

26 March 2026

IAS Emergency Response Plans

1. Purpose

To ensure the safety and wellbeing of all students, staff, and visitors through clear, consistent, and effective procedures for responding to emergency situations, including external threats, environmental risks, and loss of essential services.

Plan A: SHELTER-IN-PLACE PROCEDURE

(Applicable during external threats such as missile alerts or regional instability)

Reasons –

- Activation via **Emergency Alert** (e.g., missile threat, external security risk)
- Instruction issued via PA system or Senior Leadership Team (SLT)

Procedures

1. Immediate Response

- All teaching staff must stop instruction immediately.
- Students inside classrooms must be escorted calmly and quickly into the hallway.

2. Positioning

- Students must:
 - Sit or kneel against the hallway walls
 - Stay away from windows, doors, and glass panels
- No student is permitted to remain inside the classrooms.

3. Containment

- Students must remain within their assigned hallway section.
- No cross-building or cross-section movement is allowed.

4. Supervision

- Teachers remain with their class at all times.
- SLT and designated staff monitor corridors and compliance.

5. Communication

- Staff must maintain calm and reassurance.
- No external communication with parents unless instructed.

6. All-Clear

- Students remain in position until an official “All Clear” is issued by SLT.
- Only then may students return to classrooms and resume normal operations.

Plan B: CAMPUS EVACUATION PROCEDURE

(Applicable during environmental or infrastructure-related threats)

Reasons –

- Nearby debris or drone threat
- Loss of power, AC, or water exceeding safe thresholds
- Any condition deemed unsafe for continued campus occupation
- Instruction issued via PA system or Senior Leadership Team (SLT)

Procedures

1. Evacuation Initiation

- Evacuation announced via PA system
- All buildings operate independently
- No cross-building movement

2. Exit Process

- Students exit the building following fire drill procedures
- Teachers lead students in calm, orderly lines
- Students proceed outside the school gates (not within campus gates)

3. Assembly & Safety

- Students line up in designated external zones
 - Operations team provides:
 - Tents for shade
 - Coolers with bottled water
 - Staff monitor students for heat-related symptoms
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4. Attendance & Accountability

- Teachers must bring:
 - Up-to-date attendance sheets
 - Identification of bus riders vs. car pick-up students
- Immediate roll call conducted upon arrival

5. Transportation & Dismissal

- Priority boarding:
 1. KG students
 2. Students with medical needs
- Students transition quickly to AC-enabled buses
- No prolonged outdoor holding

6. Parent Communication

- Communication sent via SMS and official channels
 - Parents instructed:
 - Do not come to school unless directed
 - Controlled and staggered dismissal procedures implemented
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