



The American International School—Duhok

Emergency Response Policy

Policy Number: AS11

Effective Date: November 28, 2023

1. Purpose:

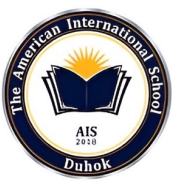
The purpose of this Emergency Response Policy is to establish clear guidelines and procedures to ensure the safety and well-being of students, staff, and visitors in the event of emergencies, including fires, earthquakes, and lockdown situations at the American International School—Duhok, herein after referred to as AIS or the School. This policy aims to minimize risks, provide effective responses, and facilitate a coordinated approach to emergency situations.

2. Definitions:

- a. *Emergency*: Any situation that poses an immediate threat to the safety and security of individuals within the school community, including but not limited to fires, earthquakes, severe weather events, medical emergencies, acts of violence, or other incidents requiring immediate attention.
- b. *Emergency Response Team*: A group of designated staff members who are responsible for coordinating and implementing emergency response procedures, ensuring appropriate actions are taken during an emergency.
- c. *Lockdown*: A situation in which access to the school is restricted, and individuals are instructed to secure themselves in designated safe areas within the building to protect against potential threats.
- d. *Lockdown Emergency*: A situation involving a potential threat or danger in or around the school, where it is necessary to secure the premises and ensure the safety of individuals by restricting access and implementing protective measures.

3. Emergency Response Team:

- a. The school will establish an Emergency Response Team comprised of designated staff members who will be responsible for coordinating and implementing emergency response procedures.
- b. The Emergency Response Team will receive appropriate training and be familiar with emergency protocols, communication systems, and their respective roles and responsibilities.
- c. The Emergency Response Team will hold regular trainings and drills for students and other staff to ensure all school members and personnel are aware of protocols and procedures in the event of an emergency.



4. Fire Emergency Procedures:

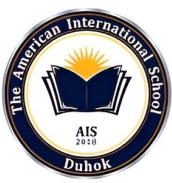
- a. In the event of a fire, the following procedures will be followed:
 - i. Activation of the fire alarm system to alert occupants of the building.
 - ii. Immediate evacuation of all staff, students, and visitors to designated assembly areas outside the building.
 - iii. Teachers will ensure that their classes are accounted for and accompany their students to the assembly areas.
 - iv. Emergency personnel will be notified, and fire extinguishing efforts will be coordinated, if safe to do so.
 - v. The Emergency Response Team will liaise with emergency services and provide necessary information.

5. Earthquake Emergency Procedures:

- a. In the event of an earthquake, the following procedures will be followed:
 - i. Drop, cover, and hold on: Students and staff will seek cover under desks, tables, or against interior walls, protecting themselves from falling objects.
 - ii. Teachers will instruct students to remain calm and stay in their designated safe areas until the shaking stops.
 - iii. After the earthquake, teachers will assess injuries and report them to the main office or designated personnel.
 - iv. The Emergency Response Team will conduct a thorough assessment of the building's structural integrity and initiate evacuation if necessary.
 - v. Parents will be informed of the situation and advised on the reunification process.
 - vi. Teachers must not evacuate their classrooms under any circumstances unless instructed to do so by the Emergency Response Team.

6. Lockdown Emergency Procedures:

- a. In the event of a lockdown situation, the following procedures will be followed:
 - i. Teachers will lock their classroom doors, close windows and blinds, and turn off lights.
 - ii. Students will be instructed to remain quiet, stay away from windows and doors, and take cover in designated safe areas within the classroom.
 - iii. Teachers will account for all students and maintain communication via designated methods, if safe to do so.
 - iv. Access to the building will be restricted, and entry points will be monitored by AIS security personnel.
 - v. Local law enforcement will be notified, and the Emergency Response Team will follow their guidance and instructions.



7. Communication:

- a. The school will establish effective communication systems to quickly disseminate emergency notifications to all staff, students, parents, and relevant authorities.
- b. Regular drills and exercises will be conducted to practice emergency response procedures and familiarize all stakeholders with the protocols.

8. Review and Improvement:

- a. The Emergency Response Team will periodically review and update emergency response procedures, incorporating lessons learned from drills, real emergencies, and feedback from staff and emergency services.
- b. Staff members will receive ongoing training and professional development opportunities to enhance their knowledge and preparedness for emergency situations.

9. Authority

This policy shall be subject to periodic review and revision to ensure its effectiveness and relevance. The ultimate authority for policy approval within the school rests with the school's governing body. This policy shall take effect upon approval by the school's governing body.

10. Policy Adoption

Approved: November 28, 2023

Amended: