

Emergency Response Plan for school (ERPs)

The safety and well-being of students, staff, and visitors are the highest priorities of Wisdom Bridge International School. This Emergency Response Plan (ERP) is designed to establish clear procedures for responding to emergencies such as natural disasters, fires, medical crises, security threats, and other critical incidents.

A well-prepared school community is essential to minimizing risks, ensuring swift and organized responses, and maintaining a secure learning environment. This plan outlines roles, responsibilities, communication protocols, and action steps to be taken before, during, and after an emergency.

What is an emergency?

An emergency is an unexpected event that requires immediate action to prevent harm, injury, or danger. Sadly, schools are not exempt from emergencies, and being prepared is critical to ensuring the safety of students, staff, and visitors.

Some common school emergencies include:

Fires, which can break out due to electrical faults, accidents, or other causes.

Earthquakes, which can cause buildings to shake or even collapse.

Violent incidents, such as shootings or intruders, which threaten the lives of students and staff.

These situations demand swift and organized responses to minimize risks and protect lives. This Emergency Response Plan (ERP) provides clear procedures to follow before, during, and after an emergency.

Why This Plan Matters?

Saves Lives – Quick, well-practiced actions reduce injuries and fatalities.

Reduces Panic – Clear guidelines help everyone respond calmly and efficiently.

Ensures Coordination – Teachers, staff, and emergency responders work together effectively.

Prepares the School Community – Regular drills and training ensure readiness.

This plan follows local and national safety guidelines and will be reviewed regularly to stay up-to-date with best practices. Every staff member and student must understand their role in an emergency—because preparedness today can prevent tragedy tomorrow.

#1 Fire Emergency Procedures (FEP)

1. Immediate Response

If you see or smell fire:

- Stay calm.
- Activate the nearest fire alarm (if safe to do so).
- Alert a teacher or staff member immediately.

2. Evacuation Steps

When the fire alarm sounds:

☒ Teachers & Staff:

- Stop all activities.
- Instruct students to leave belongings and line up quickly.
- Check the classroom for any stragglers.
- Take the class register (attendance sheet) with you.

☒ Students:

- Stay quiet and listen to your teacher.
- Walk quickly—DO NOT RUN—to the nearest safe exit.

- Follow the designated evacuation route (avoid blocked paths).
- Do not go back for any reason.

3. Assembly Point

All classes must gather at the designated safe assembly area (e.g., playground, field).

Teachers must:

- Take roll call to ensure all students are accounted for.
- Report any missing students to the Incident Commander (Principal/Safety Officer).
- Do not re-enter the building until emergency services declare it safe.

4. If Trapped or Unable to Evacuate

- Close all doors and windows to slow smoke/fire spread.
- Stay low (smoke rises, cleaner air is near the floor).
- Signal for help (wave a cloth, shout near a window).
- Wait for firefighters—they will rescue you.

5. After Evacuation

Teachers & Staff:

- Keep students calm and together.
- Await further instructions from emergency responders.

Admin Team:

- Notify parents/guardians if needed.
- Coordinate with firefighters and medical teams.

Important Reminders:

- Fire Drills: Practiced monthly so everyone remembers what to do.
No Elevators: Use stairs only during a fire.
- Clear Exits: Hallways and doors must never be blocked.

#2 Natural Disaster Emergency Response (NDER)

1. General Preparedness (Before a Disaster)

☒ For All Natural Disasters:

1. Know the risks: Identify likely disasters in your region (earthquakes, floods, storms, etc.).
2. Emergency kits: Maintain first aid supplies, flashlights, whistles, and drinking water.
3. Evacuation routes: Clearly mark safe exits and assembly points.
4. Regular drills: Practice response procedures every term.

2. Response Procedures for Specific Disasters

A. Earthquakes

During the Quake:

- DROP, COVER, and HOLD ON:
- Students: Crawl under desks, cover head/neck, and hold furniture legs.
- Staff: Model the behavior and stay calm.
- Stay indoors (if inside) until shaking stops. Avoid windows, shelves, and heavy objects.
- If outdoors: Move to an open area away from buildings, trees, and power lines.

After the Shaking Stops:

- Evacuate carefully if the building is damaged (watch for debris, glass, or gas leaks).
- Assemble at the designated safe zone (e.g., playground).
- Do not re-enter until authorities declare the building safe.

B. Floods/Heavy Rains

Before Flooding:

- Monitor weather alerts.
- Move valuables and electrical equipment to higher floors.

During Flooding:

- If indoors: Stay inside; move to upper floors if water rises.
- If outdoors: Avoid walking/driving through floodwater (just 15 cm can sweep you away).
- Evacuate if ordered by authorities—follow pre-planned routes.

After Flooding:

- Avoid contaminated water.
- Check for structural damage before re-entering the school.

C. Typhoons/Strong Winds

Before the Storm:

- Secure loose objects (e.g., signage, playground equipment).
- Close and reinforce windows/doors.

During the Storm:

- Shelter in place: Stay indoors, away from windows.
- Use interior hallways or small rooms for protection.

After the Storm:

- Watch for downed power lines and debris.
- Await official clearance before resuming activities.

#3 Violence Emergency Procedures (VEP)

1. Immediate Response Options

Follow RUN → HIDE → FIGHT (in order of priority):

A. RUN (Escape if Possible)

☒ If you can safely get out:

- Leave belongings behind.
- Help others escape, but don't wait for hesitant individuals.
- Warn others on your way out.
- Keep hands visible for police.

- Call 199 once safe.

B. HIDE (Lockdown if Escape Isn't Possible)

For Classrooms/Offices:

- Lock doors and barricade with heavy furniture.
- Turn off lights, close blinds, and silence phones.
- Stay low and out of sight (avoid doors/windows).
- Remain quiet—do not respond to voices unless police identify themselves.

C. FIGHT (Last Resort if Life is in Danger)

- Only if confronted directly and unable to escape/hide.
- Act aggressively: Throw objects, use chairs/fire extinguishers, swarm the attacker.
- Commit to actions—do not hesitate.

2. Staff Responsibilities

- Initiate lockdown (use PA system if safe: "Lockdown! Locks, Lights, Out of Sight!").
- Account for students—note missing/extra individuals.
- Do not open doors for anyone until police give an "all clear."

3. Police Arrival

- Officers will prioritize stopping the threat—they may not assist the injured immediately.
- Follow all commands: Keep hands visible; avoid sudden movements.

4. After the Incident

- Evacuate to a safe location (follow police directions).
- Provide first aid if trained and safe to do so.
- Account for all students/staff (reunification point).
- Trauma support: Counselors will assist affected individuals.

#4 Medical Emergency Procedures (MEP)

1. General Procedures for All Medical Emergencies

Step 1: Assess the Situation

- Check if the scene is safe before approaching
- Quickly determine if the student/staff is:
- Conscious/unconscious
- Breathing normally
- Bleeding severely
- Having seizures or other obvious distress

Step 2: Call for Help

Alert the nearest staff member

- Designated person should call: ???
- School nurse:
- Emergency services: 199
- Administration: 09-786 780 383

Step 3: Provide Basic Care

- Follow first aid protocols (see section 3)
- Do not move injured person unless in immediate danger
- Comfort the patient while waiting for help