



# BRITISH INTERNATIONAL PRIVATE SCHOOL – BRANCH 1

## School Emergency Management Plan (Operational Implementation Plan)

**Effective Date:** April 2026

**Review Date:** April 2027

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### 1. Purpose and Vision Alignment

This plan ensures the safety, wellbeing, and protection of all students, staff, and visitors while maintaining continuity of education during emergencies.

It aligns with:

- APEA Emergency Policy requirements
- Ajman Vision 2030 (Safety, Resilience, Student Protection)
- BIS Vision: *Student-centered, safe, and future-ready environment*

As clearly defined in the policy, schools must implement structured procedures for preparedness, response, communication, and continuity of learning .

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### 2. Scope of the Plan

This plan applies to:

- KG-1, KG-2, and Grade-1 students
- All teaching, administrative, and support staff
- School transport operations
- On-campus and off-campus activities

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### 3. Emergency Response Team (ERT) – BIS Structure



As required by APEA (page 5), BIS will establish the following **clear leadership hierarchy**:

### Leadership Structure (Campus Level)

- **Principal (Mr. Mohammed Abdul Azeem):** Overall command, decision-making, official spokesperson
- **Head of KG: Ms. Tasneem Hatim**
- **Head of Grade 1:** Ms. Firdous Galib
- **KG1 Coordinator:** Ms. Prithiva Rupesinghe
- **KG2 Coordinator:** Ms. Betsy Mammen
- **Admin Manager (Mr. Muneer):** Operations & evacuation coordination
- **Safety Officer:** Risk monitoring, drills, compliance
- **IT Head (Mr. Ashraf):** Cyber emergencies & communication systems
- **Communications Lead:** Parent communication (SMS/Orison/Email)
- **Transport Coordinator:** Bus movement & safety
- **School Nurse:** First aid & medical response
- **School Counsellor:** Psychological support

✓ This aligns directly with APEA's required Emergency Response Team structure

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## 4. Risk Identification (BIS Context)

Based on your campus situation, the following are **high-priority risks**:

### A. Environmental

- Heavy rain / flooding (recent real case)
- Power outages

### B. Safety & Security

- Fire / evacuation
- External threats / lockdown

### C. Operational

- Transport disruption
- IT system failure (Zoom / Orison)

### D. Health

- Student injuries / medical emergencies
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## 5. Emergency Procedures (Actionable School Plan)

### 5.1 Evacuation Procedure (Fire / Building Risk)

- Alarm activated immediately
- Teachers escort students via assigned routes
- Attendance register carried and verified
- Assembly point headcount completed
- Missing students reported immediately

✓ Fully aligned with APEA evacuation protocol (page 5)

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### 5.2 Lockdown Procedure (Security Threat)

- Doors locked, lights off
- Students moved out of sight
- Silence maintained
- No entry/exit allowed

✓ Matches APEA lockdown procedure (page 6)

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### 5.3 Shelter-in-Place (External Danger / Weather)

- Students moved to safe internal areas
- Windows and ventilation secured
- First aid and water available
- Continuous monitoring

✓ APEA compliance (page 6)

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### 5.4 Extreme Weather Plan (Highly Relevant to BIS)

#### Immediate Actions:

- Monitor APEA/MOE alerts
- Early dismissal decision by Principal
- Parent SMS notification (Orison)
- Move students to upper floors if needed
- Maintain list of uncollected students



✓ Directly aligned with APEA flood protocol (page 6)

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## 5.5 Medical Emergency

- Nurse provides first aid
  - Call ambulance (998) if required
  - Inform parents immediately
  - Incident recorded and reported
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## 5.6 Cyber Emergency

- IT isolates affected systems
- Protect student data
- Shift to backup platforms if needed

✓ Required under cybersecurity emergencies (page 4)

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# 6. Communication Protocol (Very Critical for Inspection)

## With Parents

- First message within **30 minutes**
- Channels:
  - SMS (Orison)
  - Email
  - WhatsApp (secondary, controlled use)
  - Telegram

## Media Handling

- ONLY Principal speaks
  - No staff social media posting
  - Coordinate with APEA
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# 7. Coordination with Authorities

Emergency contact structure:

- Police: 999



- Ambulance: 998
- Civil Defence: 997
- APEA: 067401661

✓ Authorities override school decisions in emergencies (page 8)

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## 8. Student Safety – Inclusion (Inspection Priority)

For Students of Determination:

- Assigned support staff
- Individual Emergency Plan (IEP linked)
- Mobility and medical support ensured

✓ Mandatory inclusion requirement (page 7)

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## 9. Continuity of Education Plan (Strong BIS Area)

BIS will:

- Follow MoE distance learning guidelines
  - Maintain attendance and engagement
  - Provide structured timetable
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## 10. Emergency Drills Plan (Annual Calendar)

Drill Type	Frequency
Fire Evacuation	Twice per year
Lockdown	1–2 times
Shelter-in-place	Once per year
Extreme Weather	Once per year
Staff Training	Once per year

✓ Must be documented for inspection (page 9)

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## 11. Incident Reporting System



- Immediate reporting to APEA
- Full report within **24 hours**

✓ Mandatory compliance (page 9)

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## 12. Training & Awareness Plan

- Staff induction training
  - Term-wise emergency workshops
  - Student awareness sessions
  - Parent awareness (circulars)
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## 13. Monitoring & KPIs

Targets:

- 100% staff trained
- 100% updated emergency plan
- 100% incident reporting within 24 hrs
- ≥90% inspection compliance

✓ APEA performance indicators (page 9)

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## 14. Compliance & Accountability

- Non-compliance leads to penalties
- Internal disciplinary action for negligence

✓ Defined in policy (page 10)

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## 15. Principal Action Plan (Immediate Implementation)

**Within 1 Week**

- Finalize Emergency Response Team
- Update contact lists
- Share policy with staff



## Within 2 Weeks

- Conduct fire drill
- Conduct emergency training workshop

## Within 1 Month

- Full simulation (extreme weather scenario)
- Parent communication test

# Final Note (Leadership Perspective)

This plan is not only a compliance document—it is a **live operational system**. For APEA inspection readiness, the key evidence you must show is:

- Implementation (drills, training records)
- Communication logs
- Risk assessment evidence
- Real-case handling (recent flooding response is strong evidence)

## Approval

Approved by: Mr. Mohammed Abdul Azeem

Date: 20.4.2026

Review Date: 20.4.2027

