

# Crisis Management and Temporary Closure Procedure Policy

2023 – 2024



## POLICY INFORMATION

Policy Lead	Becky Njombo Ta
Last review date:	September 2023
Reviewed by:	SLT
Next review date:	September 2024
Approved by:	Principal – Daspo Yiappos



## 1. Purpose

- 1.1 The Temporary Closure /Business Continuity policy is designed to define the Health and Safety preventive and protective actions the Oxford School Dubai can take to control, limit and minimize the impact to life and property caused by any emergencies and BCP

## 2. Scope

- 2.1 This policy applies to all in the TOS including, all Interested parties, Stake holders, vendors, contractors associated support service within the school community.

## 3. Policy Statement

### General Statement:

- 4.1 'Safety before schedule' Normal school routine should re-commence as soon as possible after the event and when safe to do so. Refer 7 Annexure for suitability assessment
- 3.1 Safety of students, staff, parents, members of the community and/or site visitors.
- 3.2 Staff and students must remain off-site until advised by the School Response Controller (Principal) that the school or campus is safe and available to be re-occupied and re-opened.
- 3.3 All shall follow NCEMA, UAE Life and Fire Safety Code 2018, KHDA, DM and DHA Guidelines. School Shall communicate Health and safety expectations, so the team can get the necessary arrangements in place.
- 3.4 All required to follow this protocol. School reserves the right to enforce a check and implement additional control procedures; to ensure risks are mitigated, thus preserving the integrity and safety of the organization.

## 4. Procedure

### Reporting the closure

- 4.2 Notify the Corporate, KHDA or delegate,
- 4.3 Follow KHDA directives on COVID 19
- 4.4 notify staff, school community – letter to parents and stake holders, school website, school SMS messaging.
- 4.5 This document has to be updated as more information becomes available for improvements

### Temporary Closure

- 4.6 Prepare, engage the site's Response Team and operations.
- 4.7 Prepare for Temporary Closure Plan with stakeholders.
- 4.8 Undertake required communications.

### Respond

- 4.9 Monitor the event and stay informed.
- 4.10 Maintain communications with the KHDA /Local Authorities.
- 4.11 Wait till safe to deploy to site for inspection.
- 4.12 Inspect facilities/campus to identify damage. Report damage to corporate office and operations.



- 4.13 Assess staff status and support required.
- 4.14 Engage Business Continuity Plan as required & Undertake Suitability Assessment for decision to re-open or not

#### **Recover**

- 4.15 Liaise with Corporate, KHDA and Corporate/Operations for re repair schedule.
- 4.16 Manage and support staff welfare issues.
- 4.17 Monitor business continuity activities.

#### **Special considerations**

- 4.18 All vulnerable group (eg. Pupil of determination, pregnant etc.) shall be assisted for safely

#### **Communications**

- 4.19 If the lockdown goes for an extended time, then the School Response Commander informs the parents and stakeholders via Communications Strategy utilising established formats.

#### **Documentations for DCD, KHDA, DSIB,**

- 4.20 Documented records
- 4.21 Building Maintenance contract
- 4.22 Staff training on procedures

## **5. Roles & Responsibilities**

#### **Incident command.**

- 5.1 Principal and SMT /HSM- Establish Emergency Co-ordination Centre, Liaise with emergency services, Identification, and allocation of resources.

#### **Control**

- 5.2 Assessment of emergency. Order evacuation/Lockdown/temporary closure as required.
- 5.3 Allocate resources. Authorize additional resources and personnel Give 'All Clear' on termination

#### **School Operations**

- 5.4 Operations Coordinator shall be overall responsible to ensure life safety system and sweep the facilities

#### **Risk Manager**

- 5.5 Health and Safety Manager shall ensure compliance. Effective emergency management, ongoing monitoring of the competencies/training of the staff to implement the plan

#### **Medical team**

- 5.6 Clinical staff shall support medical and injury care

## **6. References**

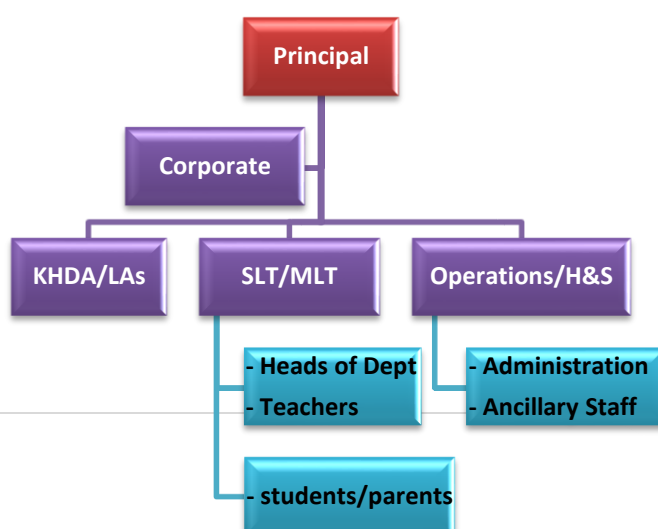
- 6.1 <https://www.khda.gov.ae/en/safetyattraininginstitutes>
- 6.2 <https://www.dha.gov.ae/Covid19/Pages/home.aspx>
- 6.3 <https://www.dcd.gov.ae/portal/en>
- 6.4 [Emergency Procedures](#)
- 6.5 [Lockdown Procedure](#)

## **7. Annexure -1- SR Committee**



Designation	Name	Contact Number
Principal	Daspo Yiappos	050 8757625
Health & Safety Officer	Becky Njombo Ta	056 4664254
Head of Foundation Stage	Asma Azhar	055 9579355
Head of Primary	Surji Aboubakker	050 2089878
Head of Secondary	Prabha Sinha	050 6288125
Year 1 and 2 Section Head	Carla Baltazar	054 4419157
Year 3 and 4 Section Head	Omer Naveed	050 4304801
Year 5 and 6 Section Head	Burair Mustafa	050 3657568
Year 7 and 8 Year Leader	Faizal Nujumudeen	050 4201543
Year 9 and 10 Year Leader	Rosita Francis	055 3626576
Year 11, 12 and 13 Year Leader	Sreela Ramachandran	052 6761345
Operations Manager	Titty Mohanan	052 6044161
Head of Inclusion	Moustafa Mohamed	055 1409499
Parent Relation Executive Guardian One Transport	Asleeta Rego	052 6789089
Maintenance Supervisor	Noorudeen Palliyathodi	056 1429746

## 7. Annexure -2- Communication Tree





## 7. Annexure -2- External Communication

Group	Contact/details	Phone number
Police	Life-threatening or time critical emergency	999
	Non-life-threatening incident	901
Ambulance	Medical Emergency	998
Fire and Emergency Services	Fire Emergency	997
Hospital/s – Zulekha	Local Number	<a href="tel:600524442">600 52 4442</a>
DEWA - Electricity Failure	Local Number	911
DEWA - Water	Local Number	922
Dubai Municipality	Local Number	4-221-5555
DHA	Local Number	800342
Child Safety Services	Local Number	800988
Bus Operations/Guardian One	Local Number	0552023683

## 7. Annexure -3- Business Continuity - Suitability Assessment

Item	Considerations		Observation/Mitigation
STAFFING			
Has the event impacted on staff availability to support an acceptable staff/student supervision ratio?	Yes	If there is limited capacity to supervise students safely then remain closed. Consider contacting the corporate Response Team to request staff wellbeing support.	
	No	open	
ACCESS			
Is there a Police or District Disaster Management Group direction to close the school?	Yes	If the direction has not been revoked, then the school or campus must remain closed.	
	No	Open	



Item	Considerations		Observation/Mitigation
Does storm debris prevent safe movement around the school?	Yes	Is there a large number of debris in school or campus grounds that prevents safe movement or supervision around the site? Can affected areas be barricaded and traffic diverted to allow safe movement around the school or campus?	
	No	Open	
Are access roads to the school cut by debris, downed power lines or flood waters?	Yes	Liaise with the Local Disaster Management Group Bto determine when the roads will be safe to travel. Ensure access roads are not at risk of being cut off due to rising flood waters that will inhibit staff and students to leave the site safely. Contact the LDMG or the Police.	
	No	If the site can be accessed safely then consider re-opening if there are sufficient resources to provide for the safe supervision of students.	
BUILDINGS			
Have buildings been damaged?	Yes	If all buildings are damaged then then school or campus remains temporarily closed. If not all buildings are damaged then consider the following: <ul style="list-style-type: none"><li>• Can access to damaged buildings be restricted to allow safe unimpeded access to other areas of the school or campus?</li><li>• Are there sufficient teaching spaces available to deliver services (even in a limited capacity)?</li><li>• Have building maintenance inspected the buildings and provided certification that the buildings are safe to reoccupy?</li></ul>	
	No	Open	
HAZARDS			
Has asbestos-containing material (ACM) been exposed/damaged in the school grounds?	Yes	No persons can be in the vicinity of damaged ACM or on site when ACM removal is undertaken. If ACM requires specialist removal.	



Item	Considerations		Observation/Mitigation
Or are there other hazards that prevent human occupation e.g. mud, mold?		then the school or campus needs to stay closed. Contact Building maintenance.	
	No	Open	
WATER			
Has water supply to school been disrupted?	Yes	If Yes, can bottled water be sourced quickly for staff/student use? Parents can be asked to provide water for students, but some bottled water will be required for emergencies. If yes, is water available for amenities such as toilets? Contact the Operations.	
	No	Open	
TOILETS			
Have septic tanks, sewer treatment equipment or sewage pumps been affected?	Yes	Have all the grounds been affected by sewage overflow or just an area? Can this area be barricaded off to restrict access without impacting on teaching space?	
	No	Open	
Are the toilet buildings functioning and safe to be used?	Yes	Are they structurally safe and accessible?	
	No	Are other facilities available nearby or can Porto-loos be sourced.	
COMMUNICATIONS			
Have external telecommunications been affected?	Yes	If landlines have been affected, then is there mobile phone capacity? Are mobile phones readily accessible? Are satellite phones required? Does an adjoining site have phones?	
	No	Open	
ELECTRICITY			
Has the electricity supply been affected?	Yes	Are there power lines down within the school? Contact power supplier immediately. School must remain closed.  Does the school have an external generator supply point installed? Can the supervision of students be undertaken without power to the classrooms? Is power required to operate the septic tanks?	



Item	Considerations		Observation/Mitigation
	No	Open	
OTHER ISSUES			

Record the decision to keep the school *Temporarily Closed* or to *Re-open* the school.

Signature:	Date :	Time:
Name:	Position:	

END