



DREAM LAND

INTERNATIONAL SCHOOL

Emergency And Disaster Policy

1. Purpose

This policy provides clear guidelines for preventing, responding to, and managing emergencies and natural disasters to ensure the safety and well-being of students, staff, and visitors at Dream Land International School.

2. Scope

This policy applies to:

- All students
- All staff members
- Parents/guardians (when applicable)
- Visitors within school premises

3. Types of Emergencies and Disasters

The school recognises the following categories:

3.1 Natural Disasters

- Earthquake
- Fire (natural or accidental)
- Strong winds / storms / cyclones
- Flooding
- Extreme weather conditions

3.2 Man-Made Emergencies

- Electrical failure
- Chemical spills or gas leaks
- Structural collapse
- Transport accidents (school bus, field trips)

3.3 Security Emergencies

- Intruder or armed threat
- Bomb threat
- Violent or suspicious behaviour



DREAM LAND

INTERNATIONAL SCHOOL

3.4 Medical Emergencies

- Injury or accidents
- Sudden illness
- Allergy or anaphylaxis
- Pandemic / infectious disease outbreaks

4. Emergency Response Structure

4.1 Emergency Response Team (ERT)

Consists of

- The Principal
- Vice Principal
- Designated First Aid Officers
- Section heads
- Security personnel.

4.2 Key Responsibilities

- Lead evacuation, lockdown, or safety procedures
- Inspect routes and assembly areas
- Communicate with authorities and parents
- Provide first aid and manage injuries

5. GENERAL EMERGENCY PROCEDURES

5.1 Alert System

- Fire alarm, bell will be used to warn the school community.
- Staff and students must stop all activities and await instructions.

5.2 Evacuation Protocol

- Move quickly and quietly to designated assembly points.
- Teachers must bring class attendance lists.
- Roll call must be taken immediately.
- Do not return to buildings until the “all clear” is given.



DREAM LAND

INTERNATIONAL SCHOOL

5.3 Lockdown Protocol

Used during intruder or security threats:

- Lock doors, switch off lights, remain silent.
- Keep students away from windows, doors, and open areas.
- Await official announcement before moving.

5.4 Shelter-in-Place

Used for storms, smoke, or external hazards:

- Stay indoors in assigned safe rooms.
- Close all windows and doors.
- Remain inside until conditions improve.

6. NATURAL DISASTER PROCEDURES

6.1 Earthquake

During the earthquake:

- Students and staff must *DROP, COVER, and HOLD*.
- Stay away from windows, shelves, and heavy objects.
- Do not run outside during shaking.

After shaking stops:

- Evacuate to open assembly areas.
- Teachers take attendance and report missing students.
- Do not re-enter buildings until structural safety is confirmed.

6.2 Fire

Trigger the fire alarm immediately.

- Teachers lead students out using designated routes.
- Use fire extinguishers only if trained and the fire is small.
- Assemble at fire meeting points for roll call.
- Fire department will be contacted immediately.

6.3 Strong Winds, Storms, Cyclones

- Stop all outdoor activities.



DREAM LAND

INTERNATIONAL SCHOOL

- Move students to safe indoor classrooms or reinforced areas.
- Close windows, blinds, and turn off electrical appliances.
- Avoid open spaces, large glass windows, and loose objects.
- Remain sheltered until weather conditions stabilise.

6.4 Flooding

Students remain indoors on upper floors if flooding occurs.

- Avoid using electrical equipment near water.
- School gates remain closed until it is safe.
- Authorities and parents will be informed for early pickup if necessary.

6.5 Extreme Weather (Heatwaves, Poor Air Quality)

- Outdoor activities (PE, assemblies) will be suspended.
- Students stay in air-circulated or shaded areas.
- Hydration breaks will be increased.

7. MEDICAL EMERGENCIES

- Staff must contact the office or First Aid Officer immediately.
- First Aid Officers provide care and call emergency services if needed.
- Parents/guardians are notified promptly.
- An incident report must be completed.

8. COMMUNICATION DURING DISASTERS

The school will use:

- Mobile phone/SMS alerts
- Email updates
- Direct phone calls to parents
- Emergency contact lists

9. TRAINING AND DRILLS

- Fire drills: minimum twice per year



DREAM LAND

INTERNATIONAL SCHOOL

- Earthquake drills: annually
- Lockdown drills: twice per year
- Staff safety training is conducted annually.
- New staff and students receive orientation on emergency and disaster procedures.

10. Evacuation Routes and Assembly Points

10.1 Evacuation Routes

- Routes must remain unobstructed at all times.
- Teachers must review routes with students at the start of each term.

10.2 Assembly Points

- Students and staff must gather at designated safe locations.
- Each class will have a fixed location for roll call to ensure accountability.

11. Off-Campus and Transport Emergencies

During field trips, excursions, sports events, or transport services:

11.1 Responsibilities

- The Trip Leader must carry the emergency contact list and first aid kit.
- Teachers must perform regular headcount checks.
- Bus drivers must follow the school's emergency transport procedures.

11.2 Road Accidents

- Students remain seated unless instructed otherwise.
- Teachers call the school immediately and then emergency services.
- Parents are notified only by school administration.
- Incident reports must be completed upon return.

12. Responsibilities of Students

Students must:

- Follow safety instructions from teachers and staff
- Walk calmly during evacuations
- Report unsafe conditions immediately
- Never tamper with fire alarms or safety equipment
- Help younger students when appropriate



DREAM LAND

INTERNATIONAL SCHOOL

13. Responsibilities of Parents and Guardians

Parents must:

- Provide updated emergency contact information
- Inform the school of any medical conditions, allergies, or special needs
- Follow school instructions during emergencies (e.g., relocation procedures)
- Avoid rushing to the school unless officially requested (to prevent congestion)

14. Post-Incident Procedures

After any emergency, the school will:

14.1 Immediate Review

- Conduct a debriefing with the ERT and relevant staff
- Document lessons learned
- Evaluate response speed, communication, and coordination

14.2 Support and Counselling

- Provide emotional and psychological support for affected students and staff
- Engage counsellors for trauma-informed care when needed

14.3 Repairs and Restoration

- Inspect the building for safety
- Repair damaged infrastructure
- Replace emergency equipment used during the incident

15. Documentation and Reporting

For every emergency or drill:

15.1 Reports to Be Completed

- Incident Report Form
- First Aid Report (if injuries occur)
- Fire/Evacuation Drill Report
- Security Incident Report (if applicable)

15.2 Record Keeping

- All reports will be stored in the Administration Office



DREAM LAND

INTERNATIONAL SCHOOL

- Records will be kept for a minimum of five years
- Reports will be reviewed during annual policy evaluations

16. Data Protection and Confidentiality

- Personal information related to victims or injured individuals must remain confidential.
- Only authorised personnel may access emergency reports.
- Student and staff privacy must be respected at all times.

17. Coordination with External Agencies

The school will maintain communication with:

- Local fire department
- Local police
- Emergency medical services
- Municipal disaster response offices
- Partnership ensures rapid response and support during major emergencies.

18. Policy Dissemination

This policy will be:

- Given to all new staff during orientation
- Posted on the school website
- Displayed in essential areas such as reception and staff room
- Explained to students at the start of each term

19. Policy Review and Approval

- Policy will be reviewed annually or sooner if needed.
- The Principal and the Emergency Response Team will draft revisions.
- The Board of Directors will approve all final updates.

Conclusion

Dream Land International School is fully committed to maintaining a safe learning environment through structured planning, training, and immediate action in times of emergency.



DREAM LAND

INTERNATIONAL SCHOOL

This policy ensures that all members of the school community understand their roles and responsibilities to protect every student's safety and wellbeing.