

# GRACE VALLEY INDIAN SCHOOL, AL AIN

## OPERATIONAL SAFETY PROTOCOL

### Roles & Responsibilities

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## 1. Purpose

This document defines the roles and responsibilities of all school stakeholders in implementing the Operational Protocol for Protecting Students and Continuity of In-Person Education (Safe Education), as issued by the Department of Education and Knowledge (ADEK). It serves as the reference document for the School Taskforce and must be accessible to all staff at all times.

## 2. Scope of Application

This protocol applies to all staff, students, and visitors during any alert situation — Green (Low Risk), Yellow (Medium Risk), or Red (Direct Danger) — and covers all four operational stages: before arrival, arrival & handover, inside school, and dismissal & return.

## 3. Operational Risk Levels

All staff must be familiar with the three risk levels and the corresponding required actions:

Risk Level	Status	Required Actions
<b>GREEN</b>	Low Risk / Stable	Normal operations. Classes held indoors. Morning assembly and outdoor activities suspended. Readiness enhanced.
<b>YELLOW</b>	Medium Risk	Classes and work continue with preventive measures. Stop movement and shelter immediately when alert sounds. Apply all preventive actions.
<b>RED</b>	Direct Danger	Immediate shift to remote learning and work. Do NOT resume in-person education until official approval is given. Authorities determine levels and mandate the shift accordingly.

## 4. Roles and Responsibilities

### 4.1 School Management / Principal

School management holds primary accountability for activating, maintaining, and communicating the Safe Education Protocol. Responsibilities include:

- Activate the Safe Education Protocol upon receipt of an official alert.
- Immediately suspend student handover and dismissal procedures.
- Oversee and direct student movement to designated safe areas.
- Maintain real-time communication with parents and guardians during any alert.
- Educate and train students on sheltering and evacuation procedures.
- Ensure the inspection checklist (ADEK) is completed and requirements are continuously met.
- Develop and maintain a mechanism for handling incidents, injuries, and fatalities.

- Ensure all parent/guardian contact details are up to date.
- Assign an Incident Lead and ensure all staff are notified of this assignment.
- Assign additional field supervisors and private security staff, and ensure they are trained.
- Ensure the emergency school radio system is operational and can reach all areas of the building.
- Ensure the school is in a state of full readiness to immediately suspend in-person learning at any time based on official directives.
- Obtain signed acknowledgment/undertaking from parents or guardians for return to in-person education.

## **4.2 Educational Staff (Teachers & Teaching Assistants)**

Educational staff are responsible for the direct safety, wellbeing, and calm management of students throughout every stage of the school day. Responsibilities include:

- Guide and organize students calmly and efficiently during all alert situations.
- Conduct accurate student headcounts and report immediately to school management.
- Prevent disorder, crowding, and uncontrolled movement among students.
- Keep students calm and emotionally regulated — regulate your own response first.
- Move students away from windows, glass, and exposed areas upon any alert.
- Ensure students remain indoors; no outdoor activities during any alert condition.
- Break time and recess must be held inside classrooms at all risk levels (Green and above).
- After an incident, conduct a gentle check-in with students and offer creative expression activities.
- Monitor for signs that students need additional emotional support (excessive fear, withdrawal, physical complaints) and refer to the school counsellor.
- Attend all protocol training sessions and demonstrate knowledge of procedures.

## **4.3 Supervisory & Administrative Staff**

All supervisory and administrative staff support the safe flow of students and communication across the school campus. Responsibilities include:

- Support orderly movement of students during arrival, dismissal, and sheltering.
- Prevent gatherings and crowding at gates, yards, and sidewalks.
- Direct parents and guardians away from open, exposed areas during any alert.
- Maintain their assigned post until officially relieved by school management.
- Use the school radio system to relay official messages promptly and clearly.
- Support communication between management and parents during alerts.

## **4.4 Parents and Guardians**

Parents and guardians play a critical role in supporting the protocol from outside the school. Their responsibilities include:

- Do not send the student to school during any active alert.
- Do not gather at school gates or in exposed areas during or after an alert.
- Follow official government instructions and school communications at all times.
- Do not drop off a student in open or exposed areas; proceed to a covered drop-off zone.
- If an alert occurs while en route to school, proceed to a safe place or return home.
- Sign the required ADEK parent declaration/consent undertaking for return to in-person learning.

## 5. The Four Operational Stages

The following table summarises the key actions required at each stage of the school day, applicable to all staff:

Scenario	Stage 1: Before Arrival	Stage 2: Arrival & Handover	Stage 3: Inside School	Stage 4: Dismissal & Return
<b>No Alert</b>	Student travels normally to school.	Enter building directly. No assembly at gates or yards.	Classes as usual. No outdoor activities or assembly. Break inside classrooms.	Orderly, staggered dismissal with parent/guardian.
<b>Alert Before Leaving Home</b>	Student stays home in a safe internal place away from windows. Await all-clear.	N/A	N/A	Suspend dismissal. Do not evacuate students from the building.
<b>Alert While En Route</b>	Do not drop off in exposed areas. Go to safe place or return home.	Enter building immediately if safe. Do not wait outside.	Go to nearest safe internal facility. Do not stay in exposed areas.	Student goes to safe place immediately. Does not go out until alert is lifted.
<b>Alert During School Hours</b>	Student remains at home until all-clear.	Stop all movement. No handover in open areas.	All activities stop. Shelter in safe area. Students sit low, calm, away from windows.	Suspend dismissal. No handover during danger. Resume only when alert is lifted.

## 6. Safe Areas — Key Requirements

All staff must know the location of designated safe areas. A safe area is an interior space within the school building providing temporary protection during emergencies. Requirements:

#	Feature	Requirement
1	<b>Indoor Location</b>	Away from external facades, windows, and glass.
2	<b>Structural Strength</b>	Must reduce impact and blast wave effects.
3	<b>Hazard-Free &amp; Spacious</b>	Safe internally and large enough to fit all occupants.
4	<b>Fast &amp; Easy Access</b>	Must be reachable within 1 minute from any point in the building.
5	<b>Clearly Marked</b>	Identified with clear signage; all staff and students must know the location.
6	<b>Integrated into Emergency Plan</b>	Linked to the school emergency protocol and PA system.

## 7. School Taskforce — Members and Accountability

The School Taskforce is responsible for the daily implementation of this protocol. All taskforce members must be able to explain their responsibilities to ADEK inspectors and to all staff.

Role	Key Responsibilities (Summary)
<b>Incident Lead</b>	Activate protocol, lead emergency response, coordinate with authorities and leadership
<b>Safe Areas Coordinator (SDP)</b>	Identify, document, and mark safe areas; ensure readiness; conduct drills
<b>Communication Coordinator (Internal &amp; External)</b>	Manage PA announcements, coordinate communication with parents and staff
<b>Compliance, Documentation &amp; Training Coordinator</b>	Maintain all safety documents, ensure updates and signatures, manage training records and inspection readiness
<b>Evacuation, Movement &amp; Attendance Coordinator</b>	Supervise movement to safe areas, prevent crowding, track student attendance during emergencies
<b>Security, Access &amp; Dismissal Coordinator</b>	Manage gates, control entry/exit, implement drop-off and dismissal procedures
<b>Medical / First Aid Lead (School Nurse)</b>	Provide first aid and emergency medical care, handle injuries, coordinate with health authorities

## STAFF ACKNOWLEDGEMENT FORM

### School Safety Protocol & Roles and Responsibilities

This is to confirm that I have received, read, and understood the **School Safety Protocol** and the **Roles & Responsibilities Document**.

I acknowledge that:

- I clearly understand my roles and responsibilities during normal school operations and emergency situations.
- I am aware of the location of safe areas and the procedures to follow during alerts.
- I will follow all instructions as per the approved school protocol and ADEK guidelines.
- I am able to explain my responsibilities if required by the school leadership or inspection authorities.
- I agree to comply with all safety procedures and support the safe operation of the school at all times.

Mohamed Ibrahim

Name of the staff

Designation **Principal**

Date **17-04-2026**

Signature : 