Future International School

Occupational safety and health Administration

School Crisis Management Policy

Subject:	Crisis Management Policy	Issue Date:	Sep-2022
Version:	OSH.MS.CM01	Revised Date	Sep-2023

Introduction

At Future International School, we are committed to providing a safe and secure learning environment for our students, staff, and visitors. To effectively manage crises and emergencies that may arise, we have established a comprehensive Crisis Management Policy

Policy Statement

This policy outlines the procedures and guidelines to be followed in the event of various crises, including natural disasters, security threats, health emergencies, and other unforeseen incidents. It aims to ensure the safety and well-being of all members of the school community.

Emergency Response Procedures

1- **Emergency Notification and Activation:**
- School administrators will promptly assess the situation and decide whether to activate the crisis management team.
- The crisis management team will be led by the designated crisis coordinator and include representatives from various departments.

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2- Communication:
- The crisis coordinator will ensure timely and accurate communication with staff, students, parents, and relevant authorities.
- Communication channels include SMS alerts, emails, phone calls, and official social media platforms.

3- Emergency Evacuation and Sheltering:
- Specific procedures for evacuation and sheltering will be established based on the nature of the crisis.
- Evacuation routes, assembly points, and shelter locations will be clearly marked and communicated to all stakeholders

4- Medical Assistance:
- Trained staff members will provide immediate first aid and medical assistance to those in need.
- Emergency medical services will be contacted if necessary.

5- Security Measures:
- Security personnel will collaborate with local law enforcement agencies to address security threats and maintain order.

6- Parent Communication and Reunification:
- Parents will be informed about the crisis through official communication channels.
- Reunification procedures will ensure students are released only to authorized individuals after proper identification.

7- Continuity of Learning:
- Plans for remote learning, if applicable, will be activated to ensure minimal disruption to students' education.

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8- Recovery and Psychological Support:

- The crisis management team will facilitate recovery efforts and provide psychological support for students and staff affected by the crisis

Training and Drills:

- Regular crisis management drills will be conducted to familiarize staff and students with emergency procedures.
- The crisis management team will receive specialized training to effectively manage different types of crises.

Review and Update:

- This policy will be reviewed annually to ensure its effectiveness and relevance. Updates will be made based on feedback, changing circumstances, and lessons learned from previous incidents

> By adhering to the Crisis Management Policy,
> we are better prepared to navigate unexpected challenges and ensure the safety, security, and well-being of the entire [FIS] community.

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