



**Ras Al Khaimah Academy**

**School Emergency Management and  
Evacuation Policy**

**March 2026**



## 1. Purpose

The purpose of this policy is to ensure that RAK Academy maintains effective emergency preparedness and response procedures to safeguard the safety and wellbeing of students, staff, and visitors. In addition, this policy provides guidance to effectively maintain operations as smoothly and efficiently during an emergency situation.

This policy establishes the minimum requirements for:

- emergency preparedness
- evacuation procedures
- crisis response protocols
- coordination with government authorities
- communication with parents and stakeholders
- incident reporting to the Ras Al Khaimah Department of Knowledge (RAK DOK)
- contingency planning

## 2. Scope

This policy applies to:

- all students, staff, contractors, and visitors present on school premises
- all buildings and facilities
- school transportation services
- school-organised activities conducted off-site



### 3. Definitions

<b>Emergency</b>	Any situation that poses an immediate threat to the safety of students, staff, or school facilities. For example, fire, structural damage, hazardous material, security damage, utilities failures etc.
<b>Evacuation</b>	The orderly movement of students and staff from a dangerous location to a safe assembly area
<b>Lockdown</b>	Securing school facilities due to a security threat inside or near the school
<b>Out of sight</b>	“Out of sight” refers to positioning students in a location where they cannot be seen by an external threat or unauthorised person. This includes staying away from windows, doors, and lines of sight from hallways, entrances, or outdoor areas.
<b>Shelter-in-place</b>	Remaining inside school buildings due to external environmental hazards
<b>Emergency Response Team</b>	The designated school team responsible for managing emergencies

### 4. Emergency Preparedness Requirements

RAK Academy has developed and maintains a ‘School Emergency Management Plan’ that complies with this policy.

The plan must include:

- evacuation procedures
- lockdown procedures
- shelter-in-place procedures
- emergency communication procedures
- parent communication, engagement and support (in addition, schools must ensure the communication is accessible to parents in the most accessible language).
- student reunification procedures
- emergency contact lists
- evacuation maps



- human resources management
- staff training

As part of the school's emergency preparation, RAK Academy has an up-to-date contact lists for all staff/children/families, as well as emergency services (e.g. Police 999, Ambulance 998, Fire/Civil Defence 997, Electricity Emergency 991, Water Emergency 992, Government Helpline 800555, Police Non-Emergency 901, Coast Guard 996).

The Emergency Management Plan will be reviewed annually.

### 5. School Emergency Response Team (ERT)

RAK Academy has established an Emergency Response Team (ERT) responsible for implementing the emergency plan.

The Emergency Response Team includes the members below:

<b>Position</b>	<b>Responsibility</b>
School Principal (license holder)	Overall emergency management
Operations Manager or equivalent position in the school	Coordination of evacuation procedures
Health and Safety Officer/Compliance Officer	Emergency safety procedures
Administration or Communications leader (person responsible for communicating messages to parents and relevant Authorities)	Communication with parents and authorities
Transport Coordinator	Management of school transport during emergencies. Single point of contact with transport providers (e.g. bus companies)
School Nurse	Medical response

The contact details of all ERT members will always be maintained and accessible and can be found in the Emergency Management Procedure



## **6. Emergency Response Protocols**

RAK Academy implements procedures for the following emergency response actions.

### **6.1 Evacuation**

Evacuation procedures will be activated when the school building is considered unsafe.

Examples include:

- fire incidents
- structural damage
- hazardous material exposure
- gas leaks Evacuation

Procedures

1. The emergency alarm system must be activated immediately.
2. Teachers must escort students to the designated evacuation routes.
3. Students must proceed calmly to the assigned assembly areas.
4. Teachers must carry attendance registers.
5. Teachers must conduct a student headcount upon arrival at the assembly area.
6. Any missing student must be reported immediately to the Emergency Response Team.

Students must not return to classrooms or buildings unless authorised by the relevant Authorities.

### **6.2 Lockdown**

Lockdown procedures will be implemented when there is a security threat within or near the school premises.

#### **Lockdown Procedures**

During a lockdown:

- classroom doors must be locked



- providing students specific areas to hide in and “out of sight” (e.g. storerooms, under desks)
- windows must be secured
- lights may be turned off and blinds or curtains closed where possible
- students must remain low, quiet and still until the all-clear is given
- students should remain out of sight. This means students should not be visible through windows or door vision panels
- no one may enter or leave the classroom

Students should remain in designated safe areas within the room (such as against interior walls or behind solid furniture) and remain low and quiet until further instructions are given by school’s authorities or emergency authorities.

Lockdown will remain in effect until clearance is given by authorities.

### **6.3 Shelter-in-Place**

Shelter-in-place procedures apply when external conditions make evacuation unsafe.

Examples include:

- hazardous environmental conditions
- external security incidents

Students and staff will remain inside school buildings until authorities confirm that it is safe to resume normal activities.

### **6.4 External Explosion, Falling Debris, or Security Incident**

This protocol applies in the event of:

- explosions or blast impacts near the school
- falling debris or unidentified objects
- missile interception debris
- security incidents occurring nearby



## **Immediate Actions**

1. Teachers will instruct students to move away from windows and glass surfaces immediately.
2. Students will move to interior rooms or corridors away from external walls.
3. The School Principal will activate the Emergency Response Team.
4. Emergency services will be contacted immediately.
5. The school will follow instructions from authorities.
6. If buildings are unsafe, evacuation procedures will be implemented in coordination with authorities.

## **7. Evacuation Infrastructure Requirements**

RAK Academy maintains appropriate evacuation infrastructure, including:

- clearly marked emergency exits
- evacuation route signage
- designated assembly areas
- fire alarm systems
- emergency lighting

Evacuation maps must be displayed in:

- classrooms
- corridors
- laboratories
- cafeterias
- administrative offices

## **8. Students with Additional Needs (Students of Determination)**

RAK Academy ensures that evacuation procedures include provisions for students of determination as below:

- ensure that students of determination receive dedicated support during any emergency, including evacuations, lockdowns, or other crisis situations.



- assign specific roles and responsibilities to staff to ensure these students are safely assisted to ensure the following:
  - Ensuring the assigned student is safely escorted during evacuation/lockdown.
  - Assisting with mobility or medical equipment as needed.
  - Communicating with emergency coordinators and parents if required
  - Reporting any incidents or challenges to the designated point of contact
- RAK Academy maintains checklists or individualised emergency plans for students with special needs, addressing mobility, medical, sensory, or communication requirements as applicable.

All staff involved in emergency services will be trained and familiar with these procedures to guarantee the safety and well-being of students with special needs.

## **9. School Transportation**

Emergency procedures will include protocols for school transportation. The School's

Transport Coordinator must ensure that:

- school buses are available for emergency relocation if required
- drivers are trained in emergency procedures
- transport routes are clearly defined

## **10. Student Accounting Procedures**

RAK Academy ensures that all students are accounted for during emergencies. Procedures include:

- use of attendance registers during evacuation
- immediate reporting of missing students
- coordination with emergency services if necessary

## **11. Parent Communication Protocols and Engagement**

RAK Academy has effective procedures to communicate with parents during emergencies.

Communication channels include:

1. SMS alerts
2. school based communication platforms (Class Dojo)



3. official email communication

Information communicated to parents will be in a language that is accessible, and must include:

- confirmation of student safety
- nature of the incident
- instructions for parents, where applicable

RAK Academy has policies and processes to ensure that all parents inform the school if they are travelling with their children or if they are unable to reach the school due to emergency circumstances.

## **12. Student Reunification Procedures**

In cases where students must be released from school following an emergency, RAK Academy implements student reunification procedures.

These procedures include:

- designated reunification areas
- identity verification of parents or guardians
- documentation of student release

Students may only be released to authorised parents/guardians.

## **13. Coordination with Authorities**

During an emergency, RAK Academy will immediately coordinate with relevant authorities. As part of a school's preparedness for emergencies, RAK Academy will coordinate drills with the relevant authorities regularly.

The School Principal or a designated member of the Emergency Response Team must contact:

- Ras Al Khaimah Police (999)
- Fire/Civil Defence (997) in the event of fire, explosion, or structural incidents
- Emergency Medical Services (998) where medical assistance is required
- Electricity Emergency 991



- Water Emergency 992
- Government Helpline 800 555
- Police non-emergency 901
- Coast Guard 996

RAK Academy will follow all instructions issued by emergency authorities.

Where relevant, RAK Academy will also coordinate with the National Emergency Crisis and Disaster Management Authority (NCEMA) in accordance with guidance from local authorities.

In the event of an emergency, instructions issued by Ras Al Khaimah Police, Civil Defence, or other competent authorities shall take precedence over school procedures.

#### **14. Incident Reporting Protocol to RAK DOK**

RAK Academy **will be reported to RAK DOK immediately.**

##### **Immediate Notification**

RAK Academy will notify RAK DOK immediately after contacting emergency authorities in the event of:

- injuries to students or staff
- fire incidents
- explosions or falling debris
- bomb threats or suspicious objects
- security incidents affecting the school
- major evacuations
- incidents requiring emergency services intervention
- any disruptions to utilities
- any unwanted intruder

Immediate notification will be made through the official RAK DOK emergency contact channel.



The notification must include:

- school name
- brief description of the incident
- current safety status of students and staff
- actions taken by the school

A detailed written incident report must be submitted to RAK DOK within 24 hours of the incident.

## 15. Emergency Drills

RAK Academy will conduct regular emergency drills to ensure preparedness. Minimum requirements include, but are not limited to the following:

<b>Type of Drill</b>	<b>Minimum Frequency</b>
<b>Fire evacuation drill</b>	Two times per academic year
<b>Lockdown drill</b>	One to two times per academic year
<b>Emergency preparedness training for staff</b>	Once per year
<b>Shelter in place</b>	Once per year
<b>Evacuation for Non-Fire Emergencies</b>	Once per year

RAK Academy will maintain records of all drills.

## 16. Human Resources Management

RAK Academy has provisions in place to ensure the continuity of education in situations where staff shortages may occur, such as due to travel restrictions or other challenges.



## **17. Staff Training, Parent Support and Student Awareness**

RAK Academy will provide regular training for all school staff on this policy and lockdown procedures, and that all staff are aware of the mechanisms in place to provide guidance and support to parents as needed.

RAK Academy provides regular training and awareness programmes to ensure that all students and staff understand emergency procedures and can respond safely and calmly in the event of an emergency. In addition to scheduled drills, students will receive age-appropriate instruction on evacuation routes, assembly points, lockdown expectations, and general safety behaviours during emergencies.

Such awareness sessions are designed and implemented to build student confidence, reduce panic, and ensure that all students understand their responsibilities during emergencies. Such information and awareness sessions may be delivered through classroom lessons, safety briefings, and visual guidance displayed throughout the school.

RAK Academy will keep records of such training and awareness sessions for periodic compliance inspections.

## **18. Implementation checklists**

RAK Academy will develop internal checklists to ensure it is fully compliant with the requirements outlined in this policy.

## **19. Compliance**

Effective Date: This policy shall take effect from March 2026.



## 20. Feedback and Improvement

**Annual Review:** RAK Academy will conduct an annual review of this policy to incorporate feedback, address emerging needs, and ensure it aligns with the latest educational standards and regulatory requirements.

## 21. Revision History

<b>Policy reference no:</b>	2026/03
<b>Document name:</b>	School Emergency Management and Evacuation Policy
<b>Effective date:</b>	March 2026
<b>Version:</b>	01
<b>Issue date:</b>	March 2026