مدرسة بيس سبرينق فيلد انترناشونال ذ.م.م

PACE SPRINGFIELD INTERNATIONAL SCHOOL L.L.C

COMPREHENSIVE EMERGENCY ACTION & COMMUNICATION POLICY

2026-2027

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pacespringfieldinternationalschool

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1.1 PURPOSE

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 communication with parents and stakeholders.

1.2 PROCEDURE

The lockdown alarm will be announced verbally over the intercom:

"Code Red, Code Red, this is a Code Red!"

The alert-over message announced verbally over the intercom is:

"Code Red alert complete – please return to your classes."

2.1 ROLES AND RESPONSIBILITIES

2.2 Senior Leadership Team (SLT) / Department Heads

• Guide students in corridors to the nearest classroom

• Ensure corridor fire doors and access doors are closed

• Check and secure offices; lower blinds

2.3 Classroom Teachers

• Direct any students in corridors into the classroom

• Check attendance and report missing/extra students via WhatsApp to reception

• Lock the door or block it with furniture

• Turn off lights and monitors; lower blinds

• Keep students quiet and hidden under tables or away from windows

• Do not leave the room until the all-clear message is given

2.4 Other Staff and Students

• PE classes move to the nearest secure room

• Anyone outdoors moves to the nearest indoor safe shelter

• Anyone in corridors or reception moves to the nearest secure room

• Masjid occupants move to the auditorium

• Support staff secure the nearest room and turn off lights

• Do not respond to sweepers during drills

• Evacuate only when instructed by SLT or law enforcement

• SLT communicates via mobile phones and WhatsApp

• Principal or designated leader announces the all-clear

2.5 SAFE ZONES

• Homeroom Classes: Move to the designated safe zone opposite the classroom

• FS & Specialist Classes: Remain in classroom safe zone

• Auditorium: Move to the nearest designated safe zone

All staff must know safe zone locations.

3.1 OPEN AREAS AND FLOOR PLANS

Staff must know the nearest classrooms, exits, and site layout.

4.1 WASHROOMS

Students remain inside locked cubicles with feet raised.

A designated cleaner secures the washroom area.

5.1 NATIONAL SECURITY ALERT

Follow lockdown procedures.

Cover windows where possible.

Await all-clear from the Principal.

6.1 STAFF AND STUDENTS OFF SITE

Do not return to campus.

Seek immediate safe shelter and await SLT instructions.

7.1 PARENT NOTIFICATION AND EMERGENCY COMMUNICATION

PACE Springfield International School ensures timely, accurate, and controlled communication with parents during emergencies.

Communication Principles

• Approved by Principal or delegated SLT

• Single source of truth

• Clear, calm, factual

• Prioritises safety and confidentiality

• Time-stamped updates

Communication Channels

• School App – Primary alerts

• SeeSaw – Class reassurance (SLT-directed)

• SMS – Urgent alerts

• Email – Detailed follow-up

• Website – Public updates if required

Communication Procedure

Stage 1 – Initial Alert (within 10 minutes)

"Dear Parents, we are currently managing a situation on campus. All students are safe and supervised. Please do not come to school at this time. Further updates will follow shortly."

Stage 2 – Ongoing Updates (every 20–30 minutes)

"Update: The situation remains under control. Students are safe and supervised. We will provide further updates shortly."

Stage 3 – Verified Information Update

"The situation has been safely managed. All students remain safe. Thank you for your cooperation."

Stage 4 – Closure Message

"The situation has been fully resolved. School operations will continue as normal. Thank you for your cooperation."

Use of SeeSaw

• Only after the initial school-wide message

• Reassurance only

Example:

"All students in Year 3 are safe, calm, and supervised."

Parent Guidance

Parents will be advised to:

• Not come to school

• Avoid calling unless urgent

• Follow official updates only

• Avoid sharing unverified information

8.1 EMERGENCY TASK FORCE

Name	Role
Mr. Andrew Ellis Hubble	School Principal
Mr. Saifuddeen Kumbol Moideen	Operations Manager
Mr. Mohammed Arif	Safety Officer
Ms. Balkeys Mohammed	Medical Response
Mr. Arif Zaman	Transport Coordinator
Mr. Sirajudheen Cheralil	Cybersecurity Emergency Officer
Mr. Ummarul Farook	Communications Officer

8.2 EMERGENCY RESPONSE TEAM (ERT)

Name	Role
Mr. AbdelAziz	Incident Commander
Mr. Mohammed Arif	Safety Lead
Ms. Sinisha Sajith	First Aid / Medical
Ms. Heba El Gamal	Counsellor / Psych Support
Mr. Thafseer	Building & Facilities Lead
Ms. Preethi Gangamma	Right Corridor Warden
Ms. Salwa Muneer	Left Corridor Warden

9.1 FIRE EVACUATION PROCEDURE

- Stop all activities
- Escort students through designated evacuation routes
- Proceed to assembly point and conduct roll call
- Report missing students to SLT / Safety Officer
- Re-entry only after clearance from Civil Defence or Principal

9.2 SHELTER IN PLACE PROCEDURE

- Move students to internal rooms away from windows
- Close windows, doors, and ventilation
- Ensure water and first aid supplies are available
- Maintain communication with SLT
- Await all-clear

9.3 EXTREME WEATHER PROTOCOL

- SLT monitors Dubai Government alerts
- Parents may be notified for early pickup
- Students may be moved to upper floors
- Students will not be released if roads are unsafe
- All decisions follow Dubai Police, RTA, KHDA guidance

9.4 SUPPORT FOR STUDENTS OF DETERMINATION

- Individual Emergency Plans (IEPs)
- Designated support staff
- Accessible mobility aids and medical equipment
- Staff training

9.5 COMMUNICATION PROTOCOLS

Internal

• Intercom, WhatsApp, radios, corridor announcements

• Staff follow instructions immediately

External

• Only Principal or spokesperson communicates externally

• No staff may post or share information

9.6 COORDINATION WITH DUBAI AUTHORITIES

• Dubai Police – 999

• Civil Defence – 997

• Ambulance – 998

• DEWA – 991/992

• RTA – Transport emergencies

• KHDA – Major incident reporting

9.7 INCIDENT REPORTING TO KHDA

Report immediately:

• Injuries

• Major evacuations

• Lockdowns

• Safety breaches

• Structural hazards

• Transport incidents

A written report must be submitted within 24 hours.

9.8 EMERGENCY DRILL REQUIREMENTS

- Fire Drill – 3 per year
- Lockdown Drill – 1–2 per year
- Shelter in Place Drill – 1 per year
- Bus Evacuation Drill – 1 per year
- Staff Preparedness Training – annually

9.9 CONTINUITY OF LEARNING

- Temporary shift to remote learning if required
- Online lessons and assignments provided
- Regular parent updates

9.10 VISITOR MANAGEMENT

- Visitors must follow emergency procedures
- Reception secures visitor logs
- No entry/exit during drills or emergencies

9.11 BUS AND TRANSPORT EMERGENCY PROCEDURES

- Drivers and attendants follow emergency protocols
- Students remain inside bus unless instructed
- Transport Coordinator communicates with RTA and SLT
- Annual bus evacuation drills

10.1 CONCLUSION

This policy ensures a coordinated, safe, and effective response to emergencies. Regular drills, clear communication, and adherence to procedures help protect the entire school community.



Signature of Principal:

Last Amended: August 2026

Policy Review Date: September 2027

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