



## **Emergency Shelter and Protective Response Plan**

### **1. Purpose**

The purpose of this procedure is to explain how Rosary School will respond to emergency situations in a safe, quick, and organized way. It helps protect students, staff, visitors, and school property. It also explains the main duties of school staff during an emergency and helps everyone take the correct action without delay. This procedure gives one clear response system for different emergency situations that may happen inside the school, near the school, or during school transport.

### **2. Scope**

This procedure applies to all students, staff, visitors, contractors, and transport staff at It covers emergency situations such as:

- internal emergency inside the school
- official NCEMA emergency alert
- emergency affecting school buses on the road
- debris, fragments, or unknown objects near or inside the school

This procedure shall be used together with the school emergency plan, communication system, and staff responsibilities during emergency situations.

### **3. Responsibilities**

#### **3.1 Principal**

The Principal are responsible for leading the emergency response in the school. They must start the emergency procedure, make clear announcements, control movement, and make sure all sections respond correctly. They are also responsible for communication with external authorities when needed and for giving the official all-clear after the situation becomes safe.

#### **3.2 OSH Officer**

The OSH Officer supports school leadership during the emergency. The OSH Officer checks hazards, monitors unsafe areas, supports movement control, and helps make sure the school is responding safely. The OSH Officer also records the main safety actions and observations related to the incident.



### **3.3 Medical Team**

The Medical Team prepares first aid kits, medicine, and emergency medical support. The team responds to injuries, panic cases, breathing difficulty, or other health concerns during the emergency. The team also checks students or staff with known medical conditions and keeps medical records when needed.

### **3.4 Social Worker / Counselor**

The Social Worker or Counselor supports students who feel fear, stress, anxiety, or panic during the emergency. This role helps calm students, supports teachers with distressed students, and works with the Medical Team if more help is needed.

### **3.5 Section Supervisors**

Section Supervisors check that all classrooms and areas in their section follow instructions correctly. They follow up any missing report, support teachers, and inform school leadership about urgent issues or unsafe conditions.

### **3.6 Teachers and Support Staff**

Teachers and support staff are responsible for the immediate safety of students in their care. They must stop activities, protect students, keep them calm, check attendance or headcount, and report their status to school leadership through the approved communication system.

### **3.7 Reception Staff**

Reception staff help control the main entrance during the emergency. They keep visitors in a safe place, control entry and exit, and pass important information to school leadership.

### **3.8 Bus Driver and Bus Supervisor**

The Bus Driver and Bus Supervisor are responsible for student safety during transport emergencies.

They must keep students calm, move to the nearest safe place when needed, check students, and stay in contact with the school through the Bus Coordinator.



## 4. Procedure

### 4.1 General Emergency Action

In any emergency, all staff must stay calm and act quickly. Unsafe activity must stop immediately. Students, staff, and visitors must be moved or kept in the safest place depending on the situation. Attendance or headcount must be checked as soon as possible. The status of each class, area, or bus must be reported through the approved communication line. No one may return to normal activity until the official all-clear is given by school leadership or the competent authority.

### 4.2 Internal Emergency / Shelter-in-Place

If there is an internal emergency inside the school, all classes and indoor areas must start shelter action immediately. Teachers must stop the lesson, keep students inside, and move them away from windows, doors, and glass. Students must take the approved protection position and remain calm and quiet. Staff in special areas such as the playground, sports hall, swimming pool, library, canteen, and laboratories must stop activities and move students to the nearest safe protected area as required.

### 4.3 Official NCEMA Emergency Alert

If an official NCEMA alert is received, shelter procedures must start at once. Anyone in a classroom must stay inside and follow shelter instructions. Anyone in a corridor must enter the nearest safe room.

Anyone outside must move quickly to the nearest safe building. School leadership must make an emergency announcement, stop movement between areas, and follow official updates until the all-clear is given.

### 4.4 School Buses on the Road

If an emergency happens while students are on the school bus, the driver must avoid stopping in unsafe open areas or dangerous locations. The bus must move to the nearest safe place, such as the school if it is near and safe, or another protected location if needed. The Bus Supervisor must keep students calm, seated, and under control. The Bus Coordinator must stay in contact with all buses and update school leadership. Bus movement must not continue until it is safe and officially approved.



#### **4.5 Debris, Fragments, or Unknown Object near the School**

If debris, fragments, or an unknown object is found inside or near the school, no one must touch it or go near it. The area must be kept clear, and school leadership must be informed immediately. The school must block access to the area and contact the emergency authorities when required. Outdoor activity near the affected area must stop until the area is declared safe.

#### **4.6 All-Clear and Return to Normal Activity**

The emergency remains active until the principal or the competent authority gives the official all-clear. After the all-clear, attendance must be checked again. Any injury, panic case, damage, or concern must be reported. Normal activity may start again only in an organized and safe way.

##### **1. Communication during Emergency**

School gives clear and correct information to parents, staff, and the concerned authorities. Only the Principal, Vice Principal, or a person officially assigned by school leadership may send emergency messages.

##### **1.1 Ready Message Templates**

###### **Message to parents when the emergency starts:**

“EMERGENCY ALERT: The school has started emergency safety procedures due to a regional security alert. All students are safe and under direct supervision. Please do not come to school until further notice.”

###### **Message when the emergency ends:**

“ALL CLEAR: The emergency situation has ended and the school has returned to normal operation. All students and staff are safe. School procedures will continue as planned.”

###### **Message for a school bus emergency:**

“IMPORTANT NOTICE: Bus number [#] has stopped temporarily in a safe place due to a security alert. All students are safe and under direct supervision. Further updates will be shared when available.”



## 1.2 Communication Rules

- All messages must be clear, short, and approved before sending.
- No staff member may send unofficial emergency information to parents or outside parties.
- Parents must be told not to come to school unless the school gives official instructions.
- Communication with external authorities must be handled by school leadership.
- Important calls, messages, and updates should be recorded when needed.

## 1.3 Important Emergency Contact Numbers

Authority / Service	Number
Police / General Emergency	999
Ambulance	998
Civil Defense	997

## 2. References

This procedure is based on the following:

- ADEK requirements
- NCEMA emergency instructions
- school emergency management arrangements
- school OSH procedures and emergency responsibilities

Emergency Situation	Emergency Situation Description	Hazard	I S R			Control Measures	I S R		
			I	S	R		I	S	R
Internal Emergency / Shelter-in-Place Inside the Building	An emergency occurs requiring all students and staff to remain inside the building and not leave safe areas until official instructions are issued.	Injury to students or staff due to panic, unorganized movement, approaching windows, or attempting to leave without following instructions.	4	5	20	<ol style="list-style-type: none"> <li>1. Activate the emergency announcement immediately.</li> <li>2. Maintain the protective position inside classrooms and indoor areas.</li> <li>3. Stop unnecessary movement.</li> <li>4. Keep students away from windows and doors.</li> <li>5. Account for all students.</li> <li>6. Monitor the response through school management.</li> <li>7. Prepare the medical team.</li> <li>8. Provide psychological support to affected cases through the social worker/counselor.</li> <li>9. Prohibit photography and the use of mobile phones.</li> <li>10. Do not end the emergency unless official instructions are issued.</li> </ol>	2	4	8
Receiving an Official Emergency Alert from NCEMA	An official warning message is received on mobile phones requiring immediate movement to a safe place and the start of indoor shelter procedures.	Delay in response by some persons in corridors or outside the building, student confusion, or attempts by parents to reach the school during the emergency.	4	5	20	<ol style="list-style-type: none"> <li>1. Start indoor sheltering immediately.</li> <li>2. Any person in corridors must enter the nearest safe room.</li> <li>3. Anyone in toilets or yards must move to the nearest protected room.</li> <li>4. Those outside the building must move to the nearest safe building.</li> <li>5. Immediate announcement by the school principal regarding the emergency.</li> <li>6. Send a message to parents not to come to the school.</li> <li>7. Follow official updates.</li> <li>8. Stop movement between buildings until official permission is issued.</li> </ol>	2	4	8
School Buses on the Road During an Emergency	An alert or threat occurs while students are on school buses outside the school.	Students may be exposed to danger on open roads; the bus may stop in an unsafe place, students may move around, or communication with the school may be weak.	3	5	15	<ol style="list-style-type: none"> <li>1. Do not stop on highways or in exposed unsafe places.</li> <li>2. Proceed to the school if it is near and safe, or to the nearest public building or protected location.</li> <li>3. Keep students seated and calm.</li> <li>4. Ensure seat belts are fastened where available.</li> <li>5. Students are reassured by the bus supervisor.</li> <li>6. Conduct an immediate headcount.</li> <li>7. Inform the transport coordinator of the bus location and students' condition.</li> <li>8. Follow up on all buses.</li> <li>9. Do not resume movement until official clearance is given.</li> </ol>	2	4	8
Falling Debris, Fragments, or an Unknown Object Near or Inside the School	Debris, fragments, or an unknown object falls inside the school or in its surroundings.	Direct injuries; possible inhalation of smoke or harmful materials, or students or staff approaching the unknown object.	3	5	15	<ol style="list-style-type: none"> <li>1. Do not approach or touch the object.</li> <li>2. Move students and staff away immediately.</li> <li>3. Isolate the area with a safety distance of at least 50 meters.</li> <li>4. Inform school management, Civil Defense, and the police immediately.</li> <li>5. Provide clear information about the location, size, and any smoke or smell if present.</li> <li>6. Close windows facing the location and stop any nearby activity.</li> <li>7. Suspend activity from a safe distance if possible, and do not reopen the area until official clearance is given.</li> </ol>	1	4	4



## WARNING – LEGAL AND SCHOOL ACTION WILL APPLY ⚠

### Strict Prohibition

During any emergency, all staff, students, parents, and visitors must not do the following:

✗ Take photos	✗ Photograph injured persons or injuries
✗ Record videos	✗ Photograph building damage
✗ Do live streaming	✗ Photograph evacuation or emergency actions
✗ Post anything on social media	✗ Share incident information before the school gives an official message
✗ Share photos or videos in WhatsApp or messages	

### Revision History

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