

EMERGENCY RESPONSE PLAN
Blyth Academy
2025- 2026



Head of School:
Secondary Lead:
Elementary Coordinator:

Rhonda Murphy
Bruce Henderson
Caleb Fortune

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Emergency Response Plan

Purpose

Emergency procedures are required when unexpected events disrupt normal school operations.

This plan outlines a proactive and structured response to critical incidents. It is reviewed annually, and all staff are expected to understand their roles.

Included Procedures

- Fire Drill
- Shelter-in-Place
- Lockdown
- School Evacuation
- Bomb Threat
- Field Trip Emergencies
- Room Clear
- Contagious Health Emergencies

Staff Expectations

- Review procedures at the start of each year/semester
- Review evacuation routes for all teaching spaces
- Post evacuation maps clearly
- Maintain accessible class lists and emergency folders
- Ensure window coverings are accessible
- Include new staff and visitors in all reviews

Disaster Response Team

Rhonda Murphy	Head of School
Bruce Henderson	High School Lead
Wissem Dib	Head of Admissions /Administration / MOE Liaison
Vijesh Kalappurayil	IT Manager
Shiju Thomas	Facilities Manager
Varun Haridas	Facilities Assistant
Dean Pasternak	Supervisor

First Aid Team

Stephy Paul	Nurse
Caleb Fortune	Student Life Lead
Wissem Dib	Head of Administration
Rhonda Murphy	Head of School
Oussama Moumene	PE Teacher

First Aid Locations

- PE Room (Elementary & Secondary)
- Canteen
- Reception

- Biology lab A101
- Chem lab
- Physics lab B202
- Nurse's Room

Emergency Response Plan Responsibilities

NAME & POSITION	OHS TITLE	RESPONSIBILITY
Shiju Thomas	Traffic Controller	<ul style="list-style-type: none"> • Directs EMS vehicles and other traffic. • Prevents unauthorized persons from entering school. • Deploys assistants to key locations as required.
Stephy Paul Nurse	First Aid Coordinator (if <u>necessary</u>)	<ul style="list-style-type: none"> • Obtain first aid supplies. • Provide emergency care as needed. • Report to Principal regarding status of injured persons.
Oussama Moumene PE Teacher	First Aid Assistant	<ul style="list-style-type: none"> • Assist with administration of necessary care.
Education Assistants	Education Assistant	<ul style="list-style-type: none"> • Assist teachers with evacuation of classes.

NAME & POSITION	OHS TITLE	RESPONSIBILITY
Rhonda Murphy Head of School	Evacuation Coordinator	<ul style="list-style-type: none"> ● Establishes plan (assigns tasks, determines emergency code). ● Establishes a fan out system for calling parents. ● Arranges for the alternate Elementary and Secondary safe site (emergency alternate site). ● Practices plan with staff and students. ● Activates plan (uses code alert, directs Communicator, directs Evacuation Marshall). ● Oversees proceedings.
Caleb Fortune Dean Pasternak	Evacuation Marshalls Elementary Secondary	<ul style="list-style-type: none"> ● Initiates/coordinates movement of staff and students to alternate site. ● Collects class/staff lists to confirm that all staff and students are accounted for. ● Maintains list of evacuated/missing individuals and reports to Head. ● Reports to Head when evacuation procedures are complete. ● Evacuation Coordinator in event of Heads absence.
Bruce Henderson	Available Personnel Coordinator	<ul style="list-style-type: none"> ● Assigns available personnel to necessary areas ● Evacuation Marshall in event of Principal absence
Vijesh Kalappurayil	IT/ Communications	<ul style="list-style-type: none"> ● Alerts emergency services (999). ● Alerts receiving site Primary Site: Spectrum School and confirms readiness with Evacuation Marshall. ● Alerts parents by initiating the phone fan-out by distributing classroom demographic lists to teachers and ● Notifies Head/designate when all parties have been contacted.
Wissem Dib	Communicator Assistant	<ul style="list-style-type: none"> ● Alerts MOE ● Assists Communicator Vijesh with communications. ● Acts as communicator in event Vijesh is absent.
Shiju Thomas Varun Haridas	Facilities	<ul style="list-style-type: none"> ● Powers down plant as necessary. ● Locks/unlocks doors as needed. ● Reports to Principal/person in charge regarding status of plant. ● Assists Emergency Medical Services (EMS) as required. ● Provide support for superintendent/director/designate and/or emergency personnel on site.

Fire Drill

Ministry Requirements

A minimum of six (6) fire drills must be conducted annually:

- Three (3) drills prior to Winter Break (Fall Term)
- Three (3) drills prior to June 30 (Spring Term)

Each drill must record:

- Date and time
- Total evacuation time

All records must be documented on the Safety Drill Record Form.

Annual Drill Planning

- September – Introductory drill (routes, muster points)
- October – Practice drill
- November – Unstructured drill (recess/lunch/assembly)
- March – Practice drill
- April – Standard or unstructured drill
- May – High-temperature drill (heat safety)

Preparation Responsibilities

- All occupants must participate – no exceptions
- Teachers review evacuation routes (including alternate spaces)
- Follow posted evacuation maps
- Bring Emergency Response Folder to all drills
- Facilities will notify Civil Defense and activate alarm
- Facilities will complete Safety Drill Record Form

Fire Drill Procedures (Instructional Time)

When alarm sounds:

1. Stop instruction immediately
2. Take Emergency Response Folder, class list, and pen
3. Line students up calmly
4. Check hallway safety
5. Exit using designated route
6. Turn off lights, close windows if safe, close door

Outside:

- Move to designated muster point (minimum 100m away)
- Take attendance immediately
- Use colour cards if visible to administration
- Send runner to reporting point (front of building)
- Keep students together and supervised

All-Clear Procedure

Return only when the exterior bell signals “all clear”.
Supervise students during re-entry.

Non-Instructional Time Procedure

- Bell rings three (3) times
- Students go to class muster areas (far field)
- Staff exit using nearest safe route
- Teachers take attendance and report
- Administration coordinates with Civil Defense

If unsafe: evacuate to off-site location (e.g., Spectrum School)

If safe: bell signals return

Post-Drill Procedures

- Complete Safety Drill Record Form
- Review drill effectiveness
- Report hazards or concerns to administration

Key Reminders

- Take Emergency Response Folder
- Account for all students
- Maintain 100m distance
- Do not re-enter without approval

Staff Accountability

All staff are responsible for ensuring safe and orderly evacuation and must follow all procedures.

Shelter in Place

Purpose

The purpose of our emergency procedures is to ensure the safety, security, and well-being of all students and staff at all times. In the event of an external risk, the school may implement a Shelter-in-Place protocol, which requires all individuals to remain safely inside the building under close supervision.

Guiding Principles

Our response is guided by the following key principles:

- Student safety, calmness, and reassurance are always prioritized
- Students always remain under direct staff supervision
- Movement within the school is controlled and minimized
- All decisions are directed by the Leadership Team in coordination with security personnel
- Actions are based strictly on verified, official information

If an Alert Occurs During the School Day

An announcement will be made via the intercom to Shelter in Place

- Remain calm and follow staff instructions immediately
- Students will stop activities and line up quietly
- Staff will guide students to **designated safe areas on the ground floor**
- All individuals will remain **indoors and away from windows**
- Staff will check attendance to ensure all students are accounted for
- Students in hallways or washrooms will proceed to join their class group
- Hallways will be cleared and all students gathered under supervision
- Students will remain in designated areas under close supervision
- Communication with administration will be maintained throughout
- Students and staff will stay in place until an official **“All Clear”** is announced
- Normal activities will resume only once it is confirmed safe to do so

If an Alert Occurs at the Start of the Day

- Students arriving at school will be brought immediately inside to safe, supervised areas
- Entry procedures will be adjusted to ensure a calm and orderly transition indoors
- Parents will be communicated with through official school channels
- Students will remain inside under staff supervision until further notice

If an Alert Occurs During Break Time

- Students will be calmly directed to their class groups to shelter in place on the ground floor
- Outdoor activities, including recess and PE, will be suspended
- Staff will supervise students in safe indoor locations
- Attendance will be confirmed, and students will remain in place until an “All Clear” is issued

If an Alert Occurs at Dismissal

- Students will not be released until it is safe to do so
- Elementary students will remain supervised in designated indoor areas

- Secondary students will remain in supervised spaces such as the Bear's Den
- Adjusted dismissal procedures will be communicated to parents as needed
- Students will only be released once safety has been confirmed

If an Alert Occurs While on a School Bus

- Bus drivers will follow established safety protocols and remain in a secure location if necessary
- Students will remain on the bus under supervision
- The school will maintain communication with transportation providers and families
- Students will only continue travelling or be released once it is confirmed safe

Roles & Responsibilities

Head of School / Administration

- **Liaise with MOEHE and emergency/civil services 999**
- Make decisions regarding school closure, evacuation, or shelter-in-place
- Communicate with staff and parents

Teachers

- Supervise and account for all students
- Follow emergency procedures immediately
- Maintain calm and provide reassurance

Operations / Facilities

- Secure the building (gates, doors, utilities)
- Support emergency responders
- Monitor site safety

All Staff

- Follow instructions promptly
- Do not act independently outside protocol
- Support student well-being

Emergency Communication Protocol

- Communication will be issued via:
- WhatsApp (internal staff groups)
- Email
- School communication platforms
- Only designated personnel communicate with parents and external parties
- Staff must not share unverified information or post on social media

Field Trip Emergencies

Supervised Single-Group Trips

- Students remain together as one group
- Staff and volunteers supervise collectively
- Teacher coordinator is easily accessible

Multi-Group (Dispersed) Trips

- Large group divided into smaller groups
- Each group has a leader (staff/volunteer)
- Groups may move independently
- Communication plan is required before departure
- All leaders must exchange phone numbers

Supervision Expectations

- Maintain constant supervision of students
- Immediately report missing or additional students to the teacher coordinator

Pre-Trip Preparation

- Prepare a complete participant list (students, staff, volunteers, transport)
- Leave one copy at school and take one on trip
- Bring First Aid Kit and charged mobile phone

Emergency Procedures

1. Move students away from danger
2. Keep students together
3. Call emergency services (999)
4. Provide first aid if trained
5. Contact Head of School immediately
6. Await further instructions

Communication Protocol

- Teacher coordinator leads communication
- Volunteers report to coordinator
- No external communication unless directed

Post-Incident Procedures

- Complete Safety Drill / Incident Record Form
- Review observations and effectiveness
- Implement improvements

Key Expectations

- Ensure student safety at all times
- Maintain clear communication
- Follow procedures calmly and promptly

Room Clear

A room clear is used to move all occupants away from a very specific threat or hazard. It is used when the threat is known and can be contained in a room (e.g. fight,) and the teacher can deal with it. Occupants should be directed to an area that is far enough away from the threat to ensure safety.

Procedures:

Teachers:

1. Assess the situation and notify the office immediately for support, including desired response.
2. Remain calm.
3. Send uninvolved students directly to alternate room/location. The head/leads will assist in having another staff member supervise the relocated class.
4. Respecting personal safety, remain with the problem situation and work to defuse the crisis.
5. Take the Classroom Emergency Response Folder if you leave the room.
6. If any individuals sustain injuries, contact the office for a trained First Aider.

School Administrators:

1. Assess the situation and determine need.
2. Go to the problem area to provide assistance as needed.
3. Contact parents/authorities, if required.
4. Ensure alternate room/location is provided with supervision for uninvolved students.
5. Determine when uninvolved students may return to room.
6. Inform Head of School
7. Administration shall complete the Safety Drill Record Form once finished and review notable events and monitor the effectiveness of the plan through drills and emergencies.

Caretakers:

1. Clean up the room, as required.

Directed Response

A directed response is used to move all occupants away from a threat (e.g., flooding, utility disruption, chemical spill) to a specific location inside the building when it is safer to remain in the building than to leave. A directed response is used when the location of the threat is known and can be confined to a specific area. Occupants should be directed to an area that is far enough away from the threat to ensure safety.

Procedure:

In the event of a threat which requires a directed response, the following steps will be taken:

1. The Head/designate will notify the staff that we will be moving a class or classes to the Bears Den or the Library. Any class inside the designated area(s) will reassemble within their homeroom class immediately.
2. Classes are to go immediately, in a calm and orderly fashion, to the area inside the building designated by the Head or designate.
3. Teachers are to take the class list, paper and pen, and the Classroom Emergency Response Folder with them.
4. Classes may be cancelled for the duration of the response.
5. Teachers are to account for all students and remain in designated area until further direction is provided. This also applies to dismissal from school.
6. Implement the special provisions plan for individuals with compromised mobility (should be previously planned).
7. Notify school administrators if any concerns arise.
8. Administration shall complete the Safety Drill Record Form once finished and review notable events and monitor the effectiveness of the plan through drills and emergencies.

Evacuation

Purpose

An evacuation is used to safely move all occupants out of the building using routes that avoid potential threats.

Evacuation Sites

Primary Site: Spectrum School

Area Sweep Responsibilities

Secondary Upstairs	Bruce Henderson (High School Lead)
Secondary Downstairs	Vijesh Kalappurayil (IT Manager)
Elementary Upstairs	Caleb Fortune (Elementary Coordinator)
Elementary Downstairs	Varun Haridas (Facilities Assistant)
Admin Building	Wissem Dib (Admin / MOE Liaison)
Chemistry Classroom	Nausheen Ahmed (Teacher)
Prayer Rooms	Mona Tamman (Arabic Lead)

Evacuation Procedures

1. Notify the Head of School or designate immediately.
2. Alarm will sound if evacuation is required.
3. Call emergency services (999) if needed.
4. Notify evacuation site (Spectrum School).
5. Take Emergency Response Folder and attendance lists.
6. Ensure all occupants leave the room.
7. Close windows and doors.
8. Check exit route; use alternate if unsafe.
9. Exit calmly and immediately.
10. Proceed to the assembly or evacuation site as directed.
11. Supervise students at all times.
12. Take attendance and identify missing individuals.
13. Send attendance runner to administration.
14. Do not allow use of cell phones unless directed.
15. Await further instructions.
16. Refer media inquiries to the Head of School.

Mobility Support Procedures

Staff must assist individuals with mobility challenges.

Ground Floor:

- Evacuate using the nearest exit with assistance.

Upper Floors (No Immediate Danger):

- Move to protected stairwell landing.
- Await emergency responders.
- Report location to administration.

Upper Floors (Immediate Danger):

- Evacuate carefully with assistance.

Key Considerations:

- Assign support team in advance.
- Determine lifting needs and medical considerations.
- Do not move electric wheelchairs on stairs.
- Prioritize safety of individual and assisting staff.

Post-Evacuation

Administration will:

- Account for all individuals
- Communicate with MOE and parents
- Complete Safety Drill Record Form
- Review effectiveness of response

Reception Of Evacuees

Preparation:

The following is a list of individuals responsible during the reception of evacuees

Name	Title	Responsibilities
Rhonda Murphy	Person in Charge	<ul style="list-style-type: none"> ● Activates Reception Plan. ● Notifies Ministry ● Determines room assignments to receive evacuees.
Bruce Henderson	Receiving HS Lead	<ul style="list-style-type: none"> ● Announces room location and numbers for evacuees to be received. ● Appoints/locates staff to assist as needed. ● Informs evacuees of where they will enter the building. ● Advises Person in Charge and evacuated site's Marshall of when/number of evacuees received.
Vijesh/Joanne/Enas	Communicator	<ul style="list-style-type: none"> ● Prepare a log of events and record of assignments, number of evacuees. ● Communicates to school staff and outside agencies. ● When all parties have been notified, brings checklist to Person in Charge.
Shiju Thomas Varun Hardes	Traffic Controller	<ul style="list-style-type: none"> ● Directs EMS vehicles and other traffic. ● Prevents unauthorized persons from entering school. ● Deploys assistants to key locations as required. ● Contacts resource coordinator teacher for additional human resources if required.
Stephy Paul	First Aid	<ul style="list-style-type: none"> ● Assesses First Aid needs. ● Deploys First Aid Certified Employees to areas of need.
Vijesh/Joanne/Enas	IT Manager/Reception	<ul style="list-style-type: none"> ● Facilitates communication with parents if appropriate

The following list includes facilities that may evacuate to our school:

Name of Facility	Numbers of Potential Evacuees
Spectrum School	500

Procedures:

In the event of an emergency outside of the school, arrangements must be made to accommodate evacuees within the school. The most likely location to hold large numbers is the gymnasium. The following procedures will be followed:

1. The Communicator will notify the staff that we will be hosting evacuees in the school.
2. Any class inside the gymnasium will reassemble within their homeroom class immediately.
3. All classes will remain in their homerooms unless instructed to relocate. This also applies to dismissal from the school.
4. The Person in Charge will contact MOE and notify of the activation of the response plan.
5. Phone lines will be made available for the use of the evacuees.
6. The Communicator will log events (if needed).
7. Custodians and any unassigned teachers will assist the Person in Charge.

Lockdown

Purpose

A lockdown is used when there is a threat inside or near the school. This may include an intruder, dangerous individual, or external threat nearby.

Preparation – Teachers

- Review lockdown procedures with students
- Identify safe lockdown area away from doors/windows
- Keep classroom door locked at all times
- Ensure window coverings are accessible

Preparation – Administration

- Maintain Emergency Response Kit
- Direct all communication
- Refer media inquiries to Head of School
- Complete Safety Drill Record Form and review effectiveness

Lockdown Procedures – Teachers

1. Announcement: “Lockdown, Lockdown, Lockdown” (repeated 3 times)
2. Bring anyone in hallway into classroom
3. Lock door immediately
4. Move students to secure lockdown area
5. Cover interior windows
6. Turn off lights (if appropriate)
7. Students silence phones and place in front of them
8. Maintain silence and remain out of sight
9. Do not open door for any reason
10. Ignore bells
11. Remain until unlocked by Police or Administration

All-Clear

Announcement: “Lockdown is over. All classrooms and teaching spaces have been opened.”

Only resume normal activity when directed.

If Outside

Students and staff should move to the nearest safe indoor location immediately.

Administration Responsibilities

- Assess situation
- Communicate clearly (internal vs external)
- Lock down building
- Contact emergency services (999)
- Notify MOE
- Coordinate with emergency responders

Bomb Threat

Important Notice

Students must NOT be made aware of these procedures.
All actions must remain calm, controlled, and low-profile to avoid panic.

Preparation

- Ensure all staff are familiar with procedures
- Students must not assist in searches
- Conduct discreet visual searches only
- Report suspicious items using coded language
- Do NOT use radios or mobile devices near suspected items
- Evacuation decisions are made by Head of School in consultation with authorities

Procedure – Initial Call

1. Remain calm and listen carefully
2. Do not interrupt the caller
3. Keep the caller talking as long as possible
4. Gather as much information as possible using checklist
5. Alert administration immediately

Administrative Response

- Contact emergency services (999)
- Notify MOE
- Maintain communication from office
- Continue documenting information

Search Procedures

- Conduct discreet visual inspection of area
- Check floors, shelves, and common spaces
- Do NOT touch or move suspicious items
- Report using code phrase: “blue and gold folder in Room ____”

Evacuation Decision

- Do NOT evacuate unless credible threat or suspicious object found
- If evacuation required, use fire alarm
- Follow standard evacuation procedures
- Do NOT touch suspicious objects

Emergency Services

- Police will assess situation upon arrival
- Additional services may include bomb squad, fire, EMS
- Facilities support emergency personnel as required

Post-Incident

- Administration completes Safety Drill / Incident Record Form
- Review observations and effectiveness of response
- Adjust procedures as needed

Bomb Threat Phone Checklist

- Caller's voice characteristics:
 - Calm
 - Crying
 - Deep
 - Angry
 - Normal
 - Ragged
 - Excited
 - Distinct
 - Clearing Throat
 - Slow
 - Slurred
 - Deep Breathing
 - Rapid
 - Nasal
 - Cracking Voice
 - Soft
 - Stutter
 - Disguised
 - Loud
 - Lisp
 - Accent
 - Laughter
 - Raspy
 - Familiar
- If the voice is familiar, whom does it sound like?
- Note background sounds:
 - Street Noises
 - Household Noises
 - Clear
 - Children

- Motors
- Static
- Voices
- Office Machinery
- Local
- PA System
- Factory Machinery
- Long Distance
- Music
- Animal Noises
- Booth
- Other: _____

Questions to Ask:

- When is the bomb going to explode? _____
- Where is it right now? _____
- What does it look like? _____
- What will cause it to explode? _____
- Did you place this bomb? _____
- Why? _____
- What is your name? _____

- Is the caller well spoken/educated, incoherent, taped?
- The message read by the threat maker irrational? Foul?
- Sex of caller: _____
- Approximate age of caller: _____
- Length of Call (minutes): _____
- Phone # where call was received: _____
- Date: _____
- Time: _____
- Comments: _____

Contagious Health Emergencies

Some illnesses are contagious and may cause an outbreak to develop from a variety of sources.

Preparation:

To reduce the likelihood of an outbreak we will be proactive by taking the following precautions:

1. Ensure proper hygiene signage is visible throughout the school.
2. Ensure soap and/or hand sanitizer dispensers are available in all classrooms and office areas.
3. Instruct students/staff in effective hand washing and sneeze/coughing etiquette.
4. Ensure students/staff who are sick stay home.
5. Ensure 2 emergency contact numbers are on file for each student/staff.
6. Office personnel need to track all absences. For absentee rates above 10% see below.

Severe Weather Protocol

Purpose

To ensure the safety of all students, staff, and visitors during severe weather events in Qatar, including extreme heat, dust/sandstorms, heavy rain/flooding, and high winds.

Monitoring & Preparedness

- Monitor Qatar Meteorology Department (QMD) and MOEHE guidance
- Communicate early warnings to staff and parents
- Adjust school operations as needed (delayed start, early dismissal, online learning)

Extreme Heat Protocol (40°C+)

Trigger: Temperature reaches 40°C or higher

Actions:

- Students remain indoors during break and lunch
- Cancel all outdoor activities (including PE)
- Ensure hydration and monitor for heat illness
- Use air-conditioned spaces only

Communication:

Issued by School Nurse or Administration

- Email (secondary)
- WhatsApp (primary)

Dust / Sandstorm Protocol

- Keep students indoors
- Close windows and doors
- Monitor students with respiratory conditions
- Adjust dismissal if visibility is unsafe

Heavy Rain / Flooding Protocol

- Monitor road and transport conditions
- Delay or stagger dismissal if needed
- Keep students indoors until safe
- Avoid flood-prone areas

High Winds Protocol

- Cancel outdoor activities
- Secure loose items
- Keep students indoors
- Avoid exposed areas

Communication Protocol

All severe weather updates will be communicated via:

- Email
- WhatsApp

Messages must come from verified sources and avoid speculation.

Dismissal Procedures

- Normal dismissal if safe
- Delayed dismissal if unsafe conditions
- Early dismissal if conditions worse
- Parents notified via WhatsApp and email

Additional Notes

- Part of Emergency Response Plan (ERP)
- Aligns with Qatar climate and MOEHE expectations
- Flexibility for students outside the country
- Supports transition to online learning if required

Missing Student Protocol (On Campus)

Purpose

To ensure an immediate, coordinated, and effective response when a student is unaccounted for on campus.

Definition

A student is considered missing when:

- Their whereabouts are unknown during scheduled class time, break, or transition
- They are not where they are expected to be and cannot be located within 5–10 minutes

Immediate Actions (First 5–10 Minutes)

Teacher / Staff Member:

- Re-check attendance and confirm the student is not:
 - In another class
 - In the washroom
 - With a specialist teacher (e.g., support, counsellor)
- Ask nearby students for last known location
- Notify Main Office / Administration immediately

School-Wide Response

Administration will:

- Initiate “Missing Student Alert”
- Record:
 - Student name, grade, last known location, time last seen
- Notify:
 - Leadership team
 - School security (if applicable)
 - Key staff (via radio/Teams/WhatsApp internal group)

Search Procedure

Staff Roles:

- Zone Search Assigned Immediately:
 - Washrooms (all floors)
 - Hallways / stairwells
 - Change rooms
 - Library / common areas
 - Nurse’s office / counselling
 - Outdoor areas (if applicable)
- Office Staff:
 - Check sign-out logs
 - Call parents to confirm student was not picked up

Escalation

If student is still missing:

- Conduct full campus sweep
- Review CCTV footage (hallways, exits)
- Secure all exits if concern of leaving campus
- Principal/designate determines next steps

External Notification (If Required)

If student remains missing after extended search or safety concern is high:

- Contact Parent/Guardian immediately
- Contact local authorities (Police) if:
 - Student may have left campus
 - There is a safety risk

If Student is Found

- Notify Administration immediately
- Assess student well-being (Nurse/Counsellor if needed)
- Document:
 - Where the student was found
 - Reason (if known)
- Inform parents
- Conduct follow-up if behaviour or safety concern exists

Communication Protocol

- Internal communication:
 - Staff via Teams / radio / internal WhatsApp group (if used for operations)
- External communication:
 - Parents contacted directly (not mass communication unless required)
- Maintain confidentiality at all times

Documentation & Follow-Up

- Complete Incident Report
- Review:
 - Supervision gaps
 - Procedures effectiveness
- Implement corrective actions if needed

Prevention Measures

- Accurate and timely attendance tracking
- Controlled entry/exit points
- Supervised washroom protocols (as per your current system)
- Clear sign-out procedures
- Staff awareness of high-risk times (transitions, breaks)

Post-Crisis Recovery Plan (ERP)

Purpose

To ensure a structured, supportive, and effective transition back to normal school operations following a crisis, prioritizing:

- Student and staff well-being
- Continuity of learning
- Clear communication
- Operational stability

Activation

This plan is activated after:

- A crisis event has stabilized (e.g., severe weather, safety incident, geopolitical disruption)
- Direction is given by the Principal / Head of School

Immediate Recovery (First 24–72 Hours)

Safety & Facilities Check

- Confirm campus is safe for re-entry
- **Inspect:**
 - Classrooms, utilities, technology, transportation access
- Address any hazards before reopening

Staff Briefing

- Hold a mandatory staff meeting prior to student return

Provide:

- Factual update (avoid speculation)
- Expectations for instruction and student support
- Guidance on communication with parents

Reinforce:

- Professional tone
- Consistency in messaging

Communication to Parents

Send a clear update outlining:

- School status (online / in-person / hybrid)
- Student expectations
- Available supports (academic + well-being)

Use:

- Email

Student Re-Entry Plan

First Days Back Focus

Prioritize:

- Emotional check-ins
- Re-establishing routines
- Classroom connection and stability

Teachers to:

- Start with low-pressure activities
- Avoid heavy assessment immediately

Counselling & Well-Being Supports

School Counsellor / Social Worker to:

- Provide individual and small-group support
- Conduct classroom check-ins where needed

Identify:

- Students requiring additional support

Emergency Response Color Cards

Purpose

Emergency Response Colour Cards are used during evacuations and fire drills to quickly communicate attendance status to Administration. Cards must be clearly visible and used when in line of sight of the Administrator overseeing attendance.

Colour Card Meanings

Green Card

Everything is OK. No injuries or missing students.

Blue Card

Missing or extra person. Must be accompanied by completed attendance details.

Yellow Card

Minor injuries. May be used with the Blue Card.

Red Card

Immediate assistance required. Life-threatening injury. May be used with the Blue Card.

Key Expectations

- Hold cards clearly visible to Administration
- Complete full attendance regardless of card used
- Use Blue Card whenever a student is missing or extra
- Remain with students until further instructions are given

Emergency Response Status Card

BLUE CARD

Missing or Extra Person

Use ALONE or with either RED or YELLOW CARD, along with Class Attendance Form.

DURING EVACUATION:

- a) Upon reaching your designated spot at the Student Assembly Area, hold up a BLUE CARD with a RED OR YELLOW card or alone. Ensure the card is held in a clearly visible manner. Also complete the Class Attendance for the School Administration.**

Emergency Response Status Card

YELLOW CARD

Minor Injuries Only

DURING EVACUATION:

- a) **Upon reaching your designated spot at the Student Assembly Area hold up one YELLOW CARD alone or with a BLUE CARD*. Ensure the card is held in a clearly visible manner.**

***If you require two colours, i.e. YELLOW and BLUE, to convey status then ensure both cards are clearly visible. BLUE CARD means missing or extra person.**

Emergency Response Status Card

RED CARD

Immediate Assistance Required – Life-Threatening Injuries

DURING EVACUATION:

- a) If a person is being left behind in the room, place on RED CARD on the floor next to the room door (place so card is visible from hallway/passageway).
- b) Upon reaching your designated spot at the Student Assembly Area hold up one RED CARD alone or with a BLUE CARD*. Ensure the card is held in a clearly visible manner.

*If you require two colours, i.e. RED and BLUE, to convey status then ensure both cards are clearly visible. BLUE CARD means missing or extra person.

Emergency Response Status Card

GREEN CARD

Everything is OKAY – No Injuries. No Missing Students

DURING EVACUATION:

Upon reaching your designated spot at the Student Assembly Area hold up a GREEN CARD. Ensure the card is held in a clearly visible manner.