



# ABUDHABI INDIAN SCHOOL DISASTER MANAGEMENT POLICY-STANDARD OPERATING PROCEDURES FOR EVICTION

## DISASTER MANAGEMENT POLICY

Name of Policy	:	Disaster Management Policy- Standard Operating procedures for Eviction
Purpose of Policy	:	To ensure the safety of all staff, students and school visitors in the event of an emergency situation
Approval for this Policy given by	:	Principal
Responsibility for its update	:	Chairman, BOG
Policy applies to	:	To all the staff, students and visitors of Abu Dhabi Indian School
Date of Approval	:	01-07-2014 (Amended in April 2017)
Proposed Date of Review	:	01-07-2019

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ABU DHABI INDIAN SCHOOL

# DISASTER MANAGEMENT POLICY FOR ABUDHABI INDIAN SCHOOL (STANDARD OPERATING PROCEDURES FOR EVICTION)

## INTRODUCTION

Disaster refers to an abnormal situation which renders sudden disruption of the normal way in which the school runs. Disaster means an emergency situation where saving lives of people becomes the immediate demand of the hour. An emergency situation may arise due to any natural disasters like flood, earthquake or fire. Any disaster management plan cannot mitigate the happening of the disaster, but a well and advanced preparedness minimizes the damage which, if there had been no preparedness, would have been much more.

Abu Dhabi Indian School is a densely populated place; it has the most vulnerable group of the community i.e. children. If a disaster happens, the loss of life and property would be immense. Therefore it is necessary to reduce this vulnerability. Hence the need of a School Disaster Management Plan arises for meeting an emergency situation.

The School Disaster Management Plan must:

- Describe actions to take before, during and after an emergency to ensure the ongoing safety of staff, students and others.
- Cover all circumstances when the school is responsible for student safety, such as school excursions to ensure staff and student safety and that students are supervised at all times.
- Be reviewed annually and/or following an emergency or crisis.

## DISASTER MANGEMENT POLICY

School disaster management plan involves the following cycle of steps:

- Assess hazards, vulnerabilities, capacities and resources;
- Plan and implement for physical risk reduction
- Standard operating procedures and training for eviction
- Test mitigation and preparedness plans and skills regularly, with realistic simulation drills
- Revise the plan based on the experience.

## ASSESSMENT AND PLANNING

Assessment and planning is the starting point for all thoughtful mitigation and safety efforts.

### HAZARD IDENTIFICATION AND SAFETY ASSESSMENT

This includes

#### 1) Identification of Potential Structural Hazards existing in the area.

Structural safety of the building needs to be assessed with regards to its safety from hazards like earthquakes, cyclones, floods and fire.

#### 2) Identification of Potential non-structural hazards existing in the area

A hazard assessment has to be carried out by the children of the school under the guidance of their teachers within the school premises and outside in the neighboring area by taking a walk. Walk the class through the designated evacuation route(s) to the appointed reception area(s) outdoors. Ask students to make mental notes, as they go along, of things that might become hazards during an earthquake/fire. When you reach the designated site, talk about what they noticed or hazards they thought of. A list of such hazards is below:

- Power failure (is there emergency lighting?).
- Halls or stairways cluttered with debris from ceiling tiles or plaster from walls.
- Halls blocked by fallen lockers or cabinets.
- Smoke in the hallway.
- Exit doors and windows that jam and will not open.
- Bricks, glass and debris piled up, outside electrical wires on the ground.
- Suspended ceilings
- Pendant light fixtures.
- Large windows – either exterior or interior – not protected against shattering.
- Tall bookcases or cabinets that may topple because they are not bolted to the wall.
- Classroom equipment such as T.V., VCR's, stereos and Slide projector.
- Stairwells
- Areas where flammable liquids are stored.
- Chemistry Labs where the bottles used for storing the chemicals are not secured or protected against shattering

### 3) Potential hazards outside the school

- Power lines
- Trees
- Areas near buildings that may have debris fall on them parapets, roof tiles, chimneys, glass etc.
- Routes past concrete block walls
- Covered walkways
- Places under which large gas mains run
- Areas near chain link fences (Which can be electric shock hazard if touched by live wires.)

### 4) Inventory of resources available in the school

All the resources available in the school need to be listed out like:

- List of skilled human resources (teachers and students having a knowledge on first aid, rescue and Evacuation)
- List of material resources available in the school such as a stretcher, fire extinguishers, ladders, thick ropes, torch, and communication system, and first aid box, open space in the school premises.
- Inventory of nearest available critical resources
- Resources present within the locality to be assessed and recorded for easy referencing along with the details-name, address and telephone number. E.g. Hospitals near the school with details about the number of beds, doctors etc.
- Make an inventory of
  - a) the rooms in the school
  - b) Open areas where evacuation is possible
  - c) Stairs and lifts locations and uses.
  - d) Open verandas and roof tops

### SCHOOL DISASTER MANAGEMENT COMMITTEE

School safety is the job of the entire school community. This effort requires leadership and coordination by school administration, and involvement and participation from all sectors of the school community.

Abu Dhabi Indian School has established a School Disaster Management Committee to oversee disaster risk reduction and preparedness. This committee develops, adapts, implements, and updates the school disaster management plan. It will typically meet intensively at the beginning of each school year and monthly during the school year. It will encourage personal and organizational preparedness, develop the standard operating

procedures for eviction, assure two fire and building evacuation drills annually, lead one full simulation drill annually, evaluate the results, and adjust the plan accordingly.

The Committee Members include:

- Principal
- Vice Principal
- Head Master/Head Mistress
- Supervisors
- Physical Education Teachers
- 3 Teachers from each Section
- School Nurses
- Support Staff Members
- Student Council Members

The committee might start by creating a calendar of activities to develop awareness and build momentum throughout the school year. Major responsibilities include:

- Form or re-form committee;
- Complete School Hazard Impact Assessment; Identify vulnerabilities and capacities;
- Prioritize mitigation activities;
- Develop staff training plan;
- Review basic emergency and standard operating procedures for eviction;
- Conduct school and neighborhood hazard hunt;
- Check School Evacuation Route Maps posted in each classroom and corridor;
- Check fire suppression equipment;
- Post school campus maps prominently;
- Check and re-supply first aid kits and emergency supplies;
- Update student emergency release permissions;
- Schedule fire drill and full simulation drills;



- Practice drills with each class;
- Minimum of two annual fire and building evacuation drills;
- Implement full simulation drill for other hazards.
- Evaluate drill and revise plans and procedures.

## STANDARD OPERATING PROCEDURES FOR EVICTION

A detailed situational analysis of the school needs to be carried out and following maps are prepared, which has to be shared with the students and staff of the school.

### 3) SCHOOL RISK AND RESOURCE MAPS

School site map is an indispensable tool for recording and visualizing risks and resources on the school campus. They will help you recognize and think through how to fill the gaps between vulnerabilities and capacities.

The School Map is marked with vulnerabilities and resources such as:

- Entrances and exits
- Visitor check-in point
- Emergency assembly area
- Electricity shut off location(s)
- Water shut off location(s)
- Hazardous materials locations
- Fire suppression equipment locations
- First Aid staging area
- Request and Reunification gates

### 4) BUILDING EVACUATION PLAN

The Building Evacuation Map is marked with:

- The exits which shall be clearly demarcated in the map in case of a fire / earthquake.
- The various exit routes by arrows on the map.
- The location on the map with “You are here” in bold and red. This will help give an orientation of the nearest exits and the evacuation route to anyone who looks at the map.
- Alternative exit routes in case the main exits are damaged / not accessible.

- Safe places where the children and staff members can take shelter (one need to mention the number of children who can be accommodated in the area identified).
- The building evacuation map shall be displayed at various points In the School.

## **SIMULATION / MOCK DRILLS**

The maps prepared should be disseminated to all participants and students.

Mock drills are a must to test the various elements of the response plan in order to evaluate it. Drills and exercises are an extremely important part of the preparedness plan as they

- Teach students, staff and parents how to respond to the complications of an actual disaster.
- Help you evaluate how well all parts of your emergency plan work together, and how well your staff and students have been trained.

After the mock drill, the following issues can be discussed with the students:

## **SAFETY CONSIDERATIONS**

It needs to be stressed that each student's first responsibility is for his/her own personal safety. Students should learn how to help someone else who is injured however. Actions to be taken in case of injury to the teacher, injury by glass or a heavy object etc. can be discussion topics.

## **EMOTIONAL CONSIDERATIONS**

It is normal for students to feel very frightened, worried or even physically sick when a disaster strikes. The students can be encouraged to talk about what they can do after a disaster, to lessen their fear or raise their level of preparedness.

## **DRILL**

Important safety tips can be shared. Different parameters can be used to do this, like examining whether evacuation of a classroom can be done in less than 1 minute without any students pushing or falling, whether the whole school can be evacuated in less than 4 minutes using different exits etc. The students should be made to understand the need to prepare for sudden accidents and to know "Why" and "How" to handle the situation.

## INFORMATION

Students and Teachers alike should be educated on what they should do and not do in the event of a disaster. Instructions can be clearly written in the laboratories and other vulnerable areas.

## UPDATING DISASTER MANAGEMENT POLICY

The school disaster management policy has to be updated and evaluated every two year. This is the responsibility of the Disaster Management Committee to make sure that the plan is effective and is taken seriously by all concerned.

