

Crisis Management Plan and Procedures

Crisis management plan is essential to face any emergency situations that might occur inside the school campus and safely evacuate all students and staff. It is essential that all emergency drills be taken seriously. Accordingly, all staff members should be fully aware of the emergency procedures and the teams involved in the evacuation process. Clear and definite instructions are given to teachers, students and staff as to the route and the manner of exit during fire drills and emergencies. Fire drills should be held at the end of every month. Earthquake Drills should be held 4 times a year, but they may be held at other times without warning. Tampering with the fire extinguishers will be considered an offense resulting in a substantial fine and suspension from school. All employees must be aware of the location of fire extinguishers in the buildings. A map of the evacuation route is posted on each floor. Emergency procedures are as follows:

Fire Drill Procedures

General Rules:

- 1] In case of fire, notify the Head of the Crisis Management Team (CMT) Immediately: Ms. Dina Mamdouh
- 2] Crisis Management Team will take the appropriate action:
 - Sound the fire alarm immediately
 - Telephone Civil Defense (123)
 - Initiate use of extinguishers as needed.
- 3] Start the evacuation procedures: buildings are to be evacuated in the manner described below.

Evacuation Procedures:

In case of fire/fire drill, intermittent quick blasts of the bell will alert the school as to a fire drill.

Upon the sounding of the fire alarm, approved evacuation procedures for all building occupants must be followed immediately:

1. All individuals must exit the buildings orderly and quietly according to the evacuation route, then to the designated assembly areas. Everyone should be advised to keep calm and move quietly without panicking.
2. School campus maps show the evacuation routes and are located in multiple visible spots on every floor. Please follow the directions and exit the building at the Exit sign. All exit doors/stairs must always remain free and clear.
3. Teachers closest to bathrooms must check to make sure they are empty.
4. Teachers who are not in sessions should help out by guiding students who are outside their classes to the exit routes and escort them to the assembly points.
5. Students anywhere on campus, but not in classrooms, should report to their teachers in the designated assembly area in the playground.
6. Line up in the designated area and remain quiet to listen for instructions.
7. Teachers should have a class attendance list to take head count. Any student unaccounted for should be reported to administration immediately.
8. No one should re-enter the school building unless instructed by the administration.

Earthquake Drill Procedures

A continuous blast of the bell will alert the school to the Earthquake drill. Upon the sounding of the Earthquake Drill, the following procedures must be implemented.

1. Duck or drop down on the floor.
2. Take cover under a sturdy table, desk or furniture. If this is not possible, seek cover under an interior wall and protect your head and neck with your arms. Face away from the windows and avoid danger spots, i.e. hanging shelves, windows, mirrors, and/or tall furniture.
3. Be prepared to ride out the quake holding onto furniture, or with your arms protecting your head and neck.
4. If you are outside, move away from the building, trees, electric and gas outlets.

Immediately After An Earthquake:

1. Teachers will instruct the students to evacuate when the shaking has stopped. Any students on the stairs or in the hall should exit downstairs immediately.
2. The building should be evacuated in single file. Keep calm, do not panic.
3. Staff should turn off gas and electricity.
4. Everyone is to go to the designated area and remain quiet to listen to instructions.
5. Teachers should have a class attendance list and to take head count. Any student unaccounted for should be reported to administration immediately.
6. No one should re-enter the building unless instructed by the administration.

Crisis Management Team (CMT)

- In case of fire/fire drill CMT:
 - Sounds the fire alarm immediately.
 - Calls Civil Defense (123).
 - Initiates use of extinguishers as needed.
 - Switches off electricity, gas, and/or removes any hazardous material.
- Leads, supervises, organizes, and instructs all the other teams.
- Receives the first news about the emergency cases and supplies the other teams with the required information and the steps to follow.
- Studies emergency cases and forwards its plans to the other teams to avoid hazards and minimizes risks.
- Checks and reports to the school management the soundness of all safety Means.
- Is authorized to contact the Civil Defense in time of danger and supplies the school library with the required safety instructions flyers and brochures.
- Make sure that the Civil Defense contact number is available everywhere inside the school premises.

Crisis Management Team Members

No	Name	Title	Role Description	Contact #
1	Ms. Dina Mamdouh	School Director	CMT Head	01009421176
2	Ms. Hemmat Mahmoud	Elementary Stage Head	CMT Deputy Head	01005121894
3	Ms. Rania El-Bishbishy	Middle & High Stage Head	CMT Deputy Head	01222417988
4	Ms. Reham Mossalmy	Head of Science Depart.	Labs Safety	01001960422
5	Ms. Yostina Tarek	Lab Technician	Labs Safety	01283528085
6	Mr. Mohamed Nasr	IT Manager	IT & Computer Labs	01019161995
7	Mr. Mahmoud Taha	English Teacher	Fire Fighting equipment	01017226727
8	Mr. Ibrahim El-Fiqy	Arabic Teacher	Fire Fighting equipment	01122674606
9	Ms. Hanan Ibrahim	Activity Coordinator	Evacuation Leader – Ground Floor	01223477132
10	Mr. Bahaa Mohamed	PE Teacher	Evacuation Leader – First Floor	01147153004
11	Mr. Islam Mohamed	PE Teacher	Evacuation Leader – Second Floor	01002392895
12	Mr. Amr Tawfique	Discipline Officer	Evacuation Leader – Second Floor	01001133357
13	Mr. Hossam Ashry	Security Head	Electrical Safety	01112388690

Evacuation Team

In case of fire/fire drill, every teacher is responsible for the evacuation of the class he/she is present in at the moment the fire alarm sounds.

Each teacher should line his/her students up quietly and efficiently and escort them to the exit route, till they reach the designated assembly point as illustrated in the school campus map.

Evacuation team members supervise and guide the evacuation process to make sure all students and staff and escorted to safety, checking all other rooms in each floor including the staff rooms, bathrooms, etc....

The Evacuation teams

- Receives and implements the instructions sent by the CMT.
- Executes the evacuation procedures in all the school sections efficiently and quietly.
- Passes the required information to the other teams to secure a safe evacuation.
- Is fully aware of the emergency exits and leads the students and teachers outside the hazardous areas.
- Directly receives instructions from the CMT members and assists to lead the evacuated students and the other staff members away from hazards.
- Make sure that all exits are clear and nothing to hinder the evacuation procedures.
- Shows the evacuated persons to the exits and safely helps them reach the gathering points.

Evacuation Team Members

No	Name	Title	Responsible for the evacuation of	Contact #
1	Ms. Hanan Ibrahim	PE Teacher	Evacuation Leader – Ground floor	01223477132
2	Ms. Amira Ahmed	Homeroom teacher	Grade K Ground floor	01024088548
3	Ms. Habiba Ibrahim	Co- Teacher		01205735888
4	Ms. Nermin Farouk	Homeroom teacher	Grade Pre-K Ground floor	01273369991
5	Ms. Ms Hager Adel	Co- Teacher		01014109559
6	Ms. Marwa Mamdouh	Homeroom teacher	Pre School - Ground floor	01009223682
7	Ms. Yasmin AbdelMoneim	Co- Teacher	Pre School - Ground floor	01090272005
8	Ms. Rahma Gamal	PE Teacher	Baby Room - Ground floor	01142680449
9	Mr. Bahaa Mohamed	PE Teacher	Evacuation Leader – First Floor	01147153004
10	Ms. Henar Samir	Admin Assistant	First floor	01002150554
11	Ms. Sahar Adly	Admin Assistant	First floor	01277884522
12	Mr. Islam Mohamed	PE Teacher	Evacuation Leader – Second Floor	01002392895
13	Mr. Amr Tawfique	Discipline Officer	Evacuation Leader – Second Floor	01001133357
14	Ms. Soha Ahmed	PE Teacher	Second Floor	01155076909
15	Ms. Hanan Adel	Admin Assistant	Second Floor	01011331628
16	Ms. Mai Mostafa	Social Worker	Second Floor	01001923395

Statistics & Reception Team

- In case of a fire/fire drill Statistics and Reception Team should directly head to the designated assembly points to receive students and staff
- If any of the Statistics & Reception teams is present inside a class at the moment the fire alarm sounds, he/she should line the students up and escort them to safe assembly points.
- The team receives the evacuated individuals in the assembly points, groups them, trying to calm them down and minimize their panic and anxiety.
- Should have class lists to revise the head count conducted by the teachers who arrived to the assembly point with their classes
- Should have staff members names list to run a head count for all the staff members.
- Reports injuries and/or missing individuals for to the CMT
- Coordinates with the Media and Public Relations Teams by reporting the injured or missing persons.

Statistics & Reception Team Members

No.	Name	Title	Contact #
1	Ms. Fairouz Ahmed	HR Manager	01060980980
2	Dr. Marwa El Sayed	School Doctor	01000502468
3	Ms. Rasha Fawzy	School Nurse	01144423236
4	Ms. Noha Farahat	School Psychologist	01006566179
5	Ms. Viola Hanna	Art Department Head	01001999292
6	Ms. Rokaia Mahmoud	Music Department Head	01005727222
7	Ms. Monica Eryan	Music Teacher	01275042261
8	Ms. Nada Sayed	Personnel	01018892002
9	Ms. Fatma Hasan	Student Affairs Officer	01022292444
10	Mr. Mahmoud Tamer	Student Affairs assistant	01094941277
11	Ms. Safaa Abdelfattah	Administrative Managers	01100541009

Media and Public Relations Team

- To emphasize and reassure the feeling of safety among all students, personnel and the school community, minimizing panic and anxiety.
- Communicates with parents to take their children home after evacuation is complete under the supervision of the CMT Head
- Directly communicates with the CMT and updates all the school community with the correct announcements.

Media and Public Relations Team Members

#	Name	Title	Contact
1	Ms. Wessam Hassan	Parents Relations	01111199989
2	Ms. Donia Okasha	School Director Assistant	01115636037
3	Ms. Barbara Albert	Receptionist	01211884483
4	Ms. Amira AbdelZaher	Receptionist	01021503040
5	Ms. Ronda Atef	Admissions Officer	01114442644