



EMERGENCY ACTION PLAN 2024-2025



1.0 Purpose:

The purpose of the Emergency Action Plan (EAP) for Summit International School is to provide a comprehensive framework for responding to emergencies that may affect the school community. This plan is designed to safeguard the health and safety of students, staff, and visitors by ensuring that all individuals are prepared to respond effectively to various emergency situations, such as fires, natural disasters, medical emergencies, and security threats.

2.0 Scope:

This plan applies to all operations, activities, and personnel within Summit International School, including students, staff, contractors, and visitors. It covers all potential emergency scenarios that could disrupt normal school operations or pose a threat to the safety of individuals on school premises.

3.0 Definitions:

- **Emergency Response Team (ERT):** A group of trained personnel responsible for managing the school's response to emergencies.

4.0 Responsibilities:

- **Principal:**
 - Approve and allocate resources for emergency management activities.
 - Ensure all staff are trained and aware of emergency procedures.
 - Coordinate with local authorities and emergency services during incidents.
- **OSH Officer:**
 - Develop and update the Emergency Action Plan.
 - Conduct regular risk assessments and update emergency procedures as necessary.
 - Organize emergency drills and training sessions for staff and students.
 - Liaise with external agencies such as Civil Defense and Health Services.
- **Emergency Response Team (ERT):**
 - Lead emergency response activities and ensure the safety of all individuals.
 - Assist with evacuation, lockdown, and shelter-in-place procedures.
 - Coordinate with security personnel and provide support during incidents.



- **Teachers and Staff:**

- Participate in emergency drills and follow the Emergency Action Plan.
- Assist students and visitors during evacuations and other emergency procedures.
- Report any hazards or potential risks to the OSH Officer.

- **Students:**

- Follow instructions from staff during drills and actual emergencies.
- Report any suspicious activities or safety concerns to teachers or staff.

6.0 Emergency Procedures:

6.1 Fire and Explosion Response:

- Activate the fire alarm and evacuate the building following designated routes.
- Use fire extinguishers only if trained and if it is safe to do so.
- Assemble at the designated safe area and report to the Evacuation Coordinator.

6.2 Medical Emergency Response:

- Notify the school nurse and OSH Officer immediately.
- Provide first aid if trained and safe to do so.
- Call emergency medical services for severe cases and ensure safe access for responders.

6.3 Hazardous Material Spill Response:

- Evacuate the immediate area and inform the OSH Officer.
- Use appropriate PPE to handle minor spills, if trained.
- For major spills, activate the ERT and contact emergency services.

6.4 Lockdown Procedure:

- Lock all doors and windows and turn off lights.
- Keep students away from windows and doors.
- Maintain silence and await further instructions from the Emergency Response Team.

6.5 Evacuation Procedure:

- Follow designated evacuation routes as displayed on evacuation maps.



- Ensure that students and visitors are guided to assembly points.
- Conduct a headcount and report any missing people to the emergency response team member.

6.6 Earthquake Response:

- Indoors: Take cover under desks or sturdy furniture, away from windows.
- Outdoors: Move to an open area away from buildings and power lines.
- After the shaking stops, we evacuate the building and gather at the assembly area.

6.7 Handling Verbal or Written Threats:

- Report the threat immediately to the Principal and OSH Officer.
- Document the details of the threat and share information with authorities.
- Follow lockdown or evacuation procedures as directed.

6.8 Sandstorm:

- Stay calm and await instructions from the administrative team or the OSH Officer.
- Stay indoors.
- Close off unneeded rooms and windows.
- Stuff towels or rags in cracks under the doors.

6.9 Suspicious Persons:

- If you see a suspicious person in the school, immediately advise security and any of the Emergency response team members.
- Provide a complete description of the person, what he or she was doing and his or her last known location and direction of travel.

7.0 Training and Drills:

- Conduct at least four emergency drills each academic year, covering various scenarios.
- Document and review each drill, identifying areas for improvement.
- Provide specialized training for members of the ERT and other key staff.

8.0 Emergency Equipment:

- Ensure that all fire extinguishers, first aid kits, and emergency lighting are available and maintained in working condition.
- Conduct regular inspections of emergency equipment and update records accordingly.



9.0 Incident Reporting and Documentation:

- All incidents, including drills and real emergencies, must be documented in the Incident Reporting System.
- Prepare a detailed report for each incident, outlining the response actions and outcomes.
- Conduct a debriefing session after each incident to discuss lessons learned and updates to procedures.

10.0 Communication Plan:

- Establish clear communication channels for internal and external communication during emergencies.
- Use public address systems, text messages, and emails to disseminate information quickly.
- Maintain an up-to-date list of emergency contact numbers for all staff and students.

11.0 Continuous Improvement:

- Review and update the Emergency Action Plan annually or after any major incident.
- Incorporate feedback from drills and actual emergencies to improve procedures.
- Engage with external safety experts and authorities for regular evaluations.

12.0 Compliance and Enforcement:

- All staff, students, and visitors must comply with this Emergency Action Plan.
- Non-compliance will be addressed according to the school's disciplinary policies.

13.0 Review and Approval:

This Emergency Response Plan will be reviewed annually or as needed and approved by the principal.

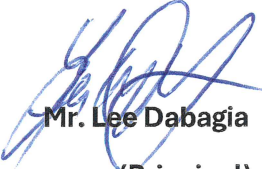


IMPORTANT EMERGENCY NUMBERS

1.	Police	999
2.	Fire station	998
3.	Ambulance	997
4.	DOH	8001717
5.	School clinic	02-6222504/ ext-115
6.	ADEK	02-6150000
7.	Sardar Hassam Khan (Health & Safety)	0528013198/ ext-116

Effective Date: February 4, 2025

Next Review on: February 4, 2026


Mr. Lee Dabagia
(Principal)




Sardar Hassam Khan
(HSO)