AL ZUHOUR PRIVATE SCHOOL

HEALTH & SAFETY POLICY

Approved by: School Leadership
Last reviewed on: June 2026
Next review due by: June 2027

AZPS Health & Safety Policy

Vision & Mission Statements

AZPS Vision:

AZPS is a community of lifelong learners that strives for academic excellence, prepares students for global challenges and maintains cultural identity.

AZPS Mission:

To provide a quality international education while maintaining the cultural identity.
To celebrate diversity, encouraging leadership, responsible citizenship, moral values, and the development of lifelong learning skills.

Introduction

Al-Zuhur School is dedicated to maintaining a safe and healthy environment for students, staff, and visitors. This comprehensive policy outlines our procedures and guidelines to ensure preparedness and response in various emergency situations, including fire, bus safety, severe weather, earthquakes, and school closures.

Emergency and Evacuation Procedures

Emergency Response Team:

Team Members: Comprised of trained staff, including the principal, vice-principal, school nurse, and selected teachers.

Responsibilities: Coordinating emergency responses, communicating with emergency services, and ensuring student and staff safety.

Evacuation Plan:

Alarm System: The fire alarm system will signal the need to evacuate.

Evacuation Routes: Clearly marked routes posted in each classroom and common area. Routes are reviewed and updated regularly.

Assembly Point: Designated safe area located away from the buildings. Specific zones assigned to each class.

Roll Call Procedure: Teachers will bring attendance lists and take roll call at the assembly point to ensure all students are accounted for. Missing individuals will be reported immediately to the Emergency Response Team.

Fire Drills: Conducted at least twice per term to ensure all students and staff are familiar with evacuation procedures.
Debriefing sessions held after drills to discuss performance and areas for improvement.

Lockdown Procedures:

Code Red Signal: Announced over the intercom to initiate lockdown.
Classroom Security: Teachers will lock doors, turn off lights, and instruct students to stay low and quiet.

Communication: Follow instructions from the Emergency Response Team, who will communicate updates via the intercom.

Bus Safety and Evacuation Procedures

Bus Safety Rules:
Students must remain seated with seatbelts fastened at all times.
No loud noises, disruptive behavior, or standing while the bus is moving.
Obey the bus driver's instructions promptly.

Bus Evacuation Drills:
Conducted twice a year to ensure students know how to use emergency exits.
Practice orderly evacuation and familiarize students with the location of safety equipment such as fire extinguishers and first aid kits.

Bus Safety Monitors:
Selected students or staff members assigned to monitor behavior and safety on the bus.
Trained in basic first aid and emergency response procedures.

Severe Weather Conditions

Extreme Weather Protocols:

Heat: Ensure indoor activities during extreme heat; provide hydration stations around the school.
Rain and Storms: Monitor weather forecasts and adjust outdoor activities accordingly. Ensure all outdoor areas are safe and secure.
Snow and Ice: Clear walkways and entrances, use salt to prevent slipping, and monitor for hazardous conditions.

Communication:

Parents will be notified via SMS, email, and updates on the school's website regarding any weather-related changes or closures.
Regular updates provided throughout the day as conditions change.

Earthquake Preparedness

During an Earthquake:

Indoors: Instruct students to "Drop, Cover, and Hold On" under study furniture or against interior walls.

Outdoors: Move to an open area away from buildings, trees, and power lines.

Post-Earthquake Procedures:

Evacuation: If necessary, evacuate the building following the designated evacuation routes.
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First Aid: Trained staff will provide first aid to those in need. Emergency kits available in each classroom.

Reunification: Parents will be informed of reunification procedures via SMS, email, and the school's website.

School Closure (Partial or Complete)

Closure Decisions:
Made by the school administration based on safety assessments and government advisories. Considerations include weather conditions, safety of infrastructure, and accessibility.

Notification Procedures:
Parents and staff will be informed via SMS, email, and updates on the school's website. Notifications will include details on the reason for closure, expected duration, and any instructions for students and staff.

Alternative Learning Plans:
Implementation of remote learning protocols if the closure in case or government advisories.
Distribution of necessary materials and instructions for online classes or assignments.

Reopening Procedures:
Clear communication on reopening dates, any new safety measures, and any required actions by parents, students, or staff.
Inspection and approval of school premises by safety officials before reopening.

Training and Drills

Staff Training:
Regular training sessions for all staff on health and safety protocols, emergency response, and first aid.
Special training for Emergency Response Team members.

Student Drills:
Regular drills for students to practice fire evacuations, lockdowns, and earthquake responses.
Appropriate training and education on safety procedures.

Safety and Security protocols for visitors:

All visitors to the school may be asked to bring formal identification with them at the time of their visit. They must follow the procedure below.

- At times whenever any visitor accesses any security gate, all visitors must stop at the gate and call security person to gain access to site, explaining who they are and the purpose of their visit.
- Once on site, all visitors must report to reception staff first to get the required information/concerns.
- All visitors will be asked either to provide their EID to security person or sign the Visitors Record Book which is kept in security gate at all times making note of their name, organization, who they are visiting.
- All visitors are required to wear identification badge (visitors)which should be visible throughout the visit.
- At reception, all visitors must explain the purpose of their visit and who has invited them.
- At the time of departure after the visit, visitors must take their belongings and use main reception area to exit.
- Return the identification badge at security gate.

Review and Updates

This policy will be reviewed annually by the school administration and health and safety committee.
Updates will be made as necessary to comply with new safety regulations and to address any identified gaps or improvements.

Contact Information

Emergency Contacts 050-5547206

Principal: Asma Abu Sheikha
principal@alzuhourschool.com

HSE/Operations Manager: Arslan Ahmad
00971-555728693
Arslan.a@alzuhourschool.com

Local Emergency Services: 1-Civil Defense 997
2-Ambulance 998
3-Police 999

School Address:

Al-Zuhour Private School,
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,Muweilah commercial, Sharjah.
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By adhering to this policy, Al-Zuhour School aims to maintain a secure and supportive environment conducive to the safety and well-being of all students and staff.