



BELVEDERE INTERNATIONAL SCHOOL

CRISIS MANAGEMENT POLICY

2024-2025

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Hili, Al Ain, United Arab Emirates



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This policy outlines the steps to help protect all stakeholders and explores possible ways that the school can continue to operate some aspects of their operations, specifically in the context of significant threats, such as a pandemic.

Definitions:

- **Crisis:** *a time of intense difficulty of danger*
- **Evacuation:** *the action of moving people from a dangerous place.*
- **Crisis Management Plan:** *a comprehensive plan that outlines the school's intended response to a different types of crises.*
- **First Aider:** *a person in on organization who has been trained to give immediate medical help in an emergency.*
- **Stakeholder:** *a person with an intended interest in something, especially business*
- **Procedure:** *an established or official way of doing something.*

Policy Statement

- Adhere to the requirements of MOHAP to prevent the spread of COVID-19 and assess and continuously review whether the operational processes and risk controls are effective. · Create the Crisis Management Plan and update it regularly with the Crisis Management Policy and make sure to distribute an electronic copy to all the staff, parents and stakeholders. · The school operations will be suspended immediately if a positive case of COVID-19 is confirmed in a staff member or child attending the school.
- In case that a first-degree family member of a staff or child test positive for COVID-19, the staff or child should be sent home to self-isolate for a minimum of 14 days, and he/she should submit a negative Covid-19 test to be allowed to return to the school.
- Ensure that staff are familiar with the Plan before the school re-opens and encourage them to evolve in the development of the policy to help assess risks, identify solutions, and assist with communicating controls put in place
- The Crisis Management plan must include an Emergency Financial Policy, which clearly states the school's position about payment plans and refunds in the case of forced emergency closures.
- Ensure to develop an effective communication system to communicate with parents in the event of future suspensions or crisis.
- Provide staff and parents and stakeholders with the emergency contact number for help from inside outside the school.

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- Evacuation procedures and exits will be clearly exposed in the school for all staff, parents and stakeholders.
- Provide staff with regular induction and training about evacuation plan and the procedures for response to the incidents such as severe weather, earthquakes or fire. · Ensure confidentiality of all personal information and meet data protection guidance. · Create and develop the procedures for response to specific incidents such as severe weather, earthquakes or fire

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