

School Safety and Readiness Plan for Return On Site

Created by	Facilities Manager
Reviewed/ approved by	SLT
Date of review	April, 18 2026
Date of next review	April, 2027

This procedure is reviewed annually to ensure compliance with current regulations and will be updated immediately should it be required.

Objective:

Ensure safe and secure school operations by implementing robust preventive and protective measures, enabling a coordinated and rapid emergency response to potential threats, and maintaining continuity of teaching and learning through adaptable delivery methods during periods of heightened regional tension, including potential missile, airspace, or security-related incidents.

This also includes establishing a clear and timely communication framework to keep parents informed, provide reassurance, and issue appropriate guidance during all emergency protocols.

Key Risks:

- Missile / Drone alerts
- Fire, smoke, or gas leak
- Suspicious object on or near premises

Responding to Alerts :

Scenario 1 - Local incident, no direct impact on the building, projectile of falling debris

Action required - Shelter in place.

Scenario 2- Fire, smoke, gas leak, suspicious object on or near premises.

Action required - Evacuate to the assembly point. [Fairgreen's usual evacuation policy applies here.](#)

Core Safety Protocols:**Shelter in place (Initial Response)**

- Immediately move all students/ staff indoors to the designated shelter areas.
- Students should leave bags/equipment where they are. Usual evacuation rules apply.
- Stay away from windows.
- Stop outdoor activities immediately.
- Remain in the shelter areas until official clearance is given by the authorities.

Follow-up response:

- Teachers take immediate headcount and report any discrepancies to the leadership team via the **EMERGENCY ALERTS (STAFF)** group on Google Chat.
- **Link-** <https://chat.google.com/room/AAQAK2Xkb-o?cls=4>
- Keep students within assigned shelter locations. Avoid movement between areas.
- Control HVAC (Heating, ventilation, and air conditioning) systems if required.
- Back-up generator standby in case of power disruptions.

- First aiders/ clinic team on standby.
- Identify any injured, vulnerable, or special needs students.
- No unauthorised communication or rumors. Students are not allowed to use devices.
- All updates issued by the school leadership team only.
- Security measures to restrict any entry or exit.
- Suspend all deliveries and visitor access.

During shelter:

- Teachers must maintain continuous supervision and reassurance.
- Keep students seated, calm, and away from windows.
- Students will not be allowed to use phones to avoid panic and misinformation.
- Follow the instructions from the school leadership team.

Communication (Internal):

- PA System announcement. The following shall be announced to activate shelter in place.
“Attention everyone, this is an important safety announcement. Shelter in place has been activated. Please move immediately to the nearest shelter area and remain there until further instructions. Thank you”
- **Staff Emergency Alert Group on Google Chat.** The above message will be sent to the group.
- The following shall be announced as an ALL CLEAR message via the PA system and staff emergency group on Google Chat.
“Attention everyone, shelter in place has now been lifted. Thank you for your cooperation.”

Communication (External/ Parents):

The school shall implement a structured and controlled communication process to ensure that parents are informed in a timely, accurate, and reassuring manner. Upon activation of the shelter-in-place protocol, an official notification will be issued via approved communication channels.

Subsequent updates shall be shared at regular intervals or upon any significant change in status.

A final **“ALL CLEAR”** notification shall be issued once normal operations can safely be resumed or further instructions (dismissal) are confirmed.

Home room teachers shall be assigned as the first point of contact for parents.

Parents shall follow the following protocols when an alert is received.

Alert During Pick Up/Dismissal:**If an alert is received while at home before leaving for school-**

- Do not leave home.
- Await information from the school and all clear from the authorities.

If an alert is received during drop off -

- Follow instructions from security and move to the designated shelter area immediately.

If an alert is received during pick up/dismissal-

- Suspend dismissal immediately.
- Students are not allowed outside of the buildings.
- Students alone/ with guardians outside must proceed to the safe place immediately as directed by the security personnel.
- Standing outdoors is strictly prohibited.

Communication with Authorities:

The school shall maintain continuous coordination and communication with the relevant authorities, including-

- Dubai Police
- Dubai Civil Defence
- KHDA

The designated school representative shall-

- Act as a single point of contact for all external communications.
- Provide accurate situational updates as required.
- Receive and implement official instructions and advisories.

Shelter Definition:

A shelter is a designated safe location intended to provide temporary protection to occupants during emergency situations, particularly incidents that may result in falling debris, broken glass, or other external hazards. Shelters are intended to protect individuals until the situation stabilises or further instructions are provided by emergency responders or management.

Types of Shelters:

Internal Shelter (Primary Shelter): A protected location inside the school where occupants can temporarily move to reduce exposure to falling debris, broken glass, or external hazards.

External Shelter (Secondary Shelter): A covered safe location outside the main building where occupants should move if the building becomes unsafe due to fire, structural damage, or other severe incidents.

Internal Shelter (Primary Shelter): Suitable Locations

- Core corridors with ventilation.
- Reinforced internal areas
- Stairwell lobbies
- Internal service corridors
- Windowless rooms

Key Criteria

- Away from glass façades and windows
- Structurally robust areas (preferably reinforced concrete)
- Located away from exterior walls where possible
- Protected from potential falling debris
- Easily accessible to occupants
- Accessible for People of Determination
- Away from high-risk rooms such as gas rooms, fuel storage, chemical storage, and electrical substations

External Shelter

An external shelter is a covered safe location outside the main building used when occupants must evacuate the building due to fire, structural damage, or when the building becomes unsafe to remain in. External shelters should provide overhead protection from potential falling debris.

Suitable locations:

- Covered parking structure located away from the main building.
- Independent service buildings with solid roofing.
- Nearby reinforced structures are within a safe distance from the main building.
- Bus shelters or other solid covered structures, where structurally possible.

Key Criteria:

- Covered and structurally stable.
- Provides overhead protection from potential falling debris.
- Located away from the main building and glass facades.
- Accessible through clear evacuation routes.
- Sufficient space for occupants.
- Easily identifiable for emergency coordination.

SHELTER AREAS AND CAPACITY

Shelter Type	Floor	Exact Location/ Area Description	Capacity (Est.)	Which classes are allocated	Any relevant remarks or considerations
Internal	Ground	G13	50	G13 ,G15	Fully concrete structure with small windows.
Internal	Ground	G12	50	G11, G12	Fully concrete structure with small windows
Internal	Ground	G16	50	G16, G17	Fully concrete structure with small windows.
Internal	Ground	G19	50	G 20 & G19	Fully concrete structure with small windows.
Internal	Ground	KG2 POD- EYP BLOCK	50	G21	Fully concrete structure with small windows.
Internal	Ground	G24	50	G24 & G22	Fully concrete structure with small windows.
Internal	Ground	KG2 POD Area	50	G72	Fully concrete structure.
Internal	Ground	G69	50	G70 & G69	Fully concrete structure with small windows.
Internal	Ground	G74(EYP STEM)	50	G73 & G74	Fully concrete structure with small windows.
Internal	Ground	PYP Science Lab	25	PYP science lab	Fully concrete structure with small windows
Internal	Ground	Outside the Uniform trial room	20	NA	Fully concrete structure
Internal	Ground	G67	50	G67 & G68	Fully concrete structure with small windows.
Internal	Ground	G63	50	G 63, G64	Fully concrete structure with small windows.
Internal	Ground	Grade 2 POD	25	NA	Fully concrete structure away from windows.
Internal	Ground	G59	50	G 58 & G 59	Fully concrete structure with small windows.
Internal	Ground	G55	50	G55 & G56	Fully concrete structure with small windows.

Internal	Ground	Grade 1 Pod	50	G 057	Concrete structure
Internal	First	F77	50	F77 & F78	Fully concrete structure away from windows.
Internal	First	Grade 5 POD	50	F76 & F75	Fully concrete structure away from windows.
Internal	First	FF- Counselling internal corridor & Laura's office	75	All occupants in the Counselling department	Fully concrete structure.
Internal	First	Inclusion internal corridors & internal rooms	50	All occupants in inclusion	Fully concrete structure.
Internal	First	Green screen room/podcast room	40	MYP arts and all occupants from the green screen room and the podcast room	Fully concrete structure.
Internal	First	Design POD	25	Prep room and Design classroom (F84)	Fully concrete structure away from windows.
Internal	First	Wood working room	25	All occupants from wood working room	Fully concrete structure with small windows.
Internal	First	Meeting room & Corridor THE STUDY LOUNGE	50	All occupants in the lounge	Fully concrete structure.
Internal	First	Library (by the BENQ board)	100	All occupants in the library	Fully concrete structure with small windows.
Internal	First	F13	50	F16 & F13	Fully concrete structure with small windows.
Internal	First	POD area - French/Arabic	50	F12 & F11	Fully concrete structure with small windows.

Internal	First	F18	50	F18 & F19	Fully concrete structure with small windows.
Internal	First	F22	50	F21 & F22	Fully concrete structure with small windows.
Internal	First	FF- Languages POD	75	F23, F24 & F27	Fully concrete structure with small windows.
Internal	First	FF- Admin Internal Corridor	50	All occupants in the admin offices - First floor	Fully concrete structure without any windows.
Internal	Second	lift lobby & Staff room	50	All occupants from second floor - Block A Offices	Fully concrete structure.
Internal	Second	Store in front of head of secondary's office/ Internal corridor	25	All occupants from the Secondary Principal and VP, MYP Co-ordinator, and ESOL office.	Fully concrete structure.
Internal	Second	English classrooms POD area	75	S26,S27 & S28	Fully concrete structure.
Internal	Second	S19	50	S19 & S20	Fully concrete structure with small windows.
Internal	Second	S25	50	S24 S25	Fully concrete structure with small windows.
Internal	Second	Music - POD area	25	Secondary Music	Fully concrete structure with small windows.
Internal	Second	Primary Music classroom	25	Primary Music	Fully concrete structure with small windows.
Internal	Second	S 16 classroom	25	S 16	Fully concrete structure with small windows.
Internal	Second	Science POD (By Prayer rooms)	50	S79 & S75	Fully concrete structure without any windows.

Internal	Second	Science POD (By S71 class)	50	S70,S71	Fully concrete structure with small windows.
Internal	Second	S66 class	50	S65 & S66	Fully concrete structure with small windows.
Internal	Second	S62 class	50	S62 & S63	Fully concrete structure with small windows.
Internal	Second	Grade 3 POD	25	S61 & S60	Fully concrete structure away from windows.
Internal	Second	Grade 4 POD	25	S55	Fully concrete structure with small windows.
Internal	Second	S 53	50	S54 & S53	Fully concrete structure with small windows.
Internal	Second	S57 classroom	50	S57 & S56	Fully concrete structure with small windows.
Internal	Ground	Canteen (Middle area away from windows)	150	Canteen and outdoor play areas	Fully concrete structure with small windows.
Internal	Ground	MPH	400	Sports Halls, Pool areas, and football field	Fully concrete structure with small window panels.
Internal	Ground	Security Block	40	Security guards, support staff,/Any visitors in the parking lot	Fully concrete structure with small window panels.
Internal	Ground	Main reception corridor	20	Admin/ Clinic team and visitors	Fully concrete structure
Internal	Ground	Staircase- Opposite Reception	150	General	Secondary Shelter
Internal	Ground	Staircase- by the main carpark	150	General	Secondary Shelter
Internal	Ground	Staircase - KG2 areas	150	General	Secondary Shelter

Internal	Ground	Staircase - By the canteen	150	General	Secondary Shelter
Internal	Basement	Basement	500	General	Secondary shelter

External shelter:

SEE Institute building (next to the green field).

Capacity - 1000

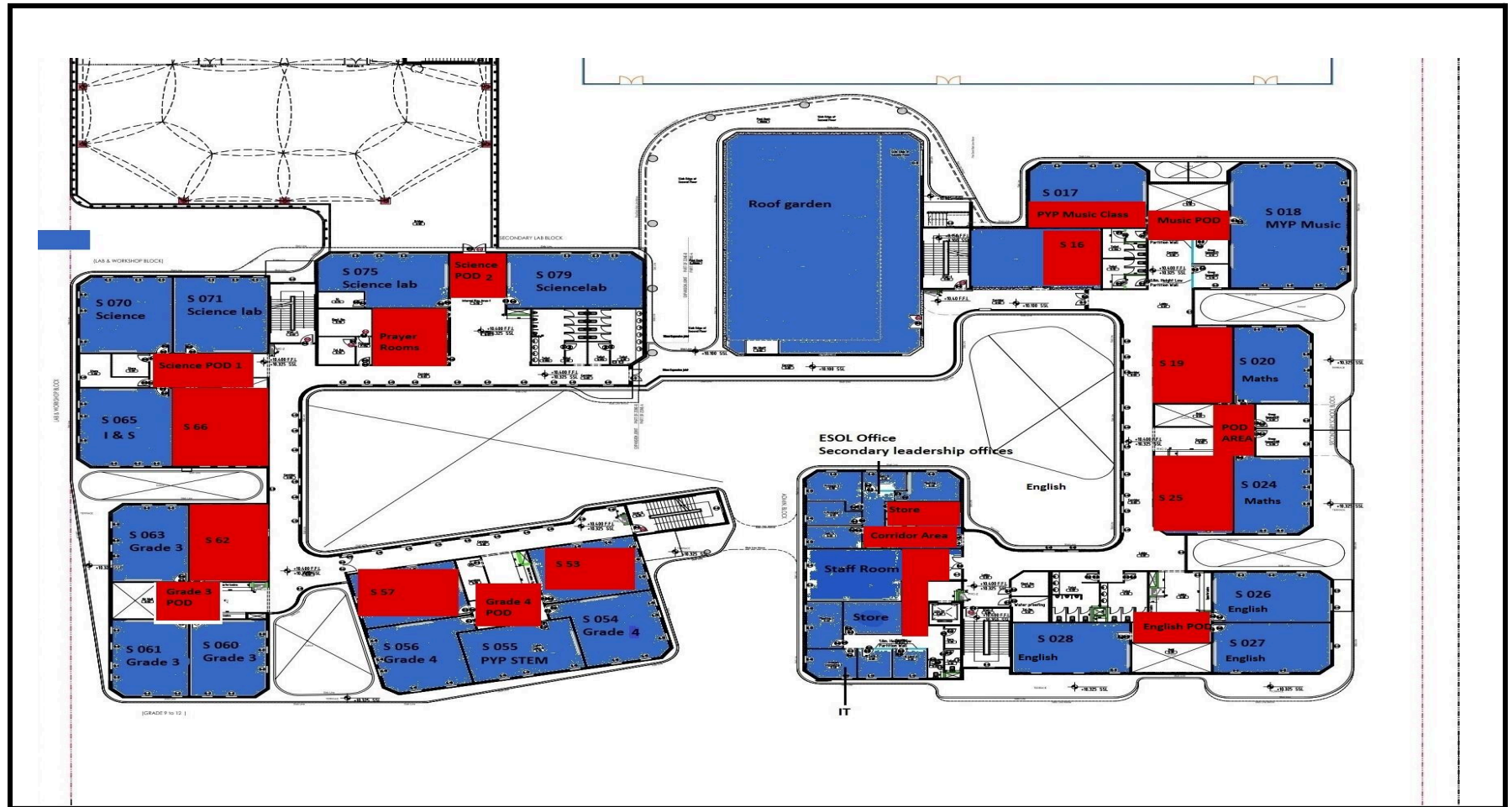
The floor plan illustrates the layout of the primary school building. Key areas include:

- Gymnasium (GYM):** A large green rectangular area at the top left.
- Field:** A large green rectangular area at the top right.
- Primary School Block (Rooms 1 to 3):** A complex of rooms including a Wellbeing Room, various classrooms (G 073, G 074, G 072, G 070, G 069, G 068, G 067, G 064, G 063), and a KG2 POD.
- CANTON:** A large green rectangular area in the center.
- Classrooms and KG Areas:** A series of classrooms (G 011 to G 022) and KG areas (Pre KG, KG 1, KG 2) on the right side.
- Treatment and Reception:** A section at the bottom center containing a Treatment room, Reception, and a WADHA area.
- Corridors and Stairs:** Numerous corridors and stairwells are shown throughout the plan.
- Outdoor Spaces:** Various outdoor areas, including a large green field (CANTON) and smaller courtyards, are depicted.

First Floor - Shelter Areas (Highlighted in Red)



Second Floor - Shelter Areas (Highlighted in Red)



Roles and responsibilities during an alert-

1. **Receptionist** - Use the PA system to announce the activation of **SHELTER IN PLACE**. Send a message to the staff group on Google Chat (Emergency Alerts).
2. **Security Team** - Direct any parents/visitors to the nearest shelter area. Patrol the external premises to ensure no one remains outdoors.
3. **Teachers/Teaching assistants:** Manage the evacuation/shelter in place calmly and direct students clearly toward safe evacuation routes. Ensure all students are evacuated and accounted for. Communicate with SLT for any discrepancies.
4. **Head of departments/ Line Managers** - Ensure all your departmental staff are accounted for and report to the SLT.
5. **Incident Commander** (Business manager/ School Director) - liaise with school principals, teachers, and other external stakeholders to ensure the safety of students/ staff and visitors.

Key Points to note -

1. Grab bag in classrooms (Yellow bag) - Make sure to have the following items inside the bag.
 - First aid kit
 - Students register with their emergency contact details.
 - List of students with medical conditions/allergies and their emergency contacts.
 - Hi Viz Vests
 - Green and red cards.
 - Assembly point plan (fire evacuation).
2. Follow the blue arrows on the floor to the nearest shelter area (Image 1 below)
3. Shelter area signages are posted on the doors and on the walls (Image 2 below)
4. Please note the shelter area begins from the red safety tape and extends away from the window (Image 3 below)
5. Shelter areas have been designated in the pod areas as well (Image 4 below)

Image -1



Image 2



Image 3



Image 4

