



**MISY | Mandalay**

Myanmar International School Yangon (Mandalay Campus)

# Myanmar International School of Yangon (Mandalay Campus)

## Emergency Critical Incident Policy

<b>Approved by:</b>	Nu Nu Aye (BOD)	<b>Date:</b> 25th November 2019
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This document should be reviewed at the start of each academic year to ensure it reflects up to date student and staff numbers and the expansion/ re-allocation of buildings and rooms.

### **Purpose and scope**

In order to respond to the many and varied crises that can arise from time to time in any organization this policy aims to provide a broad framework; guiding procedures and decision making that might be needed in response to a crisis.

### **The Critical Incident Team (CIT)**

The Critical Incident Team (CIT) represents the whole school. It may co-opt others as required and dependent on the particular circumstances.

The Critical Incident Team consists of:

- The Head of School
- Head of Primary
- Head of Secondary
- Designated Safeguarding Lead (DSL)
- Facilities Manger
- Business Manager
- Healthcare Manager
- Head of Security (duty manager)

When a crisis situation is anticipated or occurs, the following steps should take place:

- The CIT will immediately meet. This meeting can be called by any member of the CIT.
- Information will be presented about the crisis situation and decisions will be made on how to handle the situation.
- Information will then be disseminated as required and agreed by the CIT.

A useful model on which to base the dissemination of information is:

- What has happened?
- How have we responded?
- What will happen next?
- Who will be responsible for what?

### **Policy for emergencies**

This policy is intended as an overall guide to the essential approaches and methods for coping with an emergency.

The main emergencies are likely to be:

1. Fire or similar event requiring **evacuation** of buildings. (appendix 1)
2. Bomb warning or unrest requiring either **evacuation** or **lockdown**, with staff and students proceeding to a **safe haven**. (appendix 2 and 5)
3. Imminent explosion. Requiring **stay where you are** and take cover, e.g. under tables and away from windows.
4. Earthquake, requiring **stay where you are and take cover**, e.g. under tables and away from windows.
5. Threat by armed intruder, requiring **stay where you are or/and lockdown**.

A minimum of three practice drills per academic year will be undertaken, covering all of the potential emergencies identified above.

## **1. Evacuation (see appendix 1)**

The emphasis is on a limited number of essential, fundamental principles. **It is important to note that the senior member of staff present on the scene should take charge and take decisions and actions as they see fit in the event of a fire.**

### **Basic principles**

- Sound the fire alarm.
- Teachers and TAs must take responsibility for their students, evacuate the premises in an orderly manner.
- All other staff and visitors should take responsibility for their own safety by being ready to exit rapidly, quietly and in an orderly fashion.
- As a first response, fire-fighting is NOT the priority, although trained fire-fighting teams are on site.
- Evacuation of all people from the premises is our sole priority.
- Responsible adults should follow the procedures implemented by the school.
- Emergency telephone numbers are shown on the emergency evacuation instructions in each room.
- The person discovering a fire should set off the fire alarm and ensure that this number is called – either personally or by a senior or administrative member of staff or by a security guard.

### **Time and circumstance**

During normal school time, specific duties are allocated to individuals for the purpose of systematic checking of the evacuation of each area, checking of names and groups, accounting for all people and assembling in the agreed location.

Emergency evacuation instructions will be posted in each room in school. These instructions contain the contact telephone numbers of the ambulance, fire and police services and well a information about emergency exit routes.

Outside of lesson time and during special events, the situation becomes more variable and unpredictable. In these cases, responsible adults at hand should oversee the evacuation according to the above principles of speed, order and the checking of inside areas. Teachers taking classes, clubs, teams and the like, should have registers of those involved, so that all people can be accounted for. Lists of any visitors on site for special events should also be made available by the security team. At other times, such as evenings and weekends, where there are no special events, the same principles will apply. Adults present can check evacuation and all individuals can be responsible for removing themselves to places of safety. Additionally, designated staff will check buildings to see that they have been evacuated.

### **Visitors**

The security team should be aware of all visitors on the premises, so that they may be accounted

for. The sign-in book completed by the security team should be used for this purpose.

### **Other points**

Members of staff should remember to advise the office and sign out at the security gate if they are leaving the premises for whatever reason. This is to facilitate accounting for people in an emergency and also to enable duties allotted to absent colleagues to be carried out by others. Following the all clear the CIT will meet to determine the necessary actions to be taken.

## **2. Bomb warning or unrest**

This will be treated according to the nature of the threat. The receiver of the threat should attempt to obtain as much information as possible about the threat.

**It is important to note that the senior member of staff present on the scene should take charge and take decisions and actions as they see fit in the event of a bomb warning or unrest.**

**In the event of a bomb warning or unrest the following actions will be taken. Either;**

- **Evacuation to the designated area outside of the school premises**, in the event that the threat is located within the school, **or**
- Stay where you are and take cover, followed by instructions to proceed to a designated internal **safe haven**, as necessary, if the threat is outside of the school premises. (see appendix 3)

### **Evacuation to a designated area outside of the school premises**

The procedure is the same as that for a fire evacuation, with emphasis placed upon readiness to hear and respond to instructions as to where to relocate. In the event that relocation is required, then two routes should be considered:

- Through the main entrance of the academic building then turn right towards the front entrance gate.
- Through the main entrance of the academic building then turn left towards the back entrance gate moving along the exit pathway towards 49th Street.

**Safe Haven.** The designated safe havens are:

- 005 (YR) - YR, Y1, Y2, Y4
- 006 (YN)- Nursery, Y3, Y5, Y6
- 009 (Art)- Y10-13
- 010 (Y3)- Y7-Y9
- 004 (Y4)- admin & operation

**These may be reallocated and safe havens changed based on decisions made by the most senior member of staff present.**

## **3. Imminent Explosion**

**It is important to note that the senior member of staff present on the scene should take charge and take decisions and actions as they see fit in the event of a possible imminent explosion.** If it is believed that an explosion is imminent, then staff and students are advised to remain where they are, rather than to move around the campus.

Response:

- Move quickly away from all windows and glass.
- Do NOT react to an explosion by going to look out – there may be a secondary explosion.

- Shelter away from windows and with overhead cover – e.g. under tables.
- Groups or individuals outside should go inside the nearest available location and do the same.
- Remain inside in this way until advised by a designated member of staff.
- The CIT will meet to determine the necessary actions to be taken.

#### 4. Earthquake

Earthquakes will occur without warning and it is impossible to predict the magnitude and duration of any earthquake. The emphasis is therefore on a limited number of essential, fundamental principles.

**It is important to note that the senior member of staff present on the scene should take charge and take decisions and actions as they see fit if an earthquake occurs.** In the event of an earthquake, the following procedures will be followed.

If you are indoors:

- Stay inside.
- Drop down onto your hands and knees so the earthquake doesn't knock you down.
- If you are in danger from falling objects and you can move safely, crawl for additional cover under a sturdy desk or table. If possible, cover your head with one arm and with the other hold onto the table leg.
- If no sturdy shelter is nearby, crawl away from windows, cover your head and neck with your arms and crouch next to an interior wall.
- Stay away from glass, windows, outside doors and walls and anything that could fall, such as light fixtures or furniture.
- Stay indoors until the shaking stops.

If you are outdoors:

- Stay outside.
- Drop down onto your hands and knees so the earthquake doesn't knock you down.
- If possible, move away from buildings, streetlights and wires.
- Stay out in the open until the shaking stops.

#### 5. Threat by armed intruder

**It is important to note that the senior member of staff present on the scene should take charge and take decisions and actions as they see fit in the event of a threat by an armed intruder.** In the event that it is believed an armed intruder poses a threat, then the evacuation procedures will be inappropriate and protection should be the academic building, using 'stay where you are' or lockdown procedures.

In the event of an intruder being sighted or reported, a message must be relayed by whatever is the quickest means to any personnel located in the school office.

Students must be advised that if they see an intruder they must immediately report this to a member of staff. Any staff member so advised, or who themselves see an intruder, should immediately instigate the sounding of the intermurrant alarm, indicating stay where you are and take cover. The security guards at the main entrance to the school should contact the police for support.

## **6. Emergency Closing** (see appendix 4)

The Head of School is authorised to announce the closing of school if actual or potential hazards threaten the safety and well-being of students or employees. The decision to close the school shall be made by the head of school or senior member of staff and that decision should be immediately communicated to a member of the board of directors. In the event of extended closures, such instances will have board approval prior to implementation.

Teaching days lost due to emergency closing may be rescheduled through extended days, weekend classes or an extended school year by order of the board.

## **7. Disclaimer**

Whilst all efforts will be made to ensure the safety and security of staff, students and visitors to the school, MISY is unable to take responsibility for injury or death resulting from any of the emergency situations identified above.

## **Appendix 1: Evacuation**

### **Step 1- Alarm is sounded:**

There is a fire alarm that will sound around the campus.

### **Step 2 - Exit classrooms and start evacuation:**

- Students line up quickly and quietly inside the classroom (no talking, single file) and prepare to exit. They should put on their footwear quickly unless the situation is clearly dangerous and there is no time to do so.
- Ideally, windows should be closed and lights and air conditioners turned off.
- Doors should be closed but not locked.
- Teachers lead students in a single file line to the assembly point, with the teaching assistant (if there is one) following behind the class. If the class does not have a teaching assistant, a responsible student should be designated to be the last person in line.
- Do not wait for children who may be in the bathroom or at a water cooler etc.
- Students should have been previously instructed to join another class and connect with their own class once they are out on the front street.
- Assembly points for classes are now located outside of the back gates of the campus.

### **Step 3 - Assembly and registration at the assembly point:**

- MISY security will shut down the road as soon as an evacuation begins.
- Teachers should take the class they are teaching at the time of the evacuation to the students' designated assembly point outside the back gate of the campus.
- They should then return to be with their own class if they are a primary class teacher or secondary tutor.
- Primary teachers should take registration using the emergency registration clipboard given to them by the administrative assistant at the assembly point.
- Primary teaching assistants should remain with their class to help the class teacher. Secondary tutors should take registration using an emergency registration clipboard which will be given to them by the administrative assistant.
- Class teachers / tutors report missing children by holding up the red side of their clipboard, or "all present" by holding up the green side of their clipboard.
- Teachers who are not a primary class teacher or secondary tutor should report to the head

of section who may assign them to help with class registration, or other duties as appropriate.

#### **Step 4 - Building sweep:**

Designated staff members will sweep the campus (i.e. check all locations, toilets, library, classrooms, labs, etc.) and bring with them any students left behind and then report to the head of school or section Heads.

#### **Step 5 - “All Clear” or “Further Evacuation”:**

- The head of primary will account for all primary classes.
- The head of secondary will account for secondary classes.
- The business manager will account for all office staff.
- The facilities manager will account for all security and maintenance staff and report to the business manager.
- If the building sweep has revealed no evidence of danger, the head of school (or their designated deputy) will give the “all clear” signal, after which, everyone can return to the campus. In a real emergency, the decision might involve moving to the designated evacuation point further away from the school.

The designated evacuation points are:

The Buddhist Monastery on Mandalay/Lashio road (walking distance)

The centrepoint car parking area 62 street (transport needed)

#### **Important things to remember:**

- All staff and visitors must leave the school during any emergency evacuation and stay at their assembly point until advised by the head of school or deputy about the next step (most likely an all clear, or perhaps to move to another designated evacuation point further away from the school).
- Ensure students exit the classroom quickly and that they put on their footwear quickly.
- Do not stop to pick up anything on the way whilst walking.
- Hold on to the handrails when walking down the stairs.
- Do not run, shout, or attempt to create panic or fear in others.
- Move quietly and remain quiet during any drill so that instructions could be heard clearly.
- Take the evacuation seriously and be alert and concentrate throughout the entire procedure.
- Line up in an orderly fashion at the correct assembly point outside the back gate of the campus.
- The use of mobile phones is not permitted during evacuations.

## **Appendix 2**

### **Checklists for use when notified of the death of a student or staff member.**

Critical Incident Team’s checklist:

- Verify the facts concerning the death.
- Assess the impact this death will have on the school community.
- Prepare an announcement to be read to the students/staff as appropriate. This may mean the calling of emergency meetings or assemblies.
- If necessary, arrange for a substitute to assist the student’s classroom teacher/s.
- List the teachers and staff who will need extra support because of their closeness, etc. to

the deceased.

- Maintain this list of 'high risk' students/staff.
- Where the death of a student occurs, inform the parents of the school community.
- Where the death of an expatriate member of staff occurs, nominated next of kin should be contacted and the embassy/consulate of the staff member consulted.
- When the death of a local staff member occurs the next of kin should be contacted followed by the relevant authorities.
- Arrange for the provision of an emergency counselling service for staff and students as appropriate.
- Ensure the school office is briefed about handling calls and requests for information.
- Ensure the deceased is removed from mailing lists, class lists, school database etc. immediately.
- Designate a person(s) to act as a contact person to the media.
- When appropriate visit and extend condolences to the immediate family and provide appropriate representation at services.
- Direct a staff member to immediately remove the contents of the deceased student's/staff members locker.
- Archive the student's / staff member's file.
- If needed, identify a support centre area in the school.
- Designate a staff member to collect information about funeral arrangements.
- Inform students/staff regarding funeral arrangements.
- Prepare a letter to be sent home to all parents regarding the death.
- Arrange 15 minute after-school meeting with school staff to process the day.
- Ensure the CIT meets at the end of the day to plan for the next day and review the list of "high-risk" students/staff.
- Keep the board of directors informed.

#### Teacher's checklist:

- Attend any emergency/ after-school staff meetings.
- If needed, request a substitute teacher to assist so that the teacher can have individual time to console students, visit with deceased student's parents, etc.
- Where appropriate lead classroom discussion(s) by sharing with students his/her feelings and reactions, or, if the teacher feels that he/she cannot lead class discussion, he/she should inform the head of school or CIT
- Keep a list of student(s) they think are "high risk" and give names to the CIT during and at the end of the day.
- Offer colleagues, who are in need of help, any assistance he/she can give them.
- If appropriate, attend the visitation and/or funeral.

### **Checklists for use in the event of serious accident or injury**

#### **Where there is an injury or illness**

Staff must take emergency action without waiting for parent or carer consent. Delays in these circumstances could compromise safety. Staff must:

- notify the healthcare manager immediately.
- immediately contact emergency medical services
- apply first aid until assistance arrives
- notify parents or carers once action has been taken



## Appendix 3

### Lockdown procedures

Lockdown procedures may be decided in response to unrest, extreme weather conditions or bomb threat outside of the school premises.

In the event of a lockdown:

- All entrance gates of the campus will be locked by the security guards and everyone will remain inside. The building premises to be secured (closing the doors and manned guarding) to prevent unauthorised entry.
- Information will be sought from the fire, police and other external authorities.
- Staff will be informed by the school emergency communication systems that an incident has occurred/ is occurring and that the school is adopting lockdown procedures.
- All staff and students will be alerted by security guards, as directed by the (CIT), to proceed from the 'stay where you are' locations to the lockdown classrooms in an orderly manner when it is deemed safe to do so by the CIT
- Upon implementation of the lock down procedure by the CIT, the business manager will communicate with all parents to notify the lockdown procedure by sending an SMS. Parents are to stay at home, stay alert and follow the instruction of the CIT.

In the event of building lockdown, all staff and students should initiate a 'stay where you are' procedure until instructed to move to designated **safe havens** as follows:

005 (Reception) - Reception, Y1, Y2, Y4;

006 (YR)- Nursery, Y3, Y5, Y6;

009 (Art)- Y10, Y11, Y12, Y13;

010 (Y3)- Y7, Y8, Y9;

004 (Y4)- admin, operation and visitors

The security team will secure the doors and windows and wait for further instructions from The CIT.

Registration at the safe havens:

- Teachers should take the class they are teaching at the time of the lock down to the safe havens. A registration list will be provided by the administrative assistant at the safe havens.
- Secondary tutors should take registration using an emergency registration clipboard which will be given to them by the administrative assistant.
- Teachers who are not a primary class teacher, secondary tutor or assistant tutor should report to the head of section who may assign them to help with class registration, or other duties as appropriate.
- Designated staff check all locations, (toilets, library, classrooms, labs, etc.) and bring with them any students left behind and then report to the head of school.

During lockdown procedures;

- The security team should exercise caution and common sense to avoid increasing tensions in the event of unrest or an intruder, avoiding hostile verbal exchanges, gestures, or physical contact.
- The security team is to constantly monitor the nature and conditions of the situation and report to the CIT.
- The CIT will continuously assess the situation and that of the occupants locked down within the building upon the declaration of lock down procedure.
- In the event of building lockdown, all essential services including electrical power, lighting, water and gas services will continue as per normal wherever possible.

- If the situation permits and the occupants are able to leave the building ( evacuation), the CIT will decide on an appropriate exit plan with the aim of providing a safe area for parents to collect their children.
- If the employees and students are unable to leave, provision will be made to ensure that basic needs are met until such a time when it is safe to leave.
- The healthcare manager will be responsible for preparing first aid kits and giving first aid treatment to employees/ students if needed.
- Arrangements will be made to ensure sufficient food and water is available to sustain the school population for up to 24 hours.

## **Appendix 4**

### **School Closure**

A decision to close the school can only be made by the head of school and that decision should be immediately communicated to a representative of the board of directors.

If a decision is made to close the school after the commencement of the school day, the following procedures will be followed:

- All staff to be informed via the school emergency communication systems of the arrangements which are being made to send children home. All are advised to check the school website and text messaging on a regular basis for any updates.
- All parents are contacted to make arrangements to come and pick up their children via the school emergency contact systems. All are advised to check the school website and text messaging on a regular basis for any updates.
- No student should be allowed to leave unless we are certain that parents have given permission for their child to do so. Responsibility for monitoring this falls on the head of primary/ head of secondary.
- Where permission from parents cannot be obtained, these students must be supervised until such time as they can be collected.

If a decision is made that the school will be unable to open to accept students following a weekend or holiday then the following procedures will be followed:

- All staff to be informed via the school emergency contact systems. All are advised to check the school website and text messaging on a regular basis for any updates.
- All parents are contacted and advised of the closure via the school emergency contact systems. All are advised to check school website and text messaging on a regular basis for any updates.
- Work will be set by teachers for students to access remotely, through google classrooms or ManagBac. The heads of section will coordinate these arrangements during the period of closure.

## **Appendix 5**

### **Communication systems failure**

Our communication with parents and outside agencies during the school day is reliant on the school website, email, mobile telephone and landline communication. Should there be a simultaneous failure of all of these systems, it is likely that there will be an emergency situation needing the response of our lockdown and safe haven procedures.

## Evacuation and Lockdown Plan

