



## **MEF INTERNATIONAL SCHOOL EMERGENCY PROCEDURES**

### **STATEMENT OF AIM**

At MEF International School, our aim is to ensure the highest level of safety and swift response in emergency situations. Recognizing the unpredictable nature of emergencies, we commit to a structured and practiced protocol that safeguards the well-being of every member of our community. This Emergency Procedures Policy is designed to provide clear instructions for rapid and orderly evacuations or sheltering during various emergency scenarios, ensuring minimal risk and clear communication with all stakeholders.

### **RATIONALE**

The Emergency Procedures Policy at MEF International School is underpinned by a commitment to preparedness and safety, ensuring that in the face of unexpected emergencies, our community is equipped with the knowledge to act rapidly and securely. By cultivating a secure environment through clear roles and instructions, the policy aims to minimize risks during events such as fires or earthquakes. Critical to its implementation are designated wardens, structured evacuation protocols, and effective communication with parents, ensuring an organized response and safe student handover. The policy also provides contingencies for special circumstances, including injuries during an emergency. To embed these practices, the school emphasizes the importance of continuous training and regular drills, making our emergency responses second nature to all community members.

The Emergency Procedures Policy is a living document, subject to continual review and improvement to adapt to new insights, regulatory requirements, and the evolving needs of the MEF International School community.

### **WARDENS**

- Head of School, Principals
- Primary – Deputy Principal, PYP Coordinator
- Secondary – Deputy Principal, IBDP Coordinator

### **SAFE AREAS**

- In case of evacuation, secondary staff will guide students to the parking lot next to the Bubble Gym, organised by homerooms.
- Primary staff will lead students to the green area next to the tennis court by homerooms.

### **FIRE**

- Upon hearing a continuous siren, immediately exit the building as a class quickly and calmly.
- Close classroom doors as you leave. Sweeper will place an orange "EVACUATED" sign on the outside doorknob.

### **EARTHQUAKE**

In the case of an earthquake:

- Take the "drop, cover, hold on" position immediately and remain calm.
- Administration staff will check for stairway and building damage before evacuating.
- When you hear the evacuation signal (a 30-second siren), move as a class to the safe area, following teacher instructions.
- If the signal doesn't start and the earthquake ends, start evacuating.



**Parents:** Will be notified that children have been taken to the evacuation site and asked to pick up their child. Parents or a family member would also be asked to show picture ID and sign out their child(ren) before they are released.

**PLAN FOR EXITING THE BUILDING FOR AN EVACUATION**

**EARLY CHILDHOOD CENTRE**

- Preschool/ Pre-K and Kindergarten: Depart via the front entrance, descending the stairs.
- Spanish & French class: Leave directly to the Upper ECC Playground, then use the external stairs to join the Lower ECC Playground.
- Assembly Point: All ECC classes will convene at the playground's corner, descending the steps to the designated safe zone

**BLUE GYM & BALLET ROOM FLOOR**

- Exit: Use the bottom door of the building.
- Fire Protocol: Proceed alongside the building, close to the wall, avoiding the path of emergency vehicles.
- Earthquake Protocol: After tremors cease, exit as directed and use the roadway, distancing from the building's wall.

**LOWER GROUND LEVEL**

- Exit: Use the external door, turn right, descend the stairs to the safe area.
- Fire/Drill Protocol: Follow the building's wall closely.
- Earthquake/Drill Protocol: Depart post-tremors as instructed and use the roadway, away from the building.
- Emergency Kits: Homeroom and secondary teachers to take emergency bags from classrooms or reception.

**GROUND FLOOR**

- **Grade 1A, 1B, and 2A:** Exit via the emergency exit.
- **Grade 3A, Grade 3B & Office Staff:** Exit via the front entrance, turning left to the Lower ECC Playground.

**FIRST FLOOR**

- **Grade 4A & B and TLC class:** Use the rear stairs, then proceed via the blue staircase to the Lower ECC Playground. If the area is congested, follow the alternate route outlined by sweepers.
- **Grade 5A & B, Office Staff and Library:** Exit via the main stairs, through the front entrance to the Lower ECC Playground.

**SECOND FLOOR / THIRD FLOOR (INCLUDING ATTIC FLOOR WITH TEACHERS' OFFICES)**

- Exit: Choose the nearest exit (back, front, or national school door) and proceed to the Parking lot's safe area outside the gate.
- Descend the bus driveway to the main drive, then to the Parking lot's safe area.

## **SAFE AREA ASSEMBLY PROTOCOL**

- Attendance Check: Teachers and assistants will verify attendance against the safe area roster. Green card indicates all present; red card indicates absences.
- Reporting Absences: Report any absences to the Principals, who will consult with the Receptionist.
- **Primary Assembly Area:** Classes assemble at the Green Area next to the Tennis Court near the end, starting with Preschool, in sequential order.
- **Secondary Assembly Area:** Classes gather at the safe area's far end, starting with Grade 6A, in sequence.
- Class Registration: Homeroom teachers to register their class and report complete attendance to the Principal.
- Staff Registration: Administrative Assistants check the staff attendance and report complete attendance to the Principal.

## **ADDITIONAL EMERGENCY SCENARIOS**

- Cafeteria Protocol: Duty teachers will lead students to the safe area using the most direct and secure route, with assistance from available faculty members.
- Gym, Art, and Music Classes: Faculty members in these areas must promptly organize students and exit using the nearest safe route. They are responsible for escorting students to the safe area efficiently.
- Break Times: Duty teachers in the playground must swiftly arrange for students to move to the safe area via the safest and most direct path. During earthquakes or drills, guide students to the most open space clear of buildings, trees, walls, or power lines, and proceed to the safe area once tremors cease.
- Special Circumstances: For students away from their class (restrooms, transitions), they should follow the path through the ECC playground to join their classes at the safe area, as outlined in this plan.

## **INJURY DURING AN EMERGENCY**

- Safety First: Ensure the safety of oneself and others around the injured party.
- Assessment and Action: Assess the injury and determine if it is safe to move the injured individual. If safe, escort or carry them to the evacuation point with assistance.
- Unable to Move: If the individual cannot be moved, remain with them if possible, and contact the Head of School or Principal. If communication is not possible, send a messenger for help.

## **CONTACTING FAMILIES**

- In the event of an evacuation, the school will use multiple communication methods (email, SMS, phone, social media) to update families. Parents are urged to maintain current contact details with the school.

## **CLASSROOM TEACHER RESPONSIBILITIES**

- Ensure evacuation to the safe area with the evacuation folder, which includes:
  - Updated class attendance list and writing materials.
  - Parental contact numbers.
  - A copy of the evacuation plan.
- Perform roll call and report any absences to the principal with the green or red card.
- Maintain order until clearance is given.
- At the beginning of the school year discuss evacuation procedures and conduct regular drills with students throughout the school year.

## **ADMINISTRATIVE RESPONSIBILITIES**

- Head of School / Principals: Oversees school-wide evacuation and final attendance with classroom teachers.
- Deputy Principals: Manages students outdoors or in special scenarios.
- Curriculum Coordinators: Ensures stairwells are clear during evacuation.
- Counselors: Coordinate with the school nurse for secondary and preschool needs.
- Assistants: Handle emergency contacts and notifications.

- Receptionists: Maintain lists of daily absences, current class rosters, and visitor logs.
- Human Resources Coordinator: Tracks attendance of all staff and reports to the Head of School.

Document History		
Date	Details	Responsible
November 2015	Policy created	Head of School
May 2022	Policy modified	School Principals
May 2023	Policy updated	School Principals
March 2024	Policy updated	School Principals
April 2025	Policy Updated	School Principals

## APPENDICES

### EMERGENCY PROCEDURES PRESENTATION

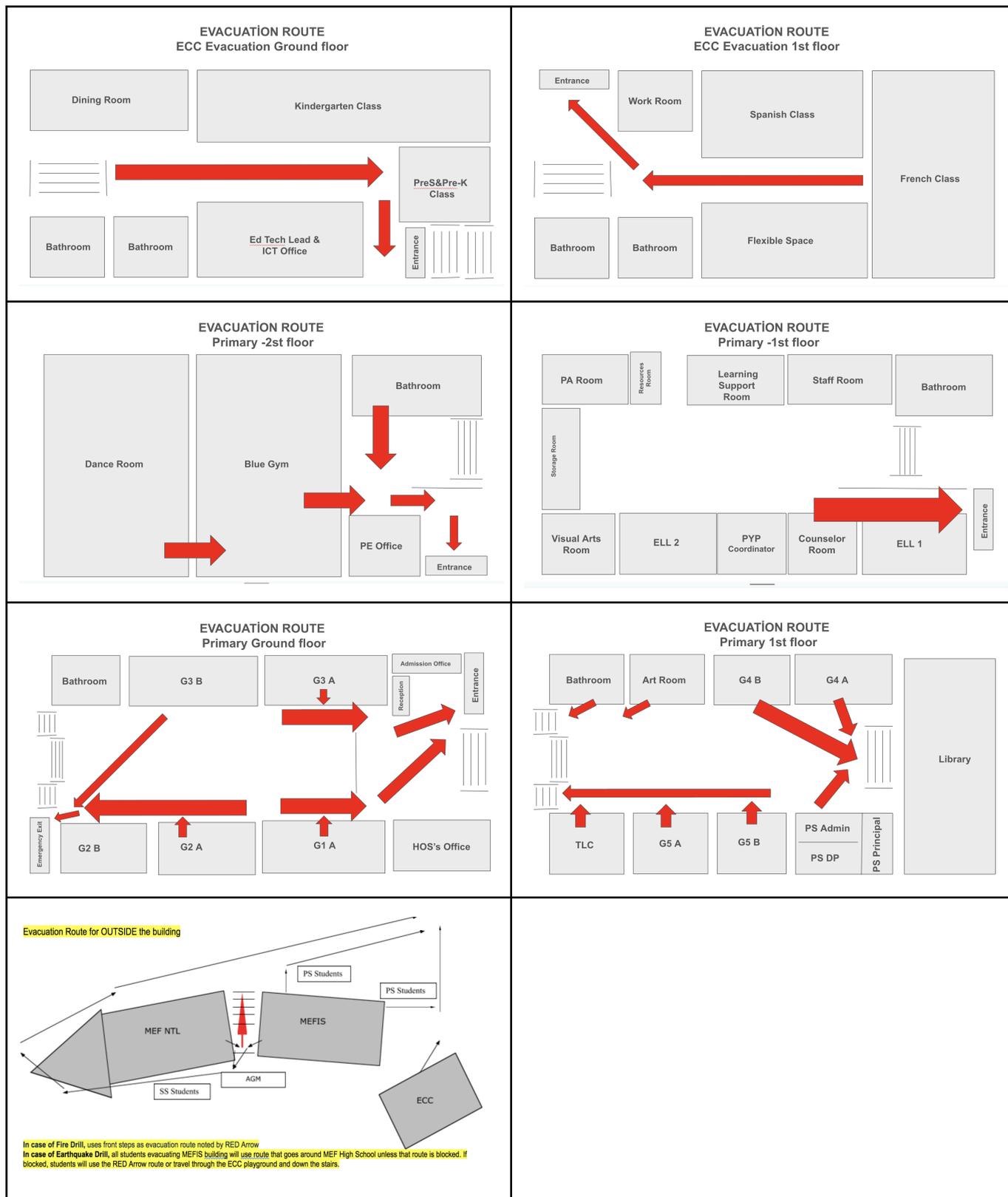
- [Primary School and Secondary School Emergency Procedures Presentation](#)

### SWEEPERS

Below are the individuals responsible for sweeping the allocated areas of the school campus.

<b>Location:</b>	<b>Person 1:</b>
ECC	MFL Team
Lower Floor (-1)	PS Counselor
Ground Floor	PS Deputy Principal
1st Floor	PS Principal
2nd Floor	SS Deputy Principal
3rd Floor	SS Principal
Teachers' Offices	SS Coordinators

# EVACUATION ROUTE MAPS FOR PRIMARY SCHOOL



# EVACUATION ROUTE MAPS FOR SECONDARY SCHOOL

