



مدرسة ليوا الدولية
Liwa International School
فلج هزاع Falaj Hazza

EMERGENCY RESPONSE PLAN POLICY AND PROCEDURE



ليوا للتعليم
Liwa Education

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PURPOSE

The purpose of the LISF School Emergency Response Plan (School ERP) is to identify and respond to incidents by outlining the responsibilities and duties of LISF School and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that LISF has established guidelines and procedures to respond to incidents/hazards in an effective way. The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines.

COMMON EMERGENCY, CRISIS AND DISASTER SITUATIONS INCLUDE:

- Deaths.
- Serious injuries.
- Critical and life-threatening health and illness conditions (eg. heart failure, heart attacks, apnea, food poisoning).
- Fire and explosions.
- Spill / leak / release of hazardous chemicals / gasses.
- Meteorological and natural emergency and hazardous conditions (earthquakes, landslides, floods, storms & fog).
- Disruption of supply of public utilities (electricity and water).
- The spread of infectious diseases and epidemics and the announcement of national and global emergencies.
- Collapse of buildings.
- Oral and written threats.

RESPONSIBILITIES AND ROLES

Principal In-Charge

- Allocate sufficient resources to provide minimum training within the emergency, disaster and crisis management program and response plans.
- Provision and maintenance of emergency preparedness equipment.
- Manage the event and distribute roles according to approved plans.
- Assignment of assistants to assist people of determination, critical and special cases during evacuation operations and procedures.

OSH Officer

- Conduct, review and update the risk register for expected emergencies.
- Coordinate with the concerned authorities regarding the emergency, disaster and crisis management program and response plans.
- Reporting emergencies to stakeholders.
- Work as a liaison with emergency services and response providers.
- Establish procedures to ensure that required works are carried out in case of emergencies and that all workers and students are communicated and aware of it.
- Meet civil defense personnel on arrival and provide them with specific information about risks in the building, entry sites and places of people of determination.
- Coordinate with the responsible civil defense officer upon their arrival at the site during the real emergencies and provide a brief report on the condition of the building and the evacuation of the occupants and the number of missing persons and their places, and any potential risks may cause harm to civil defense personnel during their entry and during their presence in the building.
- Ensure that evacuation plans and contact numbers are updated for concerned authorities, stakeholders and floor plans.
- Assist in training and schedule a training of all those in the building to implement the plan and conduct safe and orderly evacuation drills/exercises.
- Wear a reflective vest in emergency cases to identify their presence for assistance.
- Participate in the development, communication, implementation and update of comprehensive emergency plans.
- Ensure that floor plans and evacuation routes are posted/ displayed in all appropriate places.
- Conduct a regular monthly inspection of fire safety procedures within the designated area to ensure that all fire equipment and exit signs are in place and functioning well.
- Ensure that there is a qualified and trained replacement present during his absence.

ERT

- Qualified and familiar with existing operations, site risks and emergency procedures on their respective floors.
- Ensure that all those on the floors are evacuated if required.
- Ensure that the students, employees and new contractors are informed of the evacuation procedures in the building.
- Familiar with people of determination in the building or critical and special cases who may need assistance during emergencies and evacuation.
- Contact the security room and activate the fire alarm if the situation may pose a serious and direct danger to persons, property or operations within the building.
- Assisting in the evacuation process and directing those in the building to exit to safe assembly areas and not allowing any of them to re-enter the building.
- Familiar with the location of emergency equipment such as first aid kits, fire extinguishers and other equipment.

Staff

- Know the probability of fire or other emergencies and inform the OSH Officer immediately to take the corrective action.
- Be calm and avoid panic and confusion.
- Knowledge of fire extinguishers and how to extinguish small-scale fires only if they are trained to do so.
- Do not enter any room filled with smoke or if the door cannot be touched due to high temperature.
- Guide visitors by providing them with relevant information about emergency evacuation procedures.
- Choose the nearest route to exit the site or building and move in an orderly manner to the area designated for safe assembly.
- Know the locations of the main and alternative exits and are familiar with the various evacuation routes available and areas for safe assembly.
- Do not return to the building unless allowed to do so.

Assistants for people of determination, the elders and the pregnant

- Assistance to persons with permanent or temporary disabilities or critical situations (elders and pregnant women).
- Know the place of people of determination within the school to provide assistance to them and know the nature of dealing with them and transfer them from their location to secure sites.
- Know required equipment's (evacuation chair in case of emergency) and locations.
- Make sure that wheelchairs are not allowed on staircases.

1. DEATHS, SEVERE INJURIES, CRITICAL AND LIFE-THREATENING HEALTH AND MEDICAL CONDITIONS

- Summon OSH officer / nurse and contact emergency services (999) immediately, the injured person's family and ADEK concerned team according to the approved contact and communication procedures.
- Ensure safety first and carry out risk assessment of the incident area (ex. electricity and hazardous toxic chemicals).
- Secure and isolate the area, prevent crowds and initiate first aid according to conditions only by trained and qualified personnel.
- Make sure that the injured person is in a convenient position and not being moved to maintain his safety.
- Avoid giving any fluids to unconscious people.
- Avoid removing any objects that can be stuck in the patient's body or skin.
- Register the incident in the school's incident register including all relevant details, data and information; and any external reports (police and medical reports).

2. FIRES AND EXPLOSIONS

Response

- In the event of detection or outbreak of fire or explosion or the emergence of smoke in the school without the activation of the alarm system automatically, the alarm system shall be manually operated from the nearest point.
- Communicate with the emergency official who immediately contacts emergency services (999/997) and report on the state of emergency, nature and access details of the site, and then inform the relevant team in ADEK and other concerned authorities in accordance with the approved contact and communication procedures for these cases.
- Attempt to extinguish the fire in the event that the fire was simple by security officers only, taking into account that they do not endanger their lives.
In the event of a fire in a part of the building, the evacuation team in the school shall conduct a partial evacuation to a safe assembly area within the school until the arrival of emergency services teams and to make the appropriate decision depending on the nature of the situation.
- If the fire is not contained and spread in the entire building, the evacuation team in the school must carry out the full evacuation to the external safe assembly points according to approved procedures in emergency and evacuation plan of the school until the arrival of emergency services teams.

- The emergency officer of the school provides the emergency services teams with the necessary information as soon as they arrive at the site.
- Coordinate with the concerned parties and teams aiming to transfer students to their homes if necessary.

Evacuation when hearing the alarm sound

- The school evacuation team counts all persons in the school, including people of determination in their working areas and carries out the evacuation process quietly and quickly without panic through the nearest emergency exit into safe assembly areas.
- Close all doors after departure and ensure that the place is empty.
Switch off all main power sources manually if this is not automatically done at the time of the alarm.
- Elevators, if any, shall not be used in case of fire.
- Nobody shall enter the school unless permitted to do so by the emergency services officials.
- Await and strictly follow emergency services officials' instructions on whether to wait or to leave.
- Provide all necessary aids for people of determination and provide escorts to help them during evacuations.
- Count all those present at assembly areas and search for missing ones.
- Communicate with parents for students who use private transportation to pick their kids from safe designated areas.

Safe Use of Fire Extinguishers

- All types of fire extinguishers shall be available in the school facilities, mounted on walls or kept inside the fire cabinets.
- Emergency teams shall be aware of fire extinguishers places, types, purpose and safe way of use.
- Report the loss or damage of any fire extinguisher.
- Fire extinguishers if used once shall not be used again unless it is maintained.
- Fire extinguishers shall be used by trained and qualified persons.

In Case of Clothes' Burning

- Shout loudly and call for help.
- Apply repeated rolling to try to extinguish fire and covering face with hands to protect it from fire. Seek medical help as required.
- Stand under a water source or shower, if any till fire is suppressed and seek medical help as required.
- Register the incident in the school's incident register including all relevant details, data and information; and any external reports (police, civil defense and medical reports).

3. LEAKAGE/SPILL/EMISSION OF TOXIC CHEMICALS/HAZARDOUS GASSES

- If any spill/leakage/emission of any chemicals/ hazardous gasses occurs, work shall stop immediately and the school emergency officer shall be informed to call (997/999) and the gas company emergency services to report the emergency, its nature and the details of how to access the incident location. Then, the ADEK concerned team shall be notified according to the approved communication procedures for these cases.
- Isolate the danger zone and do what is needed to stop, control and handle the spill/leakage/emission and safe disposal of its waste.
- In case of suspected gas leak, the main gas valve shall be closed immediately and all windows shall be opened to ventilate the place and reduce the concentration of air saturated with gas. Electrical sockets, switches or mobile phones shall never be used.
- Move all persons from the danger zone to a safer place or evacuate the school if it's too serious and may endanger people's lives.
- Abide by the procedures and instructions of evacuation to safe assembly areas according to the evacuation plan and wait for the emergency services teams.
- The emergency officer in the school shall provide the emergency services teams with the required information once they reach the site.
- Nobody shall enter the school unless permitted to do so by the emergency services officials. Await and strictly follow emergency services officials' instructions on whether to wait or to leave.
- Provide all necessary aids for people of determination and provide escorts to help them during evacuations.
- Register the incident in the school's incident register including all relevant details, data and information; and any external reports (police, civil defense and medical reports).

4. EARTHQUAKES

When inside the school buildings:

- Hide under desks or tables and hold their legs until the shaking stops.
- Stay away from shelves and cabinets that contain heavy or large-sized materials and away from furniture to avoid injury.
- Stay away from windows.
- Stay inside till it is confirmed that the earthquake has stopped.

When outside the school buildings:

- Stay in a safe and open place until a decision is made in accordance with the approved procedures.
- Stay away from buildings and electricity sources.
- Stay away from bridges or undergrounds.
- Stay away from trees.

When the earthquake stops:

- Ensure that everyone is safe and provide the necessary help.
- If medical care is needed, it shall be provided by the school emergency officer/nurse who shall call (999), the injured person's family and ADEK concerned team according to the approved contact and communication procedures.
- In case the school is located near the coast or any moving water area, the occurrence of floods or storms shall be taken into account.
- Listen and follow the local radio and abide by the instructions of emergency services and local response teams.
- Close all doors after departure and after ensuring that the place is empty.
- Close gas valves to avoid leakage.
- Switch off all main power sources.
- Elevators, if any, shall not be used in case of fire.
- Nobody shall enter the school unless permitted to do so by the emergency services officials.
- Await and strictly follow emergency services officials' instructions on whether to wait or to leave.
- Provide all necessary aids for people of determination and provide escorts to help them during evacuations.
- Register the incident in the school's incident register including all relevant details, data and information.

5. LANDSLIDE

During the slide, the following should be:

- Evacuation must be made immediately.
- Keep calm and listen to the radio to follow up on the emergency.
- Close sources of gas, electricity and water that may cause additional damage.
- For help call (999) and wait for the rescue.

After ground slide occurs:

- Stay away from the area, buildings and damaged electrical lines.
- Inform the concerned authority of structural defects in private or public buildings.
- Direct rescuers to the locations of injured and trapped persons near the affected areas.

6. LIGHTNING, FLOODS, STORMS, HURRICANES AND FOG

- Keep calm and listen to the radio to follow up on the emergency and abide by the instructions of the emergency services and local response teams.
- Check the source of the emergency condition (lightning, floods, storms, hurricanes and fog) and ensure that everyone in the school is away from the danger areas and sources.
- Conduct precautionary evacuation of all people in the school to their homes if possible.
- In case of lightning try to reach and stay in a building or a vehicle and in case of presence in an open area stay safe on lower grounds.

During lightning avoid the following:

- Use of phone, electrical equipments and tools
- Staying under high trees o Staying outside or in high grounds
- Touching metal structures o Approaching metal fences, pipes and railways.
- In case of floods and impossibility to get out from the school, everyone shall head to safe rooms in higher floors till the situation is stable again.
- Move registers and important equipment to high places if possible without being exposed to any danger.
- Close water supply sources in case of floods.
- Register the incident in the school's incident register including all relevant details, data and information; and any external reports (police, civil defense and medical reports).

7. ELEVATORS MALFUNCTION

- If an elevator breaks down with someone inside, he/she must remain calm and contact the security officer through the emergency call button who will, in collaboration with the maintenance officer, work on getting them out as soon as possible and take actions followed in such cases as set forth in the elevator operation manual.
- In case of noticing any malfunction in the elevator, the security and maintenance officers shall be informed to put that elevator out of service until it is examined and repaired.
- Register the incident in the school's incident register including all relevant details, data and information; and any external reports (police, civil defense, elevators maintenance and medical reports).

8. BUILDING COLLAPSE PRE-EVACUATION AND COMMUNICATION PROCEDURES

- Communicate with the emergency officer who immediately contacts the emergency services (999/997) and reports on the state of emergency, nature and access details of the site, and then inform the relevant team in ADEK and the concerned parties according to the communication procedures approved in these cases.
- Coordinate with the concerned parties regarding the transfer of those in the building in case the building collapses completely.
- Confirm with civil defense on the building readiness for operation for the next day.

Evacuation procedures

- In the event of a complete collapse of the building, the evacuation must be carried out in cooperation with the civil defense and the evacuation team at the school to the safe assembly area approved outside the building.
- In the case of a partial collapse of the building, the partial evacuation must be carried out in cooperation with the lowercase and the evacuation team at the school to the safe assembly area approved inside the building.
- Evacuation team in the school shall count all those present, including people of determination in their areas of responsibilities and carry out the evacuation process quietly and quickly and without panic through the nearest emergency exit to the safe assembly areas.
- Count all those present at assembly areas and search for missing ones.
- Communicate with parents for students who use private transportation to pick their kids from safe designated areas.
- Register the incident in the school's incident register including all relevant details, data and information; and any external reports (police, civil defense, concerned competent authority and medical reports).

9. VERBAL AND WRITTEN THREATS

- In case of receiving any verbal or written threat, it must be taken seriously and then informed to the head of the school and the emergency officer who will report such threat to the Police (999).
- Police and other competent and concerned authorities shall then take the necessary procedures to deal with such cases.

- In case of phone threats, people shall remain calm, record the time of the call, write down the threat and try to get as much information as possible by asking about the nature of the threat (e.g. Bomb, Kidnapping, etc.) where it is? How does it look? Why? The objective or purpose of the threat?
- Provide police or any other competent or concerned authorities with all information recorded as soon as they arrive at the school and take instructions to evacuate the building or stay.
- Notify the concerned team in ADEK in accordance with the procedures approved for such cases.

10. RELATED DOCUMENTS

- Abu Dhabi Occupational Safety and Health System Framework (OSHAD SF).
<https://www.oshad.ae/en/pages/home.aspx>
- UAE Occupational Health and Safety Management System (OHSMS) National Standard.
<https://www.ncema.gov.ae/en/media-center/publications.aspx>

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مدرسة ليوا الدولية
Liwa International School
فلج هزاع Falaj Hazza



@lisfuae

+971 3 7810 444 | liwaschool.ae

