



## **Emergency Policy**

### **Infrastructure & Training**

- Buildings meet Ministry standards. Staff receive annual emergency training.
- Emergency bags, fire extinguishers, and whistles are available on all floors.

### **Drills & Response**

- Two fire and two earthquake drills annually.
- Floor officers oversee evacuation and headcounts.
- Evacuation protocols include buddy systems, class emergency leaders, and designated meeting points.

### **Parent Communication**

- Parents are notified only after the emergency is under control.
- Phone chains are used for updates. Parents may only pick up students listed as emergency contacts.

### **Safe Environment**

- **Campus Safety:** CCTV, secured entry, routine checks, and well-maintained facilities.
- **Bathroom Policy:** Staff accompany younger or special-needs students. Restrooms are regularly inspected.
- **Transport Safety:** Licensed drivers, monitored buses, and regulated student pick-up/drop-off procedures.

### **Digital Safety & Photo Use**

- Students are trained in digital citizenship and online safety.
- Internet use is filtered and monitored.
- All media use requires parent consent. Only school devices are used for documentation. School cameras are managed by administration.

### **Field Trips & Excursions**

- Risk assessments, parent permissions, and medical preparations are mandatory.
- Teacher-to-student ratio: 1:17 for field trips, 1:10 for excursions.
- Required documentation is collected by VPs and carried during trips.
- After trips, students are handed directly to parents.



### **Anti-Bullying Measures**

- Bullying and harassment are not tolerated.
- Programs, counseling, and mentorship are in place to support affected students.
- Confidential reporting channels are available.

### **Accident Reporting**

- All incidents are documented using Accident Report Forms.
- Reports include time, place, witnesses, and action taken.
- Nurse notifies parents and stores records in a secure Accident Book.

### **Risk Assessments**

- Regularly conducted for all facilities and events.
- Drills and precautionary systems are reviewed each term.

### **Whistleblower Policy**

- Good-faith reports are protected. Retaliation is not tolerated.

### **Policy Implementation & Enforcement**

- Policies are shared via website, newsletters, and training sessions.
- Multilingual versions are provided where needed.
- Violations result in fair disciplinary action and follow-up support.

### **Policy Review & Compliance**

- All policies are reviewed regularly and updated to align with legal standards and stakeholder feedback.
- Compliance is monitored through internal audits and external reviews as needed.