

# MIP APPENDIX D: ABS School Closing & Snow and Ice Procedures

Occasionally during the winter, inclement weather forces us to close school for the entire day, to open school late, or to close early. Emergency situations (power outages etc) may also necessitate the school closing. When snow or icy conditions are forecast, the Principal will make an early morning decision about whether to either delay the start of the school day or to cancel school for the day. Parents and Staff will be notified by SMS to the mobile phone numbers held on file by 6.00am. Heads of School/Section should notify all members of their staff who do not have a mobile phone.

When the school is open and there is snowfall or the likelihood of snowfall or icy conditions or other emergency situation, the Principal will make a decision about closing the school early. The school will send an SMS to all parents to notify them where and when to collect students who would normally travel home by car. For students who normally travel home by bus, the emergency bus schedule will operate; students will be reminded which bus they should take. Children of staff members who have cars should travel home with their parent(s).

When the Principal makes the decision to close school early, the Heads of School should immediately send messages to all classes and request that all students assemble in their normal Tutor Group rooms. The Group Tutor should take the register and immediately notify the relevant school office should any student be unaccounted for.

As students are dismissed from their Tutor Group rooms to go home, the Group Tutors must record the time that each student has left and indicate how the student is getting home. If a parent calls and asks when their child left and how they were getting home we need to be able to provide this information.

## Procedures for Crèche :

- Children will wait in the Crèche building.
- Crèche staff will supervise the children until they are picked up by their parents.

## Procedures for KG:

- Students will wait in classrooms.
- Assigned teachers will supervise and release students as cars arrive or when the relevant bus is ready to evacuate.

## Procedures for JS:

- Students will first be registered in Tutor Group rooms.
- Students who travel home by car will then be accompanied by assigned staff to the JS Dining Area.
- Students who travel home by bus will remain in their Tutor Group rooms and will then be accompanied by assigned staff to the buses when they are informed that the buses are ready.

## Procedures for MYS & IBDC:

- Students will be registered in their Tutor Group room and will remain there until either they are notified that the buses are ready to evacuate OR that their parents/drivers have arrived to collect them.

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## Bus and Car Park Supervision Staff during emergency evacuation

- Supervising staff must encourage students to board buses without delay.
- Each bus will be accompanied by the regular bus supervisor.
- Supervising staff are to actively supervise the bus/car park area in order to promote a safe and prompt departure of buses/cars

<b>Area</b>	<b>Supervisors</b>
Sports Centre Car Park (Lower)	Sonny Lim, Wasfi Wreikat Osama Maridi, Hazem Abu Jafar
Sports Centre Car Park (Upper)	George Hopkins, Zeyad Habash Rania Zayyat, Mansour Hamdan
JS Playground Bus Departure Area Overall supervision:	Khaled El Badri, Abdel Razzaq, Fayek Abu Azzieh
Bus # 1, 2, 3, 4, 5, 6:	Lulu El Fadel, Muna Darwish, Anas Abu Ghoush
Bus #7, 8, 9, 10, 11:	Aymen Azzam, Ibrahim Sawafta, Rhonna Jessome
Bus # 12, 13, 14, 15, 16:	Sawsan Assaf, David Gibson, Firas Hamoudeh
Bus #17, 18, 19, 20:	Ahmad Shehadeh, Sa'ad Abbas
Top Area between Admin/Main Gate	Robert Jones, Yousef Al Beitawi
Top Car Park	Chris Webb, Khalaf Al Ghareeb

## Expectations of Staff

No teacher must leave the ABS campus without the permission of the appropriate Head of School and only after all duties have been attended to. Heads of School will notify staff when they may leave the school campus. The safety of students must be the highest priority and only when all students have been sent home safely, will staff be able to leave the school. Staff who would normally use school buses are encouraged to make arrangements with other staff to car pool; priority on buses will be given to students and only if spare seats are available will staff be able to use the bus. Once buses return it may be possible to send out further buses to take staff home (depending on road conditions).

Teachers who are not listed for any specific duties should report to the appropriate school office where other duties may be assigned depending on need.

Students must never be left unsupervised. No member of the Administration must leave until the school is clear and permission has been given by the Principal.

## First Aid

The school Doctor and school Nurse will continue to operate from the school Clinic until all students have left the campus.

## Emergency Support

The Engineer and his maintenance team will remain on standby to help with any situation requiring their help and will not leave the campus until given approval by the Principal.