

Emergency Preparedness & Integrated Drill System (EPIDS)

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Emergency Preparedness & Integrated Drill System (EPIDS)

REVIEW DATE: OCTOBER 2026

Scope: All Students, Faculty, Administrative Staff, and Visitors

Objective: To transition from "Safety Theatre" to "Operational Readiness" through systematic practice, clear role distribution, and standardized evacuation protocols.

1. Core Philosophy

At New Horizon School, safety is not a luxury or a marketing tool; it is a basic operational requirement. This policy rejects the "once-a-year show drill" in favor of a **repetition-based discipline system**. In any emergency, NHS prioritizes:

1. **Life Safety:** Rapid, calm evacuation.
2. **Accountability:** 100% accurate student/staff headcount.
3. **Communication:** Controlled, factual updates to parents to prevent gate-side chaos.

2. Emergency Governance Structure

Emergency response is a shared responsibility. The following roles are permanently assigned and must be displayed in the Staff Room:

Role	Primary Responsibility	Assigned To
Safety Lead	Policy owner, drill scheduling, and debriefing.	Vice Principal / Coordinator
Floor/Block Wardens	Clearing corridors/toilets; guiding flow.	Senior Teachers (per wing)



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Evacuation Leads	Classroom management and headcount.	All Class Teachers
First Aid Lead	Managing the assembly point medical station.	School Nurse / Trained Staff
Gate & Crowd Lead	Securing perimeters; managing parent arrival.	Admin / Security Head
Comm. Lead	Official WhatsApp/Phone updates to parents.	Front Desk / Principal

3. Standardized Response Protocols

3.1 Signal Standardization

NHS utilizes a "One Signal, One Meaning" rule.

- **Fire/Evacuation:** Continuous bell/siren for 30 seconds.
- **Earthquake:** Short, rapid bursts (3 rings repeated).
- **All-Clear:** One long, steady ring (authorized by Principal only).

3.2 Classroom "Grab-and-Go" Kits

Every classroom must maintain a labeled **Emergency File** near the exit door containing:

- Updated weekly attendance sheet.
- Emergency contact list.
- Red/Green "Class Cards" for assembly signaling.
- A4 Route Map: (e.g., *Door → Left → Stair A → Assembly Zone B*).

3.3 Core Student Behaviors

Teachers are required to drill these three behaviors into students monthly:

1. **Evacuation:** Stop talking → Stand/Line up → Walk fast (No running/No bags).



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2. **Earthquake: Drop, Cover, and Hold.** Do not move until shaking stops.
3. **Assembly:** Form two silent lines in the designated color-coded zone.

4. Evacuation & Assembly Mapping

4.1 Route Logic

- **Primary/Secondary:** Every room must have a backup route if the main stairwell is simulated as "blocked."
- **Bottle-necks:** One-way flow must be maintained on all stairs.

4.2 Zoning System

The assembly ground is divided into permanent zones (A through E) using paint or cones.

- **Zone A:** Pre-school | **Zone B:** Primary | **Zone C:** Middle | **Zone D:** High School | **Zone E:** Staff/Visitors.

5. Drill Frequency & Simulation Schedule

To combat skill decay, NHS adheres to the following minimum schedule:

- **Fire Evacuation:** Once every 2 months.
- **Earthquake Practice:** Once every 3 months.
- **Blocked Route Simulation:** Once per term (testing secondary exits).
- **Transport Safety Drill:** Once per term (for bus/van students).

6. Critical Protocols

6.1 Missing Student Protocol

If a headcount is incomplete at the assembly point:

1. Teacher alerts Section Head immediately.
2. Floor Wardens sweep "Safe Zones" (toilets/corridors).
3. **Gate Lockdown:** No individual (staff/student/parent) leaves the premises until the child is located.
4. If not found within 3 minutes, the Principal initiates emergency services escalation.

6.2 Parent & Gate Control (Pakistan Reality)



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To prevent stampedes and traffic jams at the gate:

- Security will keep gates locked during the initial evacuation.
- **The "Golden Message":** The Communication Lead will blast a pre-written WhatsApp message: *"All students are safe. Emergency protocols in effect. Please do not approach the gate; wait for the official release time."*

7. Monitoring & Continuous Improvement

Every drill must be timed and recorded in the **HSE Logbook**.

Target Indicators:

- **Total Evacuation:** Under 3 minutes.
- **Headcount Accuracy:** 100% within 60 seconds of arrival at Zone.
- **Discipline:** Zero incidents of running or shouting.

Policy Note: Failure to carry an attendance sheet or leaving a classroom door locked during an evacuation is considered a serious breach of HSE duty and will be addressed in staff appraisals.

Appendix A: The Teacher's "Grab-and-Go" Checklist

This should be taped to the inside of the Emergency File folder in every classroom.

Phase 1: The Alert (0–30 Seconds)

- ☐ **Stop:** Cease all instruction immediately.
- ☐ **Secure:** Ensure students leave all bags and water bottles behind.
- ☐ **Grab:** Take the Emergency File (Attendance Sheet & Pen).
- ☐ **Line Up:** Form a single file at the door.

Phase 2: Movement (30 Seconds – 2 Minutes)

- ☐ **Lead:** Walk at the front of the line (or assigned position).
- ☐ **Command:** Use calm, short phrases: *"Quiet," "Walk fast," "Follow me."*
- ☐ **Route:** Follow the Primary Route. If blocked, pivot immediately to the Secondary Route.
- ☐ **Safety:** Ensure no student runs or pushes on the stairs.



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Phase 3: Accountability (At Assembly Point)

- [] **Zone:** Move directly to your assigned Section Zone (e.g., Zone B).
 - [] **Headcount:** Immediately count heads against your attendance sheet.
 - [] **Signal:** Raise your **Green Card** (All accounted for) or **Red Card** (Missing/Injured).
 - [] **Report:** If Red, verbally alert the Section Head with the student's name instantly.
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Appendix B: Drill Debrief & Performance Log

To be completed by the Safety Lead and Principal within 30 minutes of every drill.

General Info	Data / Observations
Drill Type	Fire / Earthquake / Blocked Exit / Transport
Total Evacuation Time	____ Minutes ____ Seconds (Target: < 3:00)
Headcount Completion	____ Minutes ____ Seconds (Target: < 1:00)
Gate Status	Controlled / Not Controlled / Parent Interference

Performance Rubric (Scale 1–5)

1. Student Silence & Order: [] [] [] [] [] []
2. Staff Leadership/Calm: [] [] [] [] [] []
3. Route Efficiency: [] [] [] [] [] []

Critical Failures Observed (Check if yes):

- [] Any doors/gates found locked?
- [] Any teacher without an attendance sheet?
- [] Any student running or screaming?
- [] Bottleneck identified at: _____

Action Plan for Next Drill: _____



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Appendix C: Emergency Route Poster (Template)

Each classroom must fill this out in bold markers and post it by the light switch.

EMERGENCY EXIT PLAN: ROOM [____]

- **Primary Route:** Exit door → Turn [Left/Right] → Stair [A/B] → [Main/Back] Gate.
- **Secondary Route:** (If Primary is blocked) _____
- **Assembly Zone:** Zone [A / B / C / D / E]
- **Your Floor Warden is:** _____

IN CASE OF EARTHQUAKE: DROP, COVER, HOLD UNDER DESKS. DO NOT RUN.



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Appendix D: The "Golden Message" (WhatsApp Templates)

The Communication Lead must have these drafted and saved in "Starred Messages."

Template 1: For Drills (Send 5 minutes before or at start)

"NHS SAFETY UPDATE: We are currently conducting a scheduled safety drill. This is a practice exercise to ensure your child's safety. Please do not call the front desk or rush to the gate. We will update you when the 'All Clear' is given."

Template 2: For Real Emergencies (Send immediately)

"URGENT: NHS is currently managing a [Fire/Earthquake] incident. All students are being moved to safe assembly zones. Our safety protocols are active. FOR THE SAFETY OF YOUR CHILD AND EMERGENCY SERVICES, PLEASE DO NOT APPROACH THE SCHOOL GATE. We will provide a coordinated pickup time shortly. Your cooperation saves lives."
