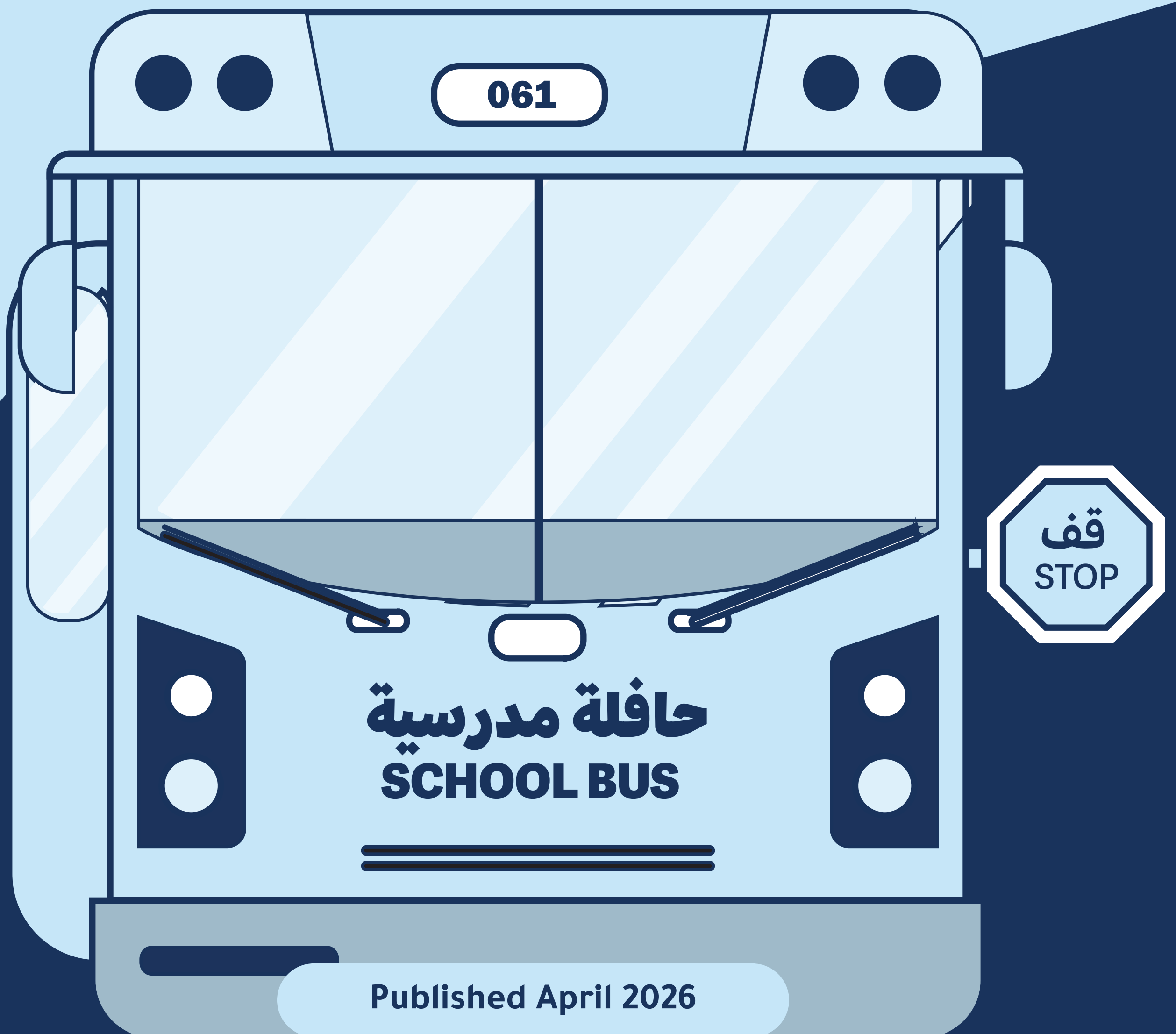




Educational Institutions Readiness Guide



Introduction

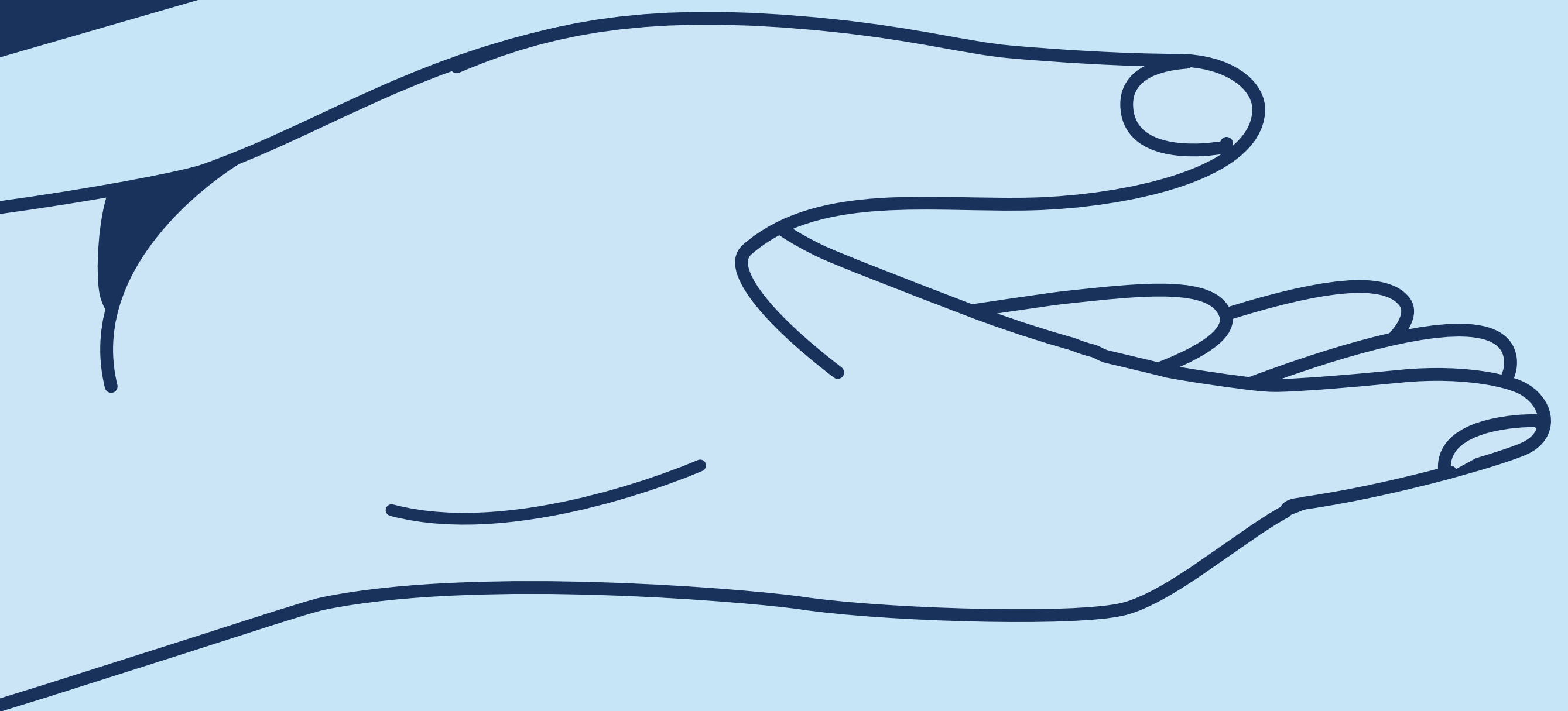
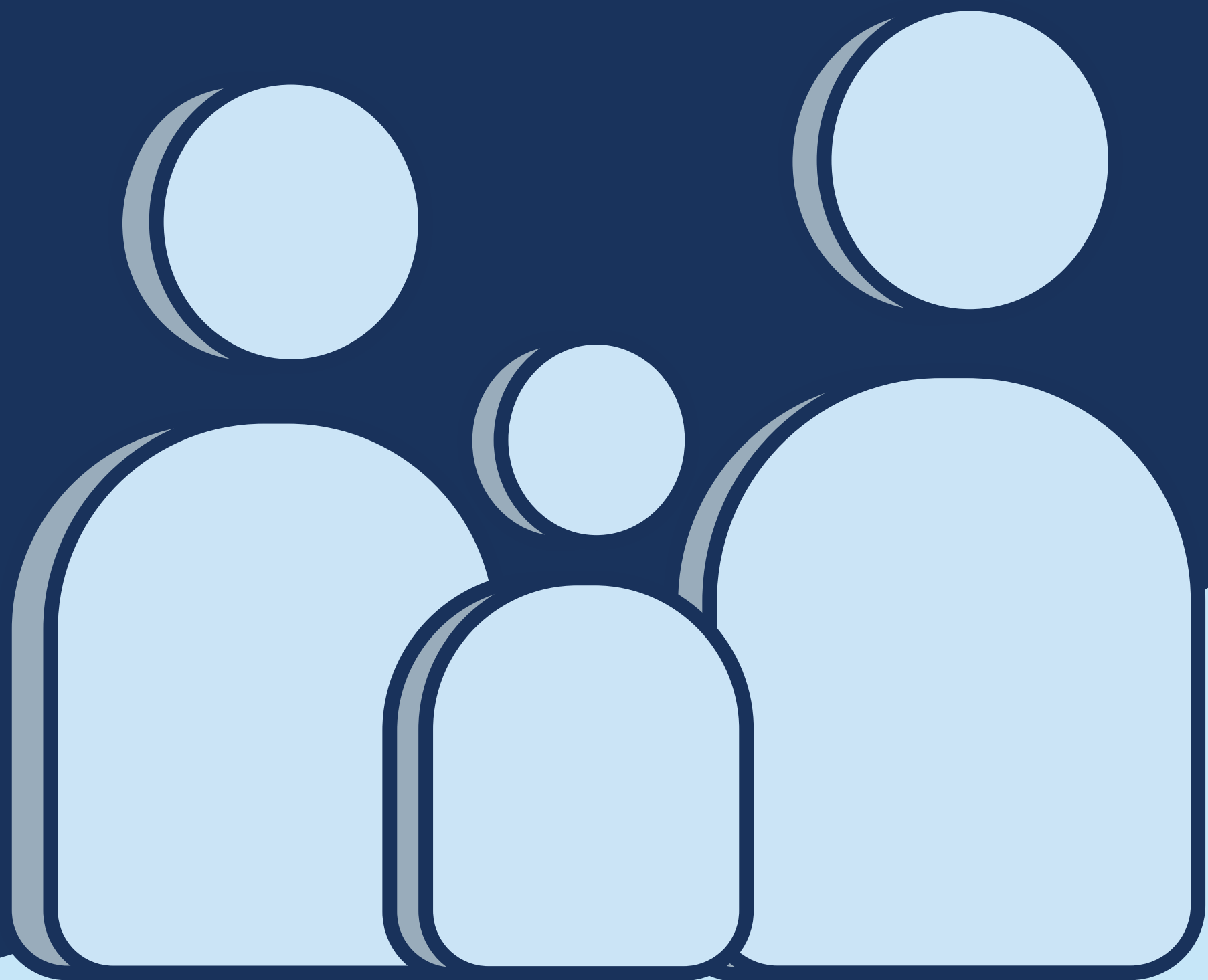
This guide brings together clear and consistent safety steps to help protect every student and staff member across our schools. It outlines what to do before arriving at school, during the school day, and at dismissal, so everyone knows what to expect and how to stay safe.

It also explains the roles of parents, schools, and staff, along with how updates and alerts will be shared, to ensure a quick and well-coordinated response when needed. By following these guidelines and staying up to date, we can all contribute to a safe and supportive learning environment for every child.



01

**Guardians'/
Parents' role
in ensuring
student safety**



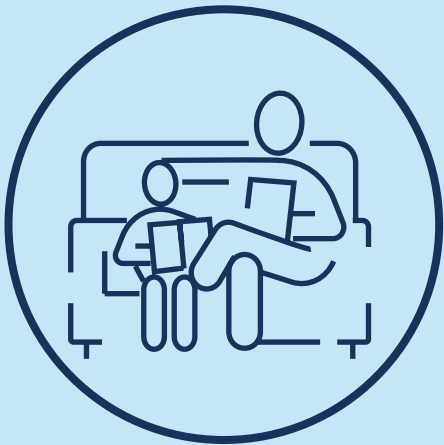
Readiness Overview:



Always follow official instructions and do not act on your own, such as going to the school or picking up your child, unless the school asks you to



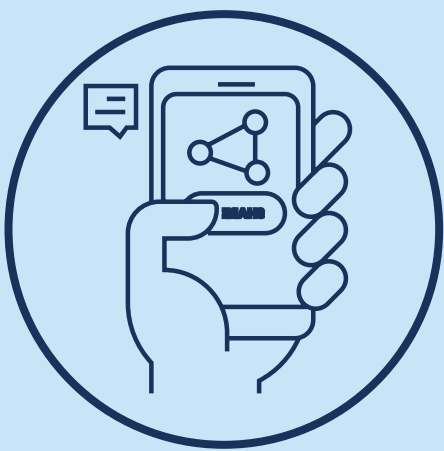
Help your child feel calm, safe, and supported by preparing them emotionally and reassuring them about their safety



Help your child understand the importance of following school instructions and guidance



Follow only the official communication channels (messages, applications, and email)



Ensure your contact details are up to date with the school so you can receive important updates without delay



Do not spread rumors or share unverified information on social media

Readiness Guide: When an Alert Is Issued



Help build your child's awareness of safety procedures, such as staying calm, following instructions, and remaining in a safe place



Avoid gathering near schools or buses and adhere to the designated pickup points and timings



If an alert is issued, do not send your child to school. They should only return once the "all clear" message is received and normal activities have resumed, following the official instructions from the relevant authorities



Follow the approved safety procedures from the relevant authorities when you are inside the school or nearby



Support your child's emotional well-being and help reassure them following any incident or alert

02

Teaching Staff / Educational Personnel's role in ensuring student safety



Readiness Overview:



Ensure consistent attendance and maintain a well-disciplined classroom environment



Be familiar with emergency exits and designated safe assembly points



Regularly educate students on safety and evacuation procedures including emergency exits and designated safe assembly points

Readiness Guide: When an Alert Is Issued



When an alert is issued, immediately stop the class, reassure students, and follow the required safety procedures without delay



Keep students calm and prevent panic or unnecessary movement



Follow the required procedures based on the situation - evacuation, shelter-in-place, or moving to a safe location - calmly and without crowding or pushing



Ensure all students are guided to the designated safe assembly points and check their attendance against the student list



Consider individual needs, including people of determination, students with medical conditions, and younger children



Follow official updates from the school and act on the instructions provided, avoiding individually based decisions or actions



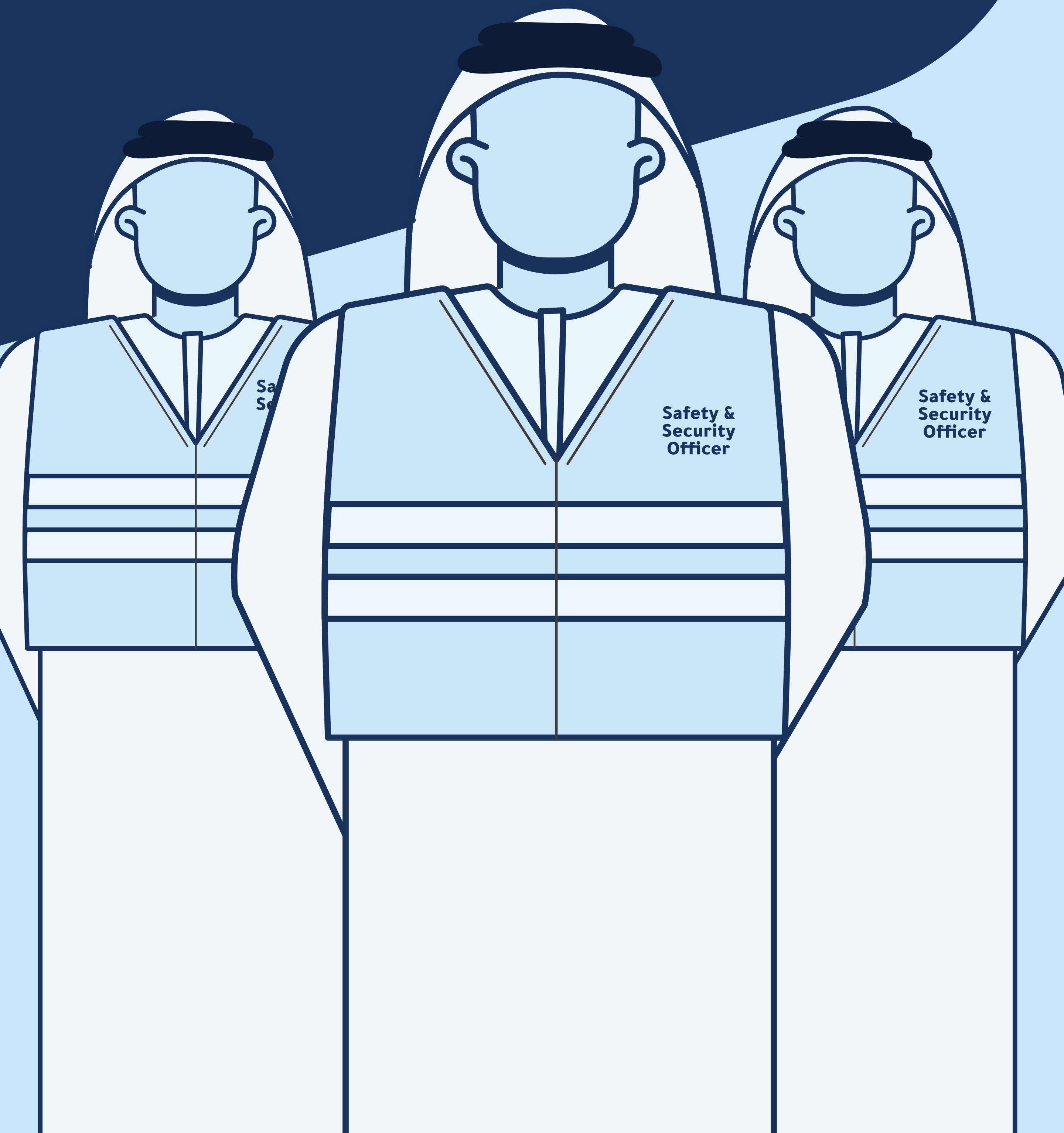
Stay calm and controlled and avoid sharing any unverified or unofficial information



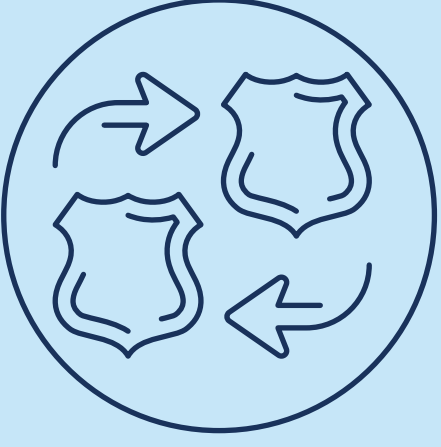
Provide emotional support and help students gradually return to their normal routine

03

Security and Safety Staff's role in ensuring student safety



Readiness Overview:



Prepare and clearly identify multiple safe areas within the school



Ensure that safe areas can be reached within a short time



Activate the audible alarm system (if available) or establish an appropriate method to ensure alerts reach everyone



Organize entry and exit movement and prevent crowding or disorder



Provide additional supervisors and trained safety staff, if possible



Regularly implement operational checklists to ensure readiness



Continuously train all staff in emergency procedures



Designate safe drop-off and pick-up points, such as internal parking areas, if available



Ensure readiness to immediately suspend in-person learning when necessary

04

Students' role in ensuring their own safety



Readiness Overview:



Follow the instructions of school staff, including teachers, supervisors, and safety staff



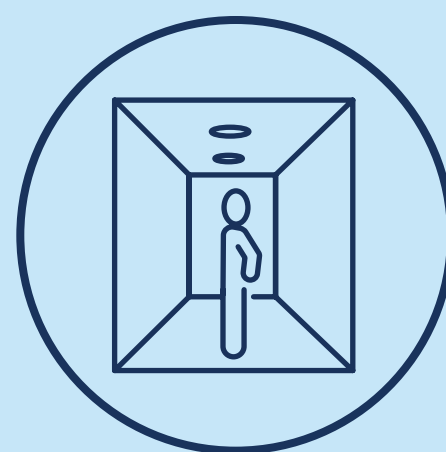
Report on any unusual behavior or an abnormal situation



Familiarize yourself with emergency exits and designated assembly points



Follow school transport instructions including wearing seat belts and getting on/off only at designated locations



Pay attention while walking and use pedestrian crossings



Avoid random movement and do not leave the group

Readiness Guide: When an Alert Is Issued



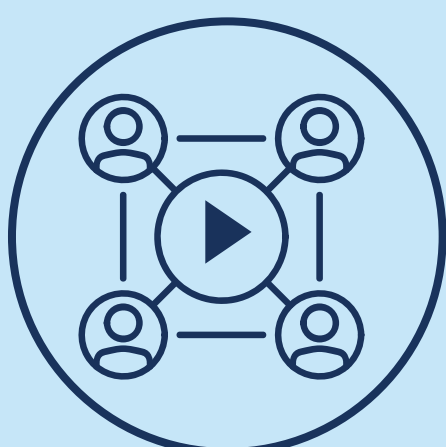
Immediately stop any activity when an alert is issued



Remain calm and avoid pushing or running and proceed directly to the designated safe areas



If a student is missing, inform the teaching staff immediately



Inform the teaching staff if you notice any unusual content on electronic devices, and do not share personal information without permission



Do not take photos in all situations, whether on school premises or on buses

05

Bus drivers' and supervisors' role in ensuring student safety



Readiness Overview:



Ensure students board and disembark only at designated locations and check their attendance against the student list



Ensure that students are seated safely and emphasize the importance of wearing seat belts



Ensure students remain seated and do not move around while the bus is in motion

Readiness Guide: When an Alert Is Issued



Keep students calm and ensure they follow instructions while on the bus



Instruct students to stay away from the windows and not to tamper with them



Move to a safe location or stop the bus in a secure area, away from main roads or glass-fronted areas



Guide and instruct students to take shelter, or to evacuate if required, while on the school bus



Immediately contact the school and the relevant authorities if any debris falls or external threats are observed



Ensure ongoing training on how to respond appropriately within the current regional context

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