



School Emergency Management and Evacuation Policy

Document Control

Item	Details
Policy Name	School Emergency Management and Evacuation Policy
Policy Reference	EME-2026-01
Version	1.0
Date of Issue	August 2026
Review Date	August 2027
Next Review Date	August 2028
Approved By	School Principal
Prepared By	Health and Safety Officer
Applicable To	All Students, Staff, Visitors, Contractors and School Activities
Policy Owner	School Administration
Related Policies	Health and Safety Policy, Risk Assessment Policy, Fire Safety Policy, Lockdown Policy, Shelter-in-Place Policy
Distribution	All Staff and Relevant Stakeholders



1. Introduction

Harvest Private School is committed to providing and maintaining a safe, secure, and healthy learning and working environment for all students, staff, visitors, contractors, and members of the school community.

The school recognizes that emergencies may occur without warning and can significantly impact the safety of individuals, school operations, and educational continuity. Therefore, the school is committed to establishing and maintaining a comprehensive Emergency Management and Evacuation System that enables effective preparedness, response, recovery, and business continuity during emergency situations.

This policy has been developed to ensure compliance with the requirements of the Ministry of Education (MOE), Ras Al Khaimah Department of Knowledge (RAK DOK), UAE Civil Defence Regulations, and other applicable legal and regulatory requirements.

The policy provides a structured framework for managing emergencies, minimizing risks, protecting life and property, ensuring effective communication, and supporting the continuity of educational operations. It also defines the responsibilities of all stakeholders and establishes procedures for evacuation, lockdown, shelter-in-place, emergency communication, incident reporting, and coordination with emergency services and government authorities.

All employees, students, visitors, contractors, and service providers are required to comply with the provisions of this policy and actively contribute to maintaining a safe and prepared school environment.

2. Purpose

The purpose of this policy is to ensure that **Harvest Private School** maintains a comprehensive and effective emergency preparedness and response system to safeguard the safety, health, and wellbeing of all students, staff, and visitors.

This policy ensures that the school can:

- Respond effectively to all emergency situations
- Maintain operational continuity where possible
- Minimize risks and hazards
- Coordinate efficiently with external authorities

This policy establishes requirements for:

- Emergency preparedness
- Evacuation procedures
- Lockdown and Shelter-in-Place procedures



- Crisis response protocols
- Communication with parents and stakeholders
- Incident reporting
- Business continuity planning

3. Scope

This policy applies to:

- All students, staff, and visitors
- All school facilities and premises
- School transportation services
- All school activities including off-site events

4. Definitions

Emergency:

Any situation that poses an immediate risk to safety (fire, threat, hazard, etc.)

Evacuation:

Safe movement from danger to assembly areas

Lockdown:

Securing the school during a security threat

Shelter-in-Place:

Remaining indoors during external hazards

Out of Sight:

Students positioned away from visibility (windows/doors)

Emergency Response Team (ERT):

Designated team responsible for managing emergencies

5. Emergency Preparedness Requirements

The school shall maintain a **comprehensive Emergency Management Plan** that includes:

- Evacuation procedures
- Lockdown procedures
- Shelter-in-Place procedures



- Communication protocols
- Parent communication plans
- Student reunification procedures
- Emergency contact lists
- Evacuation maps
- Staff training plans

The school shall ensure:

- Updated emergency contact lists
- Availability of emergency numbers:
 - Police: 999
 - Ambulance: 998
 - Civil Defence: 997
 - Others as required

The plan must be reviewed **annually**.

6. Emergency Response Team (ERT)

The school shall establish an ERT including:

Role	Responsibility
Principal	Overall command
Operations Manager	Evacuation coordination
HSE Officer	Safety procedures
Communication Officer	Parent & authority communication
Transport Coordinator	Bus & transport management
School Nurse	Medical response
Security Supervisor	Site security

All contact details must be **available and updated**.

7. Emergency Response Protocols

7.1 Evacuation Procedures

Evacuation is activated when the building is unsafe.



Examples:

- Fire
- Gas leak
- Structural damage

Procedures:

1. Activate alarm immediately
2. Teachers escort students
3. Use designated routes
4. Move calmly to assembly points
5. Take attendance
6. Report missing students
7. No return until official approval

7.2 Lockdown Procedures

Activated for **security threats**.

- Lock all doors
- Turn off lights
- Close blinds
- Move students out of sight
- Maintain silence
- No movement

Students must:

- Stay low
- Stay quiet
- Stay hidden

7.3 Shelter-in-Place Procedures

Activated for **external hazards**.

- Stay inside building
- Close doors/windows
- Turn off ventilation if needed
- Remain calm
- Wait for instructions



7.4 External Threats (Explosion / Debris / Security)

- Move away from windows
- Move to internal safe areas
- Activate ERT
- Contact emergency services
- Follow authority instructions

8. Evacuation Infrastructure

The school must provide:

- Emergency exits
- Evacuation signage
- Assembly areas
- Fire alarms
- Emergency lighting

Maps must be displayed in:

- Classrooms
- Corridors
- Offices
- Cafeteria

9. Students of Determination

The school must:

- Assign support staff
- Provide individual emergency plans
- Ensure safe evacuation/support
- Assist with medical/mobility needs

10. School Transportation

The school ensures:

- Bus readiness
- Driver training
- Emergency routes



11. Student Accountability

The school must:

- Maintain attendance records
- Report missing students immediately
- Coordinate with authorities

12. Parent Communication

Communication includes:

- SMS
- Email
- School system

Must include:

- Student safety status
- Incident details
- Instructions

13. Student Reunification

Procedures include:

- Designated areas
- ID verification
- Documentation

Students released only to **authorized guardians**

14. Coordination with Authorities

The school must contact:

- Police 999
- Ambulance 998
- Fire/Civil Defence 997
- Electricity Emergency 991
- Water Emergency 992

- Government Helpline 800555
- Police Non-Emergency 901
- Coast Guard 996

And follow all official instructions

15. Incident Reporting

The school must:

- Report immediately
- Submit full report within 24 hours

Report includes:

- Incident details
- Actions taken
- Safety status

16. Emergency Drills

Type	Frequency
Fire Drill	Twice yearly
Lockdown	1-2 times
Shelter-in-Place	Once yearly
Staff Training	Once yearly

All drills must be **documented**

17. Human Resources Management

The school ensures:

- Continuity of education
- Backup staffing plans



18. Training and Awareness

The school provides:

- Staff training
- Student awareness sessions
- Parent guidance

19. Implementation Checklists

The school maintains:

- Compliance checklists
- Safety audits
- Monitoring tools

20. Compliance

This policy is mandatory.

Non-compliance may result in disciplinary action.

21. Review and Improvement

- Annual review
- Continuous improvement
- Feedback implementation

22. Contact Information

School Email: - Harvestp.school@gmail.com

School Phone: - +97172355005



23. References

This policy has been developed with reference to the following regulations, standards, and guidance documents:

National Regulations and Authorities

- UAE Federal Laws and Regulations
- Ministry of Education (MOE) Policies and Requirements
- Ras Al Khaimah Department of Knowledge (RAK DOK) Regulations and Guidelines
- UAE Civil Defence Regulations
- UAE Fire and Life Safety Code of Practice
- National Emergency Crisis and Disaster Management Authority (NCEMA) Guidelines
- UAE Public Health and Safety Regulations

24. Revision History

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1.0	August 2026	August 2027	August 2028	School Administration