



Emergency Plan

GEMS International School Cairo (GISC)

Al Rehab

Jan2023

WHEN AN EMERGENCY TAKES PLACE, IT IS TOO LATE TO READ THIS DOCUMENT. READ IT NOW AND ENSURE THAT YOU UNDERSTAND WHAT IS REQUIRED IN AN EMERGENCY SITUATION.....

BEFORE IT HAPPENS!



SIGNATORY PAGE

This school emergency operations plan has been completed and approved through a collaboration of efforts in the community, including:

(Catherine Spencer)

School Principal

(Mostafa Elzanaty)

MSO\ Emergency Manager

(Hoda Gamal Eldeen)

HSE Manager

(Aly Amer)

Head Of Security

(Amgad Sorour)

Operations Director



Contents:

- Purpose
- Scope
- Objectives
- General Instructions
- Roles and Responsibilities of evacuation procedures
- Evacuation procedures of Personnel with special needs
- Different types of emergencies and how to act
 - Electricity Shutdown
 - Fire covering different incident locations
 - Earthquake
 - Bomb Threats
 - Lockdown
 - First Aid Plan
- Emergency phone numbers
- Escape routes layout for each floor
- Assembly Point Layout



A. Purpose of the Plan

The purpose of GISC Emergency Plan is to identify and respond to incidents by outlining the responsibilities and duties of GISC and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident or emergency case to act quickly professionally. In addition, the plan educates staff, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that GISC has established guidelines and procedures to respond to incidents/hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student emergency cases and school incidents are defined in the plan below. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Staff and Students have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. GISC regularly schedules in-service training for all staff.

B. Scope of the Plan

The School Site Emergency Plan guides a coordinated school staff response to an emergency, disaster, or event and aids in directing emergency response activities toward reaching an agreed upon goal. School Site Emergency Plan procedures are scalable to address incidents that may develop over time and those that may occur without warning.

C. Objectives

The objectives for the School Site Emergency Plan are as follows:

- Protect the safety and welfare of students, school staff, and visitors.
- Provide a safe and coordinated response to emergency events.
- Protect the premises' facilities and properties.
- Enable the school to restore normal conditions with minimal confusion in the shortest time possible.
- Provide the interface and coordination between all departments.
- Provide the interface and coordination between the school and city facility.



General Instructions for Staff and Students in Case of Fire Incident:

Familiarize yourself with at least two ways to exit your building so that you are prepared in the event of an emergency.

If you hear or see a fire alarm, do not wait to be told to leave the building. Leave the building immediately using the nearest stairs.

Direct all visitors and students to leave as well.

Essential to know:

- ✓ The locations of fire alarm pull stations and how to use them. (These are generally located near exits.)
- ✓ The locations of the nearest exits in your area.
- ✓ The locations of, and how to use, the portable fire extinguishers in your area.
- ✓ Know your evacuation coordinator (usually the class teacher/ Security Guard).

Upon Discovering a Fire:

If smoke, or flame is present, or the building alarm activates, staff should follow the five steps listed below. The acronym, **R. A. C. E. R.**, will serve as a reminder of the steps as follow:

- ✓ **Remove** anyone in immediate danger. If the fire is in a classroom or visitor area, remove all students and people from that area. Remember only remove someone if they are in immediate danger but if you cannot, please call for help from any adult near you.
- ✓ **Activate the alarm** by pulling the nearest fire alarm pull station. Call the emergency number, **MSO Mr. Mostafa Elzanaty (Mob: 01001491410)**, and give any information that you have.
- ✓ **Close all doors** as the areas are evacuated. (To be done by the last person leaving the room to eliminate spreading the fire).
- ✓ **Extinguish the fire if possible**. Use a portable fire extinguisher If you are well trained on Fire Fighting and if the fire has not spread beyond the point where it started.
- ✓ **Relocate** to a safe area, go to the nearest emergency exit, and leave the building under the direction of the class teacher or Security Guard to the assembly point **at the school Main Gates 1,2,3,4,5 and 6 from Inside the school.**



- ✓ If the exit is blocked by fire, heat, or smoke, go to another exit. If all exits are blocked, return to your room, close the door, and go to the nearest window and try to make yourself visible to anyone or call **MSO (Mostafa Elzanaty mob: 01001491410)** to report your location to the rescue team.

- ✓ If the situation is deteriorating and we need to fully evacuate the school, the evacuation will be redirected to **outside the school Premise at the Mosque Parking area.**

- ✓ Students in classrooms or laboratories will be advised by their instructors to evacuate to the assembly point. Instructors must advise students of evacuation procedures.



Evacuation Procedure Roles and Responsibilities

The fire alarm consists of a continuous high pitched, modulating sound. On hearing this ringing, the procedure is as follows:

1. Immediately begin to evacuate the children in an orderly manner. All other staff should also begin to evacuate in an orderly manner.
(This should be done as far as is possible in silence)
2. Switch off lights and close windows and doors.
(If time permits and no immediate danger is obvious)
3. Escort the children to the main assembly point **via the nearest staircase** and shortest safe route.
(In silence)
4. Line the children up in register order as per the Fire Evacuation Plan.
5. Class teachers should be at the front of the line.
6. Class registers should be hung inside each class to be taken by the class teacher at evacuation time to check the attendance at the assembly point.
7. FOH reports daily late/ absent students. "Print Toddle"
8. Heads of levels check registers against Toddle printed report of Late & absent students to ensure no one is missing.
9. The principal receives notice of missing students from Heads of levels. If circumstances allow, the principal will organize a search for the missing students.
10. The principal's PA and HR Manager will count adults and note any missing person. If circumstances allow, the principal will organize a search for missing people.
11. At the end of the emergency, escort the students back to the classrooms.
12. At the end of emergency if we will continue the school day as normal day, students should not be dismissed immediately for breaks or PE lessons .. etc. but must return to the classrooms for at least 5 minutes to allow everything to get back to normal.

Security staff:

13. Ensure that all building gates are unlocked.
14. Ensure that all school gates are locked and controlled so no one can go out or enter the school during the evacuation.
15. Ensure no one enters the basement.
16. Ensure no vehicles enter the school; even in extreme emergency the Fire Fighting Truck should park outside the school building near to Gate 11 at the assigned Fire Water source.
17. Ambulance will park outside as well.

18. Important Note: If the fire threatens the safety of children in the assembly area, they will be evacuated via the school gates 1,2,3,4,5 and 6 to the Mosque parking area across the road.



- **Students' Roles and Responsibilities:**

1. Cooperate during emergency drills and exercises, and during any incident.
2. Learn to be responsible for themselves and others in an incident.
3. Understand the importance of not being a bystander by reporting situations of concern.
4. Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.
5. Take an active part in school incident response/recovery activities, as age appropriate.
6. Don't be an obstacle in case of emergency and follow the class teacher/ Level Leaders Rules.

EVACUATION PROCEDURE FOR PERSONNEL WITH SPECIAL NEEDS:

- School Doctor should be notified by education Team if there are Students with Special needs to be reported to MSO so special assistance procedure may be followed during normal school day or in case of emergency.

The following are general evacuation procedures for persons with disabilities during a fire and/or other building emergencies. Staff and students with disabilities must work with their instructors /evacuation coordinators to identify primary and secondary evacuation routes they use.

Individuals with disabilities that may preclude them from quickly exiting a building need to:

- Be familiar with at least two evacuation options.
- Seek security guard, staff who are willing to assist in case of an emergency.
- Ask instructors, MSO, SEN staff about evacuation plans for the buildings.
- For evening/off hours classes/ sports academies, we suggest the instructor or a competent appointed volunteer in addition to the security guards act as an evacuation assistant for that class/team/ group. Two people will be needed: someone to stay with the person with a disability (evacuation assistant) and one to relay location information to emergency personnel (normally the security guard).



Emergency procedures in case of Sudden Electricity Shut Down:

1. Maintenance team to check the main electricity sources to figure out the reason for shutting off.
2. Shutting of the main electricity panel if malfunctioning from outside the school.
3. Check all the critical areas “building utilities”:
 - a. Generator room and the solar tank.
 - b. Pumps room.
 - c. Chillers and air handling unit, If they exist.
 - d. IT server rooms, UPS should be working immediately.
 - e. Catering station (at open area and inside the staff room to ensure there is no hot work activities remaining that can cause fire.)
4. Security Guards to check the above locations.
5. Garbage Room is empty and not accessible to anyone, no storage for the waste inside the school as the city truck visits the school twice per day collecting the waste from outside the premise.
6. HSE to ensure the above procedures are properly followed.

Emergency Procedures In case of Fire:

1. Once the fire alarm rings MSO (Mostafa Elzanaty) and Maintenance Manager (Youssef) heading to control room to check the incident location (which sensor/ call point) had been released through the alarm panel.
2. Maintenance team to check the pumps room to ensure it is working properly.
3. Maintenance team to disconnect energy sources (Electricity/Gas) if necessary, then joining the evacuation team to the assigned assembly point.
4. At the location of fire:
 - a. One of firefighting team can deal with it If it is a small incident and can be contained internally by firefighting team using manual extinguishers (Powder/CO2).
 - b. Security to Call for external help if it is uncontrolled.
 - c. Head of Security/ HSE manager/ MSO are the ones who can decide to call for external help or not.
 - d. All staff /students/ visitors/ parents/ contractors should be evacuated directly to the assembly point in parallel with the above-mentioned tasks.
 - e. Respiratory Masks and face shields should be worn by people at fire location to avoid choking.
 - f. Eliminate and remove all materials near to the fire location to minimize the fire spreading radius.
 - g. Disconnect the electricity and Gas source/ any mechanical powers at the fire location by ONLY maintenance team or the experts.
 - h. At the fire incident location, all doors should be closed to control the fire except evacuation exit to get help.



- **If Fire incident at Storage area/ Warehouses:**
 - Disconnect Electricity of Warehouses.
 - Use powder fire extinguishers till fire hoses rolled out and ready to be used.
 - Do not use water for chemical materials that react with water.
 - Do not use water for electronic/ electric devices so not ruined.

- **If Fire Incident at Labs/ Catering/ workshops/ Generator room and solar tank:**
 - Transfer/ remove all chemicals and flammable materials outside away from the fire location if it's doable with no harm.
 - Determine if there is a leakage and try to stop it ASAP.
 - Use powder fire extinguishers till fire hoses rolled out and ready to be used.
 - In case fire was around oil tanks, keep distance and use water sparks on the walls to freeze the tanks and prevent explosion.

- **If Fire Incident at admin offices:**
 - Disconnect the electricity (lighting and ACs) by maintenance team.
 - Evacuate the room immediately.
 - Use manual powder Fire extinguishers by trained FF team members.
 - Use water when necessary.

Precautions to be done after controlling the situation and fire contained:

- Traces of the burned materials should be examined and well checked by HSE or MSO (polluted wooden/ metal) to ensure it's not a danger, and to be disposed environmentally properly.
- Fire location should be checked by HSE to ensure that deep cleaning took place properly because if there was any spillages or hazardous materials remaining this should be controlled/ contained and disposed environmentally properly.

The below poster or similar illustrative posters should be printed and posted to everyone inside the school premise.



Emergency Procedures in case of earthquake:

- **Earthquake Procedures Inside:**

- **DROP** to the ground. For those students and staff who are physically unable to drop to the ground, they should remain seated and cover their heads with their arms and hands.
- **COVER** under or near desks, tables, or chairs in a kneeling or sitting position.
- **HOLD** onto table/chair legs. Protect eyes from flying glass and debris by using arm to cover your eyes.
- Remain in the DROP position until ground movement ends. Be prepared to DROP, COVER, and HOLD during aftershocks.
- Building manager and operations team should check for injuries and assess the general safety of the room.
- Report any hazards to the MSO after the event.
- All staff should report to the MSO with any defects/collapse/damage in the property after the event.
-

- **Earthquake Procedures outside:**

- Move away from overhead hazards such as power lines, trees, and buildings. DROP to the ground and COVER the back of the neck with your hands.
- Do not enter buildings until it is safe to do so.
- Do not enter the basement for safe shelter or to get your car.
- School staff should check for injuries.
- Report any hazards to the MSO.



Emergency Procedures in case of Bomb Threats:

BOMB THREATS

If you receive a bomb threat telephone call:

- ◆ Complete a bomb threat checklist, a copy of which is attached to this document, i.e. what, when, where, how, time, etc. The check list is to be printed and kept easily to hand and ready for use.
- ◆ Record as many details as possible about the caller e.g. sex, age, accent, background noises or distinctive voice patterns.
- ◆ Attempt to keep the caller on the line for as long as possible while attracting the attention of a co-worker for assistance. If you are the co-worker immediately notify senior management who will assume responsibility for the situation.

DO NOT:

- ◆ Hang up.
- ◆ Put the caller on hold.
- ◆ Argue with the caller or otherwise antagonize them.

Attempt to gain as much information as possible as to where the bomb has been placed, what it looks like and why the bomb has been left.

If an evacuation is declared because of a bomb threat do not unduly delay departure but:

- ◆ Attempt to identify any bags, boxes, or parcels that do not belong in your immediate area.
- ◆ Do not touch or move them and inform the **MSO Mostafa Elzanaty** of their position.
- ◆ Open all doors and windows before leaving.

DO NOT:

- ◆ Handle or move any suspicious articles.
- ◆ Panic.
- ◆ Delay the evacuation to retrieve personal belongings.
- ◆ Attempt to remove any vehicle from the premises.



BOMB THREAT CHECK LIST:

As our telephone system allows incoming calls to be directed straight to your desk it is possible that you could be the first person to receive a telephonic bomb threat. Should this happen remain calm and attempt to gather as much information as possible.

It is very important that you DO NOT:

- ◆ Put the caller on hold.
- ◆ Attempt to transfer the call.
- ◆ Annoy or antagonize the caller in any way.
- ◆ Enter any debate or argument.
- ◆ Make any commitments.

Try To: Attract the attention of a colleague to notify management while continuing with the call.

Try to answer the following:

Is the caller male or female?

Are they young or old?

Do they have a strong accent?

Do you think that they are White/Black/Indian/Coloured/?

Are there any background sounds that you can identify?

Is the caller calm or agitated?

Do they sound "educated"?

Are they articulate?

Do they sound as if intoxicated or under the influence of drugs?

Are they reading the warning of speaking without prompts?

Try to find out:

Where the bomb has been placed?

What it looks like?

What kind of bomb it is?



Why has this been done?

When was the bomb placed?

What will set it off?

This sounds daft but ask their name. You would be surprised at how many answer!

Immediately after the call has terminated write down as much as you can remember.



Emergency Procedures in case of Lockdown:

A lockdown is essentially a classroom Protocol that secures students and staff within a safe area. This protocol may also extend to washrooms, canteen, and administration area.

Active shooter or angry parents are the perfect example for Lockdown scenario.



Lockdown Drill Rules:

- One lockdown drill to be completed per the academic year.
- Teachers will be educating the students periodically about the lockdown protocol.
- The school will notify the staff and the parents prior to the exercise.
- Senior management will observe and assess the lockdown drill practice.
- Feedback will be shared with all the teachers.



First Aid Plan:

During normal school days or in case of any emergency occurs inside school premise, the responsibility to rescue injured people will be on school doctor (**Dr. Nermine Farag Mobile: 01006675809**) located in school clinic which is equipped with the needed medical tools, supplies and first aid procedures should be followed till contacting the help of the nearest hospital. Emergency phone numbers list attached.

First Aid Roles and Responsibilities include:

- Transferring the injured person away from the incident location heading to the assembly point or school clinic if possible.
- Doing the first aid needed by ONLY the school doctor or certified first aid trainee to determine the severity of the injury.
- In case of severity, an Ambulance should be called by school doctor or MSO.
- In case the injured is not conscious or not responding to the first aid procedure, he should be immediately transferred to the nearest hospital for full medical treatment.
- First Aid kit is available inside Labs/ Canteen area for easy access in case of emergency.
- Incident report should be filled after the event.



**ارقام التليفونات المهمه للاستخدام حاله الطوارئ ء لمدرسه جيمس الدوليه
بالقاهره**

Emergency Phone Numbers of GISC

180	02-3910115	Cairo Brigade	مطافى القاهره	1
	02-3910949			
	02-3911727			
180	02 26924083	Al Rehab Brigade	مطافى الرحاب	2
123		Central Ambulance	الاسعاف المركزى	3
01006041819		Head of Al Rehab City Hall	رئيس جهاز المدينه	4
01124121219		AL Rehab Police Station Colonel\ Sherif Nagy	نقطه شرطه الرحاب عقيد/ شريف ناجي	5
02 26070314		Al rehab Medical Centre	مركز الرحاب الطبي	6
02 26176981		Air Force Hospital (Nearest Hospital)	المستشفى الجوى	7
Hot Line: 16221		International Medical Center	المركز الطبي العالمى (طريق الاسماعيليه)	8
01061618203		Administration of GISC PRE Mobilr	ادارة مدرسه جيمس الدوليه بالقاهره	9
01006675809		School Doctor Dr. Nermine Farag	طبيب المدرسه د/نرمين فرج	10
0114321262		Security Dep. Of Al Rehab	الاداره الامنيه للرحاب	11
01001491410		Manager Of School Operation (MSO) Mr. Mostfa Elzanaty	المدير الإدارى للمدرسة العقيد/ مصطفى الزناتى	12
01221253599		School Operation Supervisor Mr. Karim Ahmrd	المشرف الإدارى للمدرسة أ/ كريم أحمد	12

Date: November2022