

Subject: **Crisis Management Policy** Issue Date: Sep - 2024

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## Emergency Response Plan for Heavy Rain, Sand Storms, and Earthquakes

### 1. Introduction

- **Purpose:** To establish procedures to ensure the safety of students, staff, and visitors during heavy rain, sand storms, and earthquakes.
- **Scope:** This plan applies to all students, staff, and visitors within the school premises.

### 2. Risk Assessment

- **Heavy Rain:** Potential flooding, infrastructure damage, transportation disruptions.
- **Sand Storms:** Reduced visibility, respiratory issues, property damage.
- **Earthquakes:** Building damage, injuries, potential fires.

### 3. Preparedness

- **Emergency Supplies:** Ensure availability of emergency supplies (first aid kits, water, non-perishable food, flashlights, batteries, dust masks, blankets).
- **Training and Drills:** Conduct regular training and drills for staff and students on emergency procedures for each scenario.
- **Communication Plan:** Establish a clear communication plan to inform all stakeholders during an emergency.

### 4. Emergency Procedures

#### A. Heavy Rain

- **Before the Rain:**
  - Monitor weather forecasts.
  - Clear drains and gutters to prevent flooding.
  - Ensure emergency supplies are stocked.



- **During the Rain:**
  - Keep students and staff indoors.
  - Avoid using electrical appliances if there is a risk of lightning.
  - Monitor local news and weather updates.
- **After the Rain:**
  - Inspect the premises for any damage.
  - Ensure safe transport for students if roads are affected.

## B. Sand Storms

- **Before the Storm:**
  - Monitor weather alerts.
  - Ensure windows and doors can be securely closed.
  - Have dust masks available.
- **During the Storm:**
  - Keep students and staff indoors.
  - Close all windows and doors.
  - Turn off air conditioning to prevent dust from entering.
  - Limit outdoor activities and ensure students with respiratory issues have access to medical care.
- **After the Storm:**
  - Check the air quality before resuming outdoor activities.
  - Inspect the premises for any damage.
  - Clean and ventilate indoor areas.

## C. Earthquakes

- **Before an Earthquake:**
  - Conduct regular earthquake drills.
  - Secure heavy furniture and equipment to walls.
  - Identify safe spots within classrooms (under sturdy desks, away from windows).
- **During an Earthquake:**
  - Instruct everyone to "Drop, Cover, and Hold On".
  - Stay indoors until shaking stops.
  - If outdoors, move to an open area away from buildings and trees.



- **After an Earthquake:**
  - Evacuate the building calmly and safely.
  - Account for all students and staff.
  - Provide first aid if necessary.
  - Inspect buildings for structural damage before re-entry.
  - Be prepared for aftershocks.

## 5. Roles and Responsibilities

- **Emergency Response Team:**
  - **Principal:** Overall coordination, communication with authorities.
  - **Safety Officer:** Conducts drills, ensures preparedness, inspects buildings.
  - **Teachers:** Guides students during drills and emergencies, ensures classroom safety.
  - **Support Staff:** Assists in evacuation, maintains emergency supplies.

## 6. Communication Plan

- **Internal Communication:**
  - Use intercoms, walkie-talkies, and mobile phones for communication within the school.
  - Ensure all staff members are familiar with emergency codes and signals.
- **External Communication:**
  - Notify parents and guardians via text messages, emails, and phone calls.
  - Maintain contact with local emergency services.
  - Use social media and the school website for updates.

## 7. Monitoring and Review

- **Regular Reviews:**
  - Schedule annual reviews of the emergency response plan.
  - Update the plan based on feedback from drills and actual incidents.
- **Feedback Mechanisms:**
  - Conduct debriefing sessions after drills and emergencies to gather feedback.
  - Implement suggestions and improvements based on feedback.

