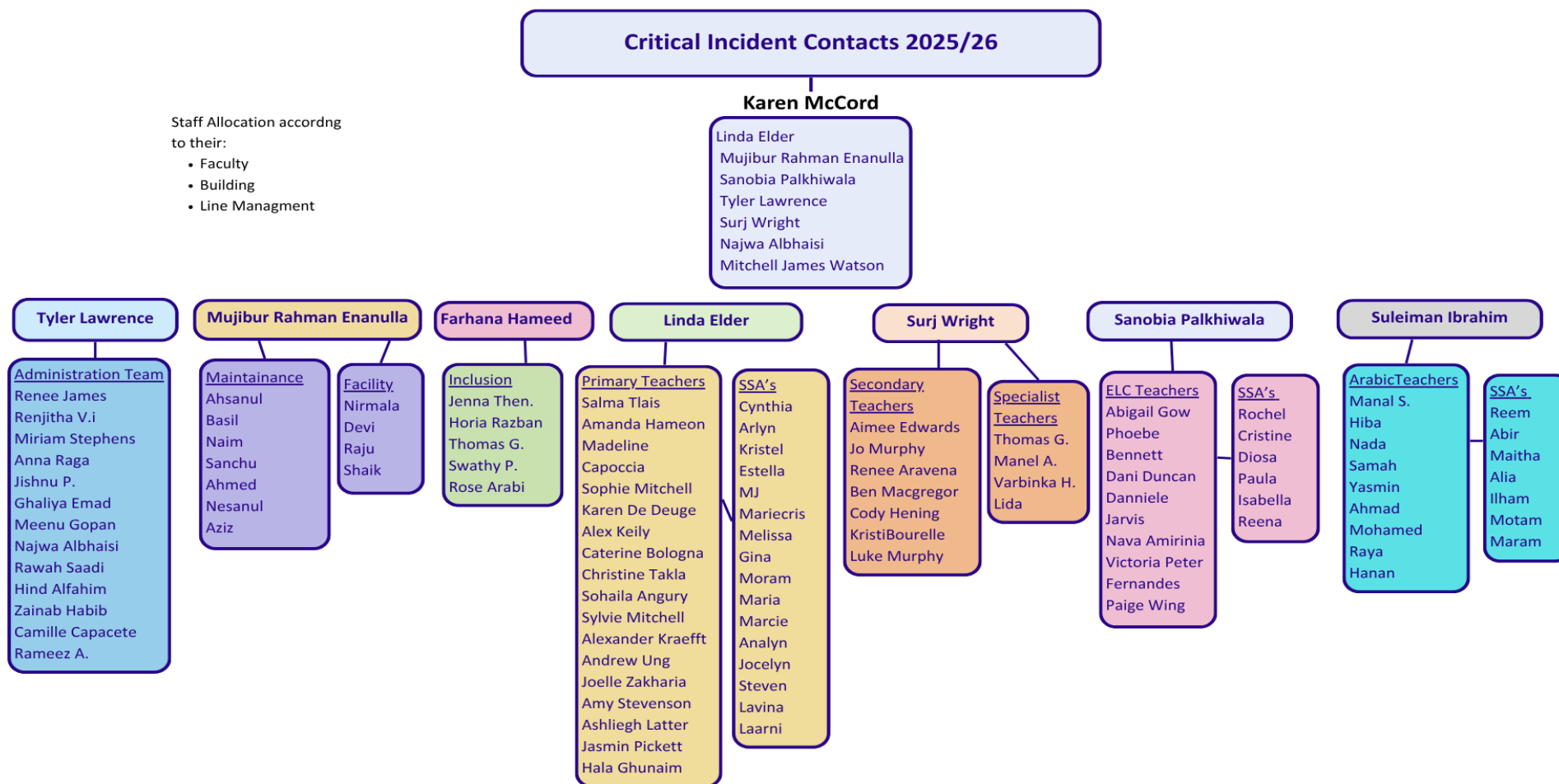
	● Instigate a lockdown if necessary. ● During the severe storm: – Remain in the building and keep away from windows. – Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm. – Report any matter concerning the safety and wellbeing of students, staff and visitors to the Executive Principal. ● Listen to local radio or TV on battery-powered sets for weather warnings and advice. Forecast imminent event (e.g. cyclone, floods) ● If weather warnings and advice indicate that the location will be impacted by a severe weather event, the Executive Principal will follow the decision-making process to determine if the school will be temporarily closed. ● If available the following information may assist in assessing possible impact on the school (within Building information summary): • Height above sea level. • Distance from the coast line. • Potential impact of tidal surge or tsunami. • Potential impact from flash flooding. ● Consider the standard of buildings and infrastructure and assess if buildings are cyclone rated. ● The CRT will be convened. ● If the school is to be temporarily closed, then all stakeholders will be advised including KHDA ● The Temporary Closure procedure needs to be implemented. ● After the event, if the school is situated in the impact zone, then professional assessment if the site is safe for the Executive Principal and CRT to enter to undertake a Suitability Assessment to re-open.
Earthquake	● Call 997 (Civil Defence) for emergency services and seek and follow advice. ● The Executive Principal will convene the CRT if necessary. ● Evacuate to assembly area/s (*Alternative Assembly Areas - if required) ● Check that students, staff, visitors and contractors are accounted for. ● Await 'all clear' advice from emergency services or further advice before resuming normal school activities. ● Contact parents as required.
Pandemic	● Refer to 'COVID-19 Readiness for emergent school closure planning considerations' document when considering specific school preparation, planning and response activities. ● Document located at: AIS Student Illness and COVID Policy
Missile Attack / Alert	ALERT official digital Alert (SMS) ● Students are to be moved from classrooms and directed to internal corridor spaces. ● Students should be seated in their class groups, positioned away from external windows. ● Student phones and communication devices are not permitted during this time. ● Block Heads must check and confirm that all classes have been alerted. ● Any outdoor activities (e.g., PE) must: - Move indoors to the Hall - Line up in class groups (seated) - Remain under cover until released (by CRT)

Additional Considerations	● Are children travelling on public transport and unable to: ● Gain access to school. ● Return home. ● Return to school during an excursion. ● Return from a school camp ● Ensure Bus/Transport Operators and Camp Co-Ordinators contact details are on file. ● Contact Bus/Transport Operators to advise and re-route students and staff. ● Record: ● Student head count by year group. ● Staff head count. ● Bus routes, times and service contacts. ● Have reciprocal arrangements with neighbouring schools for placements whilst in transit. ● Identify alternative localised sites considered suitable as 'Shelter in Place' until safe return travel arrangements/access is available. ● Consider medical/medication requirements for identified students and staff. ● Consider access to the site for any emergency situations, ie. road access, helipad, fencing restrictions etc. ● Does your school have back up power or access to back up power if required (generators etc), are staff trained in the use of this equipment? ● Considerations for dealing with the safety of students and staff participating in non-routine activities e.g. off-site professional development, school camps, school excursions, off-site sports carnivals etc. ● Contact parents as required.
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14. School communications details

Phone tree

In a disaster or emergency event, the following phone tree will be activated.



School personnel contact details (Health and Safety Team)

Role		Name	Title	Email
Safety and Wellbeing Officer	Crisis Response Team	Karen McCord	Executive Principal	principal@aisdubai.ae
		Surj Wright	Head of Learning and Development	surj.wright@aisdubai.ae
		Linda Elder	Head of Primary	linda.elder@aisdubai.ae
		Sanobia Palkhiwala	Head of ELC	sanobia.palkhiwala@aisdubai.ae
		Mitchell Watson	Chef Safety Officer	mitchell.watson@aisdubai.ae
	Clinic Team	Maryam Iqbal	Clinic Doctor	clinic@aisdubai.ae
		Dahlia Mundo	Clinic Nurse	clinic@aisdubai.ae
		Najwa Albhaisi	Compliance Lead/ Clinic Coordinator	najwa.albhaisi@aisdubai.ae
	Safety Team	Karen McCord	Executive Principal	principal@aisdubai.ae
		Mitchell Watson	Chef Safety Officer	mitchell.watson@aisdubai.ae
		Mujibur Enanulla	Compliance Officer	mujibur.enanulla@aisdubai.ae
		Ahsanul Haque	Safety Officer	ahsanul.haque@aisdubai.ae
		Basil Eliyas	Safety Officer	basil.eliyas@aisdubai.ae

15. External Emergency numbers

(Applicable for the location)

Display a copy of this list next to your administration phone/s.

Group	Contact/details	Phone number
Police	Life-threatening or time critical emergency	999
	Non-life threatening incident	999/901
	Local Police Station	999
Ambulance	Dubai Health Authority	998
Fire and Emergency Services	Dubai Civil Defence	997
State Emergency Service (SES)	Dubai Police	999
Hospital/s	Medclinic Park View Hospital Saudi German Hospital	+971 4 435 9900 +971 800 2211
Electricity	DEWA	991
Water Corporation	DEWA	922
Gas supplier	City Gas Company	055 2316876
Child Safety Services	Ministry of Interior Child Protection Hotline:	116 111
Dept of Natural Resources & Mines	Dubai Environment and Climate Change Authority	http://www.moccae.gov.ae
Bus Operations	Shanawaz Company- Abdul Jaleel Noor Habib	

16. Students/Staff requiring assistance to evacuate

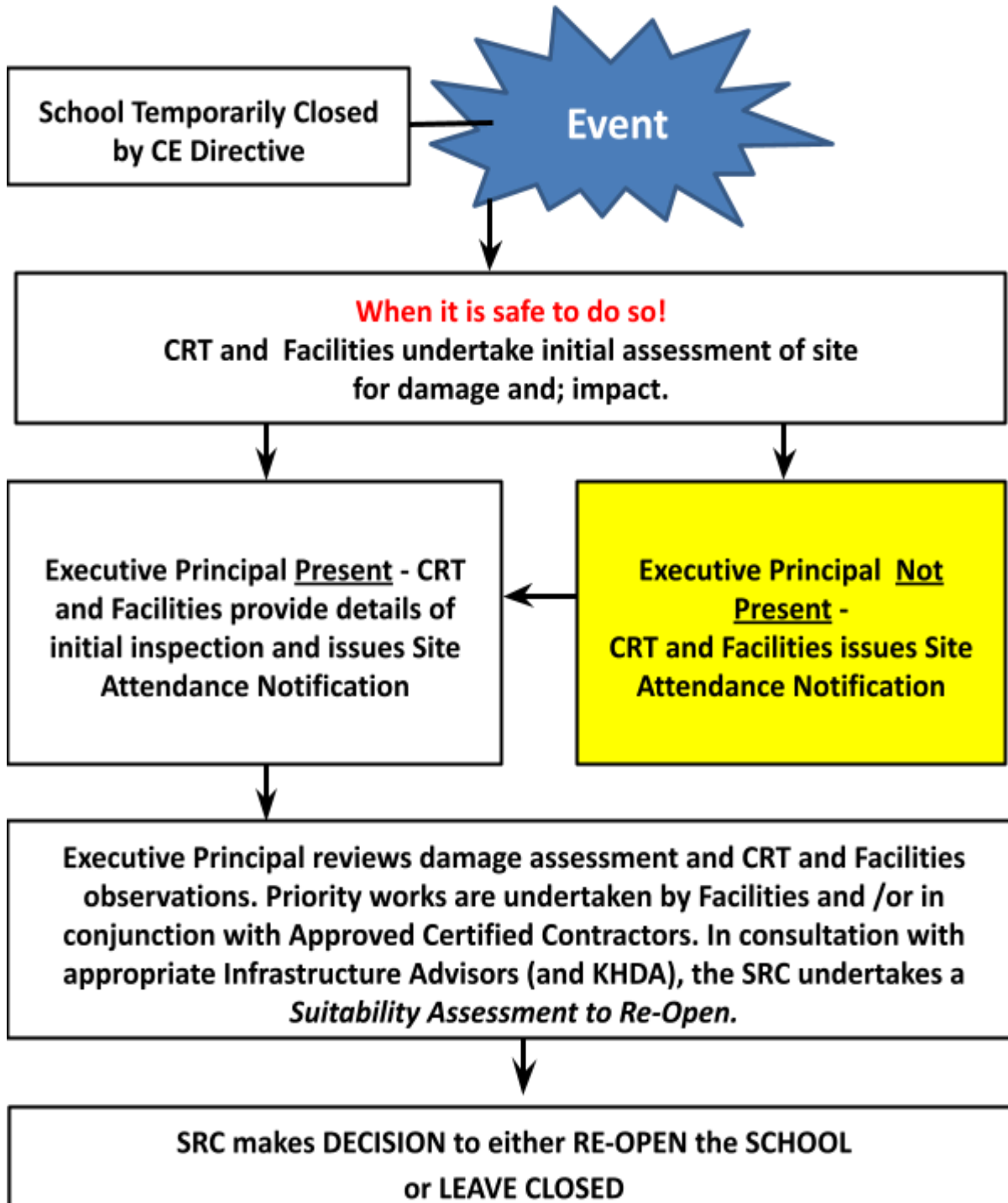
List is available at the internal school Emergency Response Plan Folder

17. First AID Specialist trained Staff

List is available at the internal school Emergency Response Plan Folder

18. Suitability assessment to re-open the school or campus.

After an event which has caused the school to temporarily be closed the following process needs to occur in the course of deciding to re-open the school. Principals need to undertake an assessment to determine the impact of the event on essential infrastructure and resources.



SUITABILITY ASSESSMENT

Item	Considerations		Observation/Mitigation
STAFFING			
Has the event impacted on staff availability to support an acceptable staff/student supervision ratio?	Yes	If there is limited capacity to supervise students safely then remain closed. Request staff wellbeing support if required.	
	No		
ACCESS			
Is there a Police or other Govt direction to close the school?	Yes	If the direction has not been revoked then the school or campus must remain closed.	
	No		
Does debris prevent safe movement around the school?	Yes	Is there a large amount of debris in school or campus grounds that prevents safe movement or supervision around the site? Can affected areas be barricaded and traffic diverted to allow safe movement around the school or campus?	
	No		
Are access roads to the school cut by debris, downed power lines or flood waters?	Yes	Liaise with the Govt agencies to determine when the roads will be safe to travel. Ensure access roads are not at risk of being cut off due to rising flood waters that will inhibit staff and students to leave the site safely. Contact Police as required .	
	No	If the site can be accessed safely then consider re-opening if there are sufficient resources to provide for the safe supervision of students.	
BUILDINGS			
Have buildings been damaged?	Yes	If all buildings are damaged then the school or campus remains temporarily closed. If not all buildings are damaged then consider the following: • Can access to damaged buildings be restricted to allow safe unimpeded access to other areas of the school or campus? • Are there sufficient teaching spaces available to deliver services (even in a limited capacity)? • Have Facilities inspected the buildings and provided	

		certification that the buildings are safe to reoccupy?	
	No		
HAZARDS			
Are there other hazards that prevent human occupation eg mud, mould?	Yes	Once hazards are cleaned/removed, site cleaned and safety inspection completed, building can be accessed.	
	No		
WATER			
Has water supply to school been disrupted?	Yes	If Yes, can bottled water be sourced quickly for staff/student use? Parents can be asked to provide water for students but some bottled water will be required for emergencies. If Yes, is water available for amenities such as toilets? Contact the Infrastructure Manager.	
	No		
TOILETS			
Have septic tanks, sewer treatment equipment or sewage pumps been affected?	Yes	Have all the grounds been affected by sewage overflow or just an area? Can this area be barricaded off to restrict access without impacting on teaching space?	
	No		
Are the toilet buildings functioning and safe to be used?	Yes	Are they structurally safe and accessible?	
	No	Are other facilities available nearby or can Porta-loos be sourced.	
COMMUNICATIONS			
Have external telecommunications been affected?	Yes	If landlines have been affected then is there mobile phone capacity? Are mobile phones readily accessible? Are satellite phones required? Does an adjoining site have phones?	
	No		
ELECTRICITY			
Has the electricity supply been affected?	Yes	Are there power lines down within the school? Contact the power supplier immediately. School must remain closed. Does the school have an external generator supply point installed? Can the supervision of students be undertaken without power to the classrooms? Is power required to operate the septic tanks?	
	No		

OTHER ISSUES**DECISION RECORD**

Record the decision to keep the school *Temporarily Closed* or to *Re-open* the school.

Signature:	Date :	Time:
Name:	Position:	

19. Fire and Evacuation Plan (FEP)

In addition to this **Emergency Response Plan (ERP)**, separate Fire and Evacuation Plans (FEPs) are required for an evacuation due to a fire or hazardous materials incident only. FEPs are a restricted document that must be made available to persons with a legitimate interest. FEPs are completed in a separate template and attached to the ERP for convenience. Further information is available in the following links,

[Fire and Evacuation Plan \(FEP\)](#)

[Individual Fire and Evacuation Plan \(IFEP\)](#).

Lock downs, bomb threat procedures or any other security processes of a sensitive nature are detailed within the ERP.

The FEP template contains information required to comply with fire safety regulations. To reflect the processes in place, it may be necessary to remove information within the FEP that does not pertain to the building. For example, the method of operation of a manual call point alarm can be deleted if this appliance is not fitted in the building.

Including your completed hard copy FEP with your ERP will ensure you have both important documents available in the one source for reference.