



AMITY
PRIVATE SCHOOL
SHARJAH

SAFETY EMERGENCY PLAN DURING GEOPOLITICAL CONDITIONS

FUNCTION	SAFETY EMERGENCY PLAN DURING GEOPOLITICAL CONDITIONS
CATEGORY	STATUTORY
STATUS	IMPLEMENTED
ISSUED FOR	THE SCHOOL COMMUNITY
REVIEW SCHEDULE	ANNUAL
REVIEWED BY	OPERATIONS MANAGER
APPROVED BY	PRINCIPAL
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SECTION 1: DOCUMENT OVERVIEW

Introduction

This policy document has been developed to guide the leadership team of **Amity Private School Sharjah** in ensuring a safe, structured, and well-prepared return to in-person schooling during or following periods of geopolitical conditions.

The plan aims to support the school in aligning with regulatory expectations within the Emirate of Sharjah, while also ensuring the highest standards of safety, wellbeing, and operational readiness for students, staff, and the wider school community. It also serves as a reference framework to ensure preparedness for compliance and evaluation visits conducted by relevant authorities to assess the school's readiness during such conditions.

This document clearly outlines:

- The expectations from **Amity Private School, Sharjah** across all key areas of readiness
- The non-negotiable safety and operational requirements that must be strictly adhered to
- The documentation and evidence required to demonstrate preparedness and compliance
- The structure and process of external evaluation visits, including key focus areas of assessment
- Practical, actionable steps to ensure the school achieves and maintains full readiness at all times

Through this policy, the school reaffirms its commitment to prioritizing safety, maintaining continuity of education, and responding proactively and responsibly to any geopolitical challenges.

Definitions

For the purposes of this policy, the following definitions apply:

- **Geopolitical Conditions:** Any situation involving regional conflict, diplomatic tensions, acts of war, civil unrest, or government-declared emergencies that may affect the safety of school operations.
- **Compliance Visit:** A formal assessment visit conducted by an evaluation team from the relevant regulatory authority to verify school readiness and adherence to prescribed safety standards.

- Readiness Domain: A defined category of school preparedness, including physical infrastructure, human resources, communications, academic continuity, and psychological support.
- Critical Requirements: Non-negotiable standards that must be met before in-person schooling resumes.

SECTION 2: UNDERSTANDING OPERATIONAL RISK LEVELS

Emergency Response Levels and Protocols

Situation Level	Risk Category	Required Actions by the School
Green	Stability – Low Risk (No Alert Messages)	<ul style="list-style-type: none"> - Regular school operations to continue with students attending indoor classes only. - Outdoor morning assemblies and all external activities to be suspended. - Break times to be conducted within classrooms. - Continuous focus on preparedness through regular training and awareness programs for staff and students.
Yellow	Medium Risk (Alert Messages Received During School Hours)	<ul style="list-style-type: none"> - Teaching and learning to continue with heightened precautionary measures. - Immediately suspend all activities upon receiving an official alert. - Move students and staff to the nearest designated indoor safe zone without delay. - Ensure students are seated in a low position, away from windows and exposed areas. - No individual should leave the safe zone until an

		official "all clear" is communicated.
Red	Direct Threat	<ul style="list-style-type: none"> - Immediate suspension of on-site operations and transition to remote learning and remote working. - Strictly prohibit access to school premises unless officially authorized. - Reopening and resumption of in-person learning will only occur upon approval from competent authorities. - Follow all directives issued regarding affected zones and safety protocols.

Emergency Response Management Team

Roles	Members
Principal	Ms. Archana Sagar
Vice Principal	Mr. Himanshu Yadav
Health and Safety Officer	Mr. Anish Jose
Assistant HSO	Ms. Nazia Ansari
Senior Leadership	Ms. Parita Patira Ms. Suja Udaikumar Ms. Mridula Pande Mr. Raghu Punugupatti
Inclusion Head	Ms. Sangeetha Unnikrishnan
School Counsellor	Ms. Chithu Elsa
School Nurses	Ms. Jinu Richard Ms. Anju Paul
Head of Physical Education	Mr. Sandeep Chaprana
Parent Relation Executive	Ms. Pranita Pravin
Front Desk Executive	Ms. Christine Guinto
Government Relation Executive	Ms. Fathima Almajaida

Roles and Responsibilities:

1. Principal – Strategic Command & Oversight Lead

Ms. Archana Sagar

Key Responsibilities:

- Serve as the overall authority and decision-maker during emergency situations.
- Approve activation of the Emergency Response Plan based on situational

assessment.

- Ensure alignment with directives from regulatory authorities within Sharjah.
- Oversee coordination among all ERMT members and ensure effective execution of roles.
- Lead high-level communication with governing bodies and stakeholders.
- Ensure post-incident review, reporting, and continuous improvement of emergency protocols.

2. Vice Principal – Operations & Continuity Lead

Mr. Himanshu Yadav

Key Responsibilities:

- Support the Principal in operational decision-making during emergencies.
- Ensure continuity of teaching and learning through alternative arrangements if required (e.g., remote learning).
- Coordinate with Section Heads for smooth execution of emergency procedures.
- Monitor implementation of safety protocols across all sections of the school.
- Assist in managing staff deployment and resource allocation during crises.

3. Health and Safety Officer (HSO) – Incident Lead

Mr. Anish Jose

Key Responsibilities:

- Act as the Incident Lead, responsible for on-ground command and control during emergencies.
- Conduct real-time risk assessment and determine appropriate emergency response actions (evacuation, lockdown, shelter-in-place).
- Coordinate directly with Floor Marshals and emergency teams for execution of safety procedures.
- Liaise with external emergency services (civil defense, police, ambulance).
- Ensure all emergency systems (alarms, fire safety equipment, exits) are functional and compliant.
- Maintain detailed incident logs and reports for review and compliance purposes.

4. Assistant Health and Safety Officer – Deputy Incident Lead

Ms. Nazia Ansari

Key Responsibilities:

- Support the HSO in managing and executing emergency response operations.
- Step in as Incident Lead in the absence of the HSO.
- Assist in monitoring evacuation routes, assembly points, and safety compliance.
- Ensure readiness of emergency equipment and conduct periodic safety checks.
- Support documentation, reporting, and follow-up actions post-incident.

5. Senior Leadership Team – Floor Marshalls

Ms. Parita Patira

Ms. Suja Udaikumar

Ms. Mridula Pande

Mr. Raghu Punugupatti

Key Responsibilities:

Section Heads will assume the role of Floor Marshals, responsible for managing safety procedures within their assigned floors or sections.

- Lead evacuation, lockdown, or shelter-in-place procedures within their designated areas.
- Ensure all classrooms and spaces are cleared or secured as per protocol.
- Supervise Floor Wardens and ensure instructions are clearly communicated and followed.
- Report real-time updates and status to the Incident Lead (HSO).
- Ensure that students and staff reach designated safe zones or assembly points.
- Account for all individuals within their assigned area and report discrepancies immediately.

5.1 Floor Wardens – Area Safety Coordinators

Role Clarification:

Floor Wardens operate under the supervision of Floor Marshals (Section Heads).

Key Responsibilities:

- Assist in guiding students and staff during evacuation or emergency procedures.
- Check classrooms, washrooms, and common areas to ensure complete clearance.
- Support students requiring assistance (injured, anxious, or Students of Determination).
- Report completion status and any concerns to the Floor Marshal.
- Ensure orderly movement and prevent panic during emergencies.
- Help maintain discipline and safety at assembly points.

6. Head of Inclusion – Emergency Student Support & Safeguarding Lead

Ms. Sangeetha Unnikrishnan

Key Responsibilities:

- Ensure the safety, accessibility, and inclusion of Students of Determination during all emergency situations.
- Develop and implement individualized emergency response plans for students requiring additional support.
- Coordinate with teachers and support staff to ensure appropriate supervision and assistance during evacuation or lockdown.
- Maintain updated records of students with medical, behavioral, or learning needs requiring special attention.
- Provide guidance to staff on inclusive safety practices and differentiated response strategies.
- Collaborate with external specialists or authorities if required for high-risk cases.

7. School Counsellor – Mental Health & Psychosocial Support Lead

Ms. Chithu Elsa

Key Responsibilities:

- Lead psychological first aid and emotional support interventions for students and staff during and after emergencies.
- Develop conditions counselling protocols aligned with age-appropriate and trauma-informed practices.
- Support students in managing anxiety, fear, or distress caused by geopolitical situations.
- Conduct awareness sessions for students, staff, and parents on coping strategies during crises.
- Identify and monitor high-risk students requiring additional psychological support.
- Work closely with the Inclusion Head to ensure holistic wellbeing support.

8. School Nurses – Medical Emergency Response Team

Ms. Jinu Richard

Ms. Anju Paul

Key Responsibilities:

- Provide immediate medical assistance and first aid during emergencies.
- Maintain and regularly update emergency medical kits and supplies across the school premises.
- Monitor and manage students with chronic health conditions during conditions situations.
- Coordinate with local healthcare providers, hospitals, and emergency services when required.
- Maintain accurate medical records and emergency contact information for all students and staff.
- Conduct health and safety awareness sessions, including hygiene and infection control if applicable.

9. Head of Physical Education – Evacuation & Safety Operations Lead

Mr. Sandeep Chaprana

Key Responsibilities:

- Lead and coordinate evacuation drills, assembly procedures, and physical safety protocols.
- Ensure safe movement of students and staff to designated assembly points.
- Supervise crowd management and maintain order during emergency situations.
- Conduct regular risk assessments of playgrounds, sports areas, and open spaces used during emergencies.
- Train staff and students on evacuation routes and emergency procedures.
- Assist in securing the campus during lockdown or restricted movement scenarios.

10. Parent Relations Executive – Parent Communication & Liaison Lead

Ms. Prenita Parvin

Key Responsibilities:

- Serve as the primary point of contact for communication with parents during emergencies.
- Disseminate timely, accurate, and approved information to parents through official communication channels.

- Address parent concerns, queries, and reassurance needs during crises.
- Maintain updated parent contact databases for efficient communication.
- Coordinate with the School Counsellor to share guidance on supporting children at home during geopolitical stress.
- Ensure consistency and clarity in all external communications.

11. Front Desk Executive – Information & Access Control Coordinator

Ms. Christine Guinto

Key Responsibilities:

- Manage incoming and outgoing communication at the school's reception during emergencies.
- Immediate activation of PS system based on the operation risk level.
- Control and monitor visitor access to ensure campus security.
- Maintain emergency contact lists and support communication flow between internal teams.
- Assist in documenting incident reports and maintaining logs of communication.
- Provide clear directions and information to visitors, parents, and authorities when required.
- Support coordination of student release procedures, if applicable.

12. Government Relations Executive – Regulatory Compliance & External Coordination Lead

Ms. Fathima Almajaida

Key Responsibilities:

- Act as the liaison between the school and government authorities in the Emirate of Sharjah.
- Ensure the school complies with all directives issued by educational and emergency regulatory bodies.
- Coordinate inspections, reporting, and documentation required by authorities.
- Facilitate communication with police, civil defense, and other emergency services.
- Keep the leadership team updated on government advisories related to geopolitical situations.
- Ensure all official documentation and compliance records are maintained and readily available.

SECTION 3: EMERGENCY RESPONSE PROCEDURES DURING SCHOOL OPERATIONS

Phase 1: Before Arrival to School

- Under normal conditions, students proceed to school as per regular schedules.
- If a sudden alert is issued before departure or while students are en route, the school will immediately transition to remote learning.
- Parents must not drop students in open or exposed areas.
- While on school transport, students must remain seated in a low position and avoid sitting near windows.

Phase 2: Arrival and Drop-Off

- Students must enter the school premises directly without delay.
- Morning assemblies and any form of gathering are strictly not permitted.
- In case of an alert during arrival:
 - Parents must escort students directly into the building without delay, **or**
 - Students should remain inside the bus, seated in a lowered position until further instructions are provided.

Phase 3: During School Hours

- Teaching and learning will continue as per schedule; however, all outdoor activities are suspended.
- In the event of an alert:
 - All activities must be stopped immediately.
 - Students and staff must move promptly to designated safe zones.
 - Individuals must remain seated in a low position, away from windows.
 - Silence and discipline must be strictly maintained until further instructions are issued.

Phase 4: Dismissal Time

- Dismissal must be conducted in a structured, controlled, and efficient manner to avoid crowding.
- If an alert is issued during dismissal:
 - Dismissal procedures must be immediately halted.
 - No student is permitted to leave the premises.
 - All students and staff must remain inside safe areas until an official "all clear" is communicated by authorities

Effective Alarm System

The school has a centralized internal sound and alert system that can be activated immediately and is clearly audible across all areas of the campus, including classrooms, corridors, upper floors, laboratories, and common spaces. The system ensures clear differentiation between various types of emergency alarms.

Every staff member is trained to difference between evacuation, lockdown, shelter-in-place, and security alert alarms.

SECTION 4: COMMUNICATION READY

4.1 Internal Communication

- The school utilizes a centralized Public Address (PA) system as the primary method of internal communication to deliver immediate alerts and instructions across all areas of the facility.
- Dedicated staff emergency communication groups are also established to facilitate rapid information sharing and coordination.

4.2 External Communication

- The school ensures that all parents are notified of any emergency or change in operational status.
- Pre-approved communication templates are prepared in advance for various scenarios, including emergency alerts, reassurance messages, and transitions to remote learning, to ensure clear, consistent, and timely communication.
 1. Emergency Alert: Dear Parents, a safety alert has been activated. All students are safe and secured on campus. Please do not come to school. Updates will follow.
 2. Reassurance: Dear Parents, all students and staff remain safe and supervised. We are monitoring the situation and will keep you updated.
 3. Remote Learning: Dear Parents, the school is shifting to remote learning from [time/date]. Please ensure students log in as per schedule.
 4. Dismissal Suspended: Dear Parents, dismissal is temporarily suspended due to a safety alert. Students are safe. Please do not come to school. Updates will follow.
 5. All Clear : Dear Parents, the situation is resolved. All students are safe. Normal operations will resume. Further details will follow.
 6. Pre-Arrival Alert: Dear Parents, do not send students to school today due to a safety alert. Remote learning will begin shortly.
 7. General Update: Dear Parents, the school remains safe and operational. We continue to follow official guidance and will update you as needed.

4.3 Authorities

- Updated contact list of security authorities, emergency services, local committees is in place.

Emergency Contact Numbers

- Police Emergencies – 999**
- Ambulance – 998**
- Fire – 997**

SECTION 5: LEARNING CONTINUITY PLAN

The school operates under three learning modes:

5.1 In-Person Learning

- Conducted under Green (low-risk) conditions
- No outdoor activities; all learning takes place indoors
- Preparedness measures remain active at all times

5.2 Hybrid Learning

- Activated under partial restrictions
- Combination of in-school and remote learning
- Reduced student capacity with staggered schedules

5.3 Remote Learning

- Activated under Red (high-risk) conditions
- 100% online instruction
- All students access lessons from home

5.4 Transition Strategy

- Transition to remote learning will occur within 24 hours of official instruction
- Parents and students are notified within 5 minutes of decision
- Teachers activate pre-prepared digital lesson plans immediately
- Timetables remain consistent to ensure stability

5.5 Digital Learning Infrastructure

The school ensures:

- All students and staff have active accounts on approved digital platforms
- Platforms are tested regularly for functionality
- Technical support is available for staff, students, and parents

- Backup systems are in place in case of platform failure

5.6 Teaching and Learning Delivery

- Lessons follow the approved curriculum and timetable
- Teachers deliver live or recorded lessons as required
- Pre-prepared lesson plans are available for immediate use
- Differentiated instruction is provided to meet diverse learning needs

5.7 Assessment and Feedback

- Alternative assessment methods are implemented during remote learning
- Assessments include:
 - Online quizzes and assignments
 - Project-based tasks
 - Oral assessments where applicable
- Continuous feedback is provided to students
- Academic integrity is maintained through clear guidelines

5.8 Teacher Preparedness

- All teachers are trained in digital teaching tools and platforms
- Regular professional development is conducted
- Teachers are equipped to transition quickly between learning modes
- Teaching staff maintain updated lesson resources

5.9 Student Support

- Academic support provided through virtual sessions
- Additional support for students of determination
- Clear communication of expectations and schedules
- Attendance and engagement are monitored regularly

5.10 Parent Engagement

- Parents receive timely updates regarding learning transitions
- Guidance is provided on supporting students at home
- Communication channels remain open for feedback and support

5.11 Monitoring and Quality Assurance

- School leadership monitors lesson delivery and student engagement
- Regular reviews of attendance, participation, and performance
- Feedback collected from teachers, students, and parents
- Continuous improvement actions implemented

5.12 Roles and Responsibilities

- a. School Leadership
 - Approve and activate the Learning Continuity Plan

- Ensure compliance with official directives
- b. Teachers
- Deliver lessons and monitor student progress
 - Maintain communication with students and parents
- c. IT Team
- Ensure platform functionality and provide technical support
- d. Parents
- Support student participation in remote learning
- e. Students
- Attend classes regularly and complete assigned work

5.13 Inclusivity and Accessibility

- Individual plans in place for students of determination
- Adapted learning materials provided where required
- Flexible approaches to support different learning needs

5.14 Data Protection and Online Safety

- Use of approved and secure digital platforms
- Protection of student data and privacy
- Clear guidelines on appropriate online behavior

5.15 Continuous Improvement

- Post-implementation reviews conducted after each activation
- Lessons learned documented and incorporated
- Plan updated regularly to reflect best practices

5.16 Evidence for Compliance

- Approved Learning Continuity Plan document
- Training records for teachers
- Digital platform usage reports
- Sample lesson plans and assessments
- Communication records with parents

SECTION 6: PSYCHOLOGICAL READINESS

Effective Methods	Strategies
Trained Staff for Psychological Support	Two trained counselors capable of dealing with anxiety, fear, and trauma within a security context
Student Reassurance Strategies	Written and shared strategies for staff to reassure students.
Post-Conditions Support Mechanisms	A psychological follow-up plan after crises, including referral procedures.
Readiness for Individual Cases	Individual response plans for students of determination and those with critical medical conditions.
Provision of Basic Needs During Extended Shelter Situations	Adequate water, food, and sanitary facilities in case of prolonged stay inside the facility

SECTION 7: OPERATIONAL PREPAREDNESS AND IMPLEMENTATION

Domain One: Pre readiness

7.1 Designated and Approved Internal Safe Zones

The school shall establish designated internal safe zones located away from windows and external exposure. These zones must be clearly identified with visible signage and supported by a structured distribution plan to ensure all students and staff are allocated appropriately. Each safe zone shall have a defined capacity to prevent overcrowding.

7.2 Facility Exposure Assessment

The school shall conduct a comprehensive assessment of all classrooms and facilities based on their proximity to windows and potential exposure to external risk. Where necessary, alternative safer locations shall be identified and allocated.

7.3 Effective Public Address System

The school shall maintain a fully functional Public Address (PA) system that provides complete coverage across all areas of the facility, including classrooms, corridors, and specialized rooms. The system must support immediate and clear communication during emergencies.

Domain Two: Arrival & Dismissal System

8.1 Preventing Congestion at Entry Gates

The school shall implement staggered arrival and dismissal procedures to prevent congestion at entry and exit points. Staff supervisors shall be assigned to manage and monitor all gates during these times.

8.2 Minimizing Outdoor Waiting and Ensuring Direct Entry

The school shall ensure that students enter the building promptly upon arrival, minimizing outdoor waiting time. Clear signage and structured procedures shall support efficient and orderly entry.

8.3 Use of Covered Drop-Off Areas

Where available, the school shall utilize covered or underground drop-off areas to enhance student safety during arrival and dismissal.

Domain Three: School Transportation

8.1 Bus Procedures During Emergencies

The school shall implement written emergency procedures for school transportation. These procedures must include instructions for students to remain seated in a low position, stay away from windows, and prohibit drop-off in open or unprotected areas during emergencies.

8.2 Training for Drivers and Bus Supervisors

All drivers and bus supervisors shall receive training on emergency procedures, safety protocols, and techniques for reassuring students during incidents.

Domain Four: Daily Operations

9.1 Suspension of Outdoor Assembly and Indoor Breaks

The school shall suspend all outdoor morning assemblies. Student breaks shall be conducted inside classrooms or designated indoor areas to reduce exposure to external risks.

9.2 School Day Reduction Scenarios

The school shall develop clear scenarios for reducing the duration of the school day when required. These scenarios must include defined procedures and an official communication mechanism to notify parents and staff promptly.