



RUSSIAN INTERNATIONAL SCHOOL

2026 – 2027

EMERGENCY RESPONSE AND CONTINGENCY RESPONSE POLICY

As per KHDA Safety Protocol, the school contingency measures are allocated to support a safe and smooth operation of the school.

1. All the school staff (administration, teachers, supporting personnel) must complete the mandatory Safety Training.
2. All the students must complete the Safety Awareness Training at school.
3. **The Staff Training for Safety Measures includes:**
 - Shelter-in-place School Safe Zones;
 - Evacuation Routes;
 - Emergency Procedures;
 - Go-Bag Check (First Aid Kit, Students Register, Emergency Contact Details);
 - Psychological First Aid (Look, Listen, Link);
 - Emergency Roles;
 - Evacuation Drills and Routes Walkthrough;
 - Staff Responsibilities;
 - Emergency Response Readiness Checklist.
4. During the Emergency Situations: the critical rule is that no student is left unattended at School, and trained staff members are present during an emergency.
5. The guidance on managing Drop-Off to School and Pick-Up from School Transport Operations and the Procedures to follow during Alerts, to ensure the safety of all students and staff, outlined by KHDA, are as follows:
 - drop-off and pick-up must be without congestion outside the school;
 - students must enter the building immediately upon arrival — no waiting in exposed outdoor areas;
 - gatherings in front of the gate or on the sidewalk are not permitted;
 - staff and students using school transport should disembark and enter the building promptly and in an organized manner;

- during dismissal, boarding of buses should be managed in a controlled, gradual manner to avoid crowding;
 - if an alert is issued during drop-off or pick-up, students must not remain outside - they should move indoors immediately to the nearest safe area and follow the school's emergency protocols;
 - children should not enter or exit cars or buses unless it is safe to do so;
 - if an alert occurs during dismissal, dismissal is paused - students must remain inside the building or, if already on the bus, remain inside the bus and do not disembark in exposed areas until further instructions are given;
 - if a parent cannot be reached at the collection time, the student remains under full staff supervision until an authorized contact is confirmed - no student is released without confirmation of an authorized person.
6. During an active alert, the guidelines outlined by KHDA, are as follows:
- the updates to parents go through the approved school's official communication channel only. Thus, during an active alert School does not respond to individual parent calls or messages;
 - school does not issue the all-clear message until officially confirmed by authorities;
 - staff and parents are prohibited from sharing any unverified information;
 - staff, parents and students must not photograph, film, or share any alert incident content on social media or in personal messaging apps, during or after the emergency event.
7. Evacuation Maps marked with Safe-Zone Areas are set up in each classroom and corridors across the school premises.
8. All the students must be regularly trained on the Safe-Zone-Area Locations, Alert Procedures and Evacuation Drills.

Supervision and Wellbeing

Your calm matters more than you think. Students look to you – a steady voice and relaxed body language can prevent panic before it starts.

Students <i>Supervised and supported at all times</i>	Staff <i>Your calm is the most powerful tool</i>	Environment <i>Safe, calm and never alone</i>
▪ Fixed routines maintained to provide stability ▪ Monitor for anxiety, regression or behaviour changes ▪ Log and report concerns — do not dismiss	▪ No fear-inducing language or imagery ▪ Respond to distress with sensitivity ▪ Staff wellbeing equally prioritised	▪ Positive, calm atmosphere always ▪ Minimum two staff per room during an alert ▪ No one manages an emergency alone ▪ Support is available – you don't have to cope alone

Remember: During exceptional periods, students may show signs of regression or anxiety. These must be logged and reported and not ignored.

Psychological First Aid (PFA)

An immediate humane response for students experiencing distress after a crisis or emergency. It aims to provide practical care and support, reduce distress, and help meet basic needs.

1. Look

- Observe students for signs of distress or emotional reactions.
- Check the surrounding environment to make sure it is safe and identify anyone who may need urgent assistance.

2. Listen

- Approach affected students calmly.
- Listen to their concerns without pressure, help reassure them and reduce fear, and use a calm, reassuring tone of voice.

3. Link

- Make sure the student is in a safe place, reassure them, and guide them toward simple steps that help restore a sense of calm.
- Connect students with appropriate support when needed, such as specialists, social workers, or school counsellors.
- Help them access assistance as quickly as possible.

Responding to Alerts

SHELTER



Local incident, no direct impact



Projectile or falling debris

- Never leave students unattended to investigate an alert
- Stay with your group until an official instruction is received
- Your place is with the students NOT at the source of the sound
- Monitor official alerts and news

EVACUATE



Fire, smoke, or gas leak



Suspicious object on or near premises (do not touch)

- Stop all activity and issue a calm, firm instruction
- Check route to assembly point is clear before moving anyone
- Walk quickly and in an orderly line – no running
- Strollers must always be ready for immediate use
- Call 997 and 999

MEDICAL EMERGENCIES

- ☐ Isolate the affected student without disrupting the rest of the group
- ☐ A second staff member immediately takes over group supervision
- ☐ The group must never be left unattended while first aid is being given
- ☐ Call 998 if the situation is life-threatening – do not wait

School Principal is responsible for:

- 1 making sure every staff member is trained on all outlined protocols and participates in practice drills or routines
- 2 assigning roles to relevant staff members to cover all emergency procedures
- 3 effectively communicating all required protocol procedures to parents
- 4 staff members ensuring that students have rehearsed the relevant procedures and routines

KHDA and relevant authorities may conduct monitoring visits from time to time.

Teacher's responsibilities:

- | | |
|---|---|
| <ol style="list-style-type: none">1 On-site leader
Manage the evacuation calmly and direct students clearly toward safe evacuation routes. | <ol style="list-style-type: none">2 Protector and guide
Ensure all students are evacuated from classrooms and facilities, and make sure no student is left behind. |
| <ol style="list-style-type: none">3 Communication link
Communicate effectively with school leadership and emergency response teams to report on student status and absences. | <ol style="list-style-type: none">4 First responder
Provide basic first aid and initial psychological support to students until rescue teams arrive. |

You are the first responder in protecting lives and property.

Parent Communication

How we communicate in a crisis defines how parents trust us. Every word matters.

✓ Official channels only

Direct all parents to approved School communications.
No personal numbers, no WhatsApp groups, no informal messages.

✓ Keep parents informed

Share clear, calm updates before, during, and after any incident.
Tell them what is happening, what is being done, and what to expect next.

✓ Never release without contact

Exhaust every emergency contact if a parent cannot be reached.
No student is released until an authorised person is confirmed.
Document every attempt.

The School Principal is the sole authorised voice. All other staff refer parents to management — no exceptions.

✗ Photograph or film anything

Causes panic, violates privacy, obstructs the response, and carries legal consequences

✗ Answer individual parent calls

While an incident is underway your focus must be entirely on the students in your care

✗ Share unconfirmed information

No personal opinions, no rumours, no unofficial updates in any form or on any platform

✗ Issue the all-clear yourself

Never pre-empt the School Principal. Wait for official confirmation before saying anything to parents

External Communication Protocol

All staff are strictly prohibited from photographing, recording, or publishing any information about the incident on social media.

Protecting privacy

Photographing students in vulnerable situations is a violation of their privacy.

Preventing the spread of rumors

Fragmented or incomplete information can create panic and misinformation.

Maintaining a single official channel

The school principal is the only authorised person to issue official statements.

Avoiding disruption to the response

Uncontrolled communications can overwhelm emergency networks and hinder operations.

Photography during emergencies is prohibited both legally and ethically.



Russian International School

EMERGENCY CONTACT NUMBERS	
Police	999
Ambulance	998
Fire	997
Principal	050-7851853
Vice-Principal	050-6366725
Health & Safety Officer	050-3580299
Security	050-3736244
First Aid Nurse	058-9081890
Psychologist	050-3580299
Wellbeing Officer	058-5885046
Administrator	050-6136091
Designated Certified First Aid Officers	
Classroom #: 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112	050-6366725 050-6569681
Classroom #: 115, 116, 117, 118, 119, 120, 121	058-9081890 055-4978545
Classroom #: 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 216	052-2405915
Classroom #: 218, 219, 221, 222, 223, 224, 225, 226, 227, 228, 229	050-3580299 055-5064678

As per KHDA Protocol “Quality Expectations for Effective Distance learning” (dated March 2026), in case of Distance Learning the following parameters are to be considered:

Zone A – Students' distance learning and wellbeing	
Descriptors	
Attendance and participation	Students: ■ attend and participate in the learning sessions and activities ■ conduct themselves in a respectful manner
Safeguarding	Students: ■ have clear guidelines about online safety and cyber bullying, including who to contact if they have concerns ■ feel safe when working online and know what actions to take if safety issues arise
Learning opportunities	Students: ■ experience a balance of learning methods (such as live sessions, pre-recorded, assignments and integrated activities) appropriate to their needs ■ maintain continuity and momentum in their learning
Equity of access	Students: ■ have equitable access to the school's distance learning material ■ have the resources/technology and skills to access distance learning
Wellbeing	Students: ■ have opportunities to connect with their peers and teachers ■ know who they can contact if they need to discuss wellbeing concerns ■ are able to manage their workloads ■ have an age appropriate balance between screen time and other learning activities, including regular breaks and physical activity

Zone B – Teaching and monitoring students' learning	
Descriptors	
Planning and delivery	Teachers: ■ use a balance of learning methods that are appropriate for online learning and to students' needs ■ ensure that resource requirements for completing activities at home are reasonable and easily accessible ■ collaborate to ensure that students' workloads are manageable ■ plan for continuity and momentum in students' learning
Sharing intended learning outcomes	■ Lessons have clear intended learning outcomes and activity guidelines ■ Teachers modify learning outcomes to meet the needs of diverse groups of students ■ Intended learning outcomes and expectations for the activities are shared with students and parents
Distance learning provision	Distance learning provision: ■ allows students flexibility with their time management and assignment deadlines to accommodate home circumstances ■ covers essential content in identified key subjects ■ provides a balance of opportunities for academic and non-academic experiences
Monitoring and assessing learning	Teachers: ■ use a variety of assessment approaches to monitor students' learning ■ coordinate submission dates of students' work with other subjects ■ provide students with relevant feedback about their work

Zone C – Leading and managing students' learning	
Descriptors	
Agility	- Short-term planning is responsive and adjusts to changing circumstances on a daily/weekly basis - Leaders review the distance learning programme on a regular basis and make appropriate adaptations and improvements
Contingency	Longer-term planning considers possible scenarios and options, including resource availability
Communication and engagement	Parents: - receive regular communication from the school about their own role, and teachers' responsibilities - receive appropriate guidance about how to support their children's distance learning, including the use of learning technologies - receive regular updates about their children's learning Teachers: - are clear about their roles, responsibilities and accountabilities - provide parents with flexible opportunities for communication, in coordination with the school Leaders - address parental concerns and communicate responses promptly - facilitate parent support networks Governors: - receive regular relevant communication from the school leaders - provide school leaders with necessary guidance, support and resources
Resource management	The school: - ensures that students have the necessary technology to access distance learning - ensures that teachers have the necessary training and technology to offer the distance learning

The regional circumstances or safety concerns require schools sometimes to move temporarily to online learning if regulated by the UAE Authorities. While this is a precautionary measure, the school must sustain continuity of learning, protect student wellbeing, and maintain the level of educational quality across different modes of delivery in line with KHDA regulations.

Distance Learning Safety is aimed at:

- dealing with online challenges
- guidance on the online use of technology
- empowering Students with Online Safety Education, skills and IT tools
- developing innovative, creative and socializing skills through consolidation of Teachers – Students – Parents efforts
- providing IT support/expert consultancy
- managing Password Security, Technical Security and Digital Content
- protecting Data Management
- monitoring Online Safety Incidents
- promoting Anti-Bullying/E-Cyber Safety across all phases.

RIS provides technology for teaching and learning; creates safe and secure environment for children to learn.

E-Safety Risk Assessment:

- Content - what Students see online
- Contact - who they communicate with online
- Code of Conduct - how they act online

E-Challenges Risk Assessment:

- Online bullying
- Access to inappropriate content
- Over-engagement with technology (gaming, social media, defamation, screen time)

E-Safety is in relation to:

- Safety Education
 - a) *the curriculum reflects the personal, social and technical aspects; differentiation for SoD*
 - b) *students are aware of the content they access online; research skills are based on social media resources and copyright regulations.*
- School Policies (E-Cyber Safety; Code of Conduct; Anti-Bullying; Child Protection; Safeguarding; Wellbeing; Electronic Addiction; Defamation on Social Media)
- consistent safety messages to all members of the School Community
- communication with the Dubai Police Headquarters
- supervision by Safety Coordinator - *responsible for monitoring incidents and handling sensitive issues*
- the use of mobile technology - users understand the risks associated with the use of mobile technology and are encouraged to be responsible users, prohibited use of mobiles by students during lessons and academic hours at school (*safe use within School by Staff to support teaching and learning*) and outside
- the use of social media – *the content/images/video/links sharing is monitored*
- Staff Training (*all Staff takes active responsibility for E-Safety*).

The use of computer systems, system users and personal data is subject to regular review and updating (including the Artificial Intelligence (AI) trainings):

- password security (appropriate password requirements for user access);
- Internet access online at School is filtered for all users/password protected and regularly updated;
- differentiated Internet access is available for Staff and customized filtering changes are managed by School;
- anti-virus and malware prevention is applied and regularly updated across school systems;
- system backups are regularly made and are an integral component of system recovery routines.

In accordance with KHDA Protocol (dated 05.07.2020) and updated KHDA Protocol (dated 23.08.2021) for the Face-To-Face Learning at Private Schools in Dubai, providing health and safety for all school process participants and preventing the spread of infectious diseases, the rules and regulations are to be strictly adhered by Parents, Students and Staff.

GENERAL RULES

- 1.1. Parents are responsible for monitoring the health conditions of their children on a daily basis.
- 1.2. All Parents' communication/visits to school premises are upon appointment system via school channels of communication.
- 1.3. Measures for classrooms disinfection/medical monitoring/health and safety monitoring are to be taken as per regulated guidelines.

DROP OFF / PICK UP BY FAMILY CARS

- 1.4. Parents/Guardians should park their cars on the designated parking.
- 1.5. Students coming to School by family cars should be dropped off/picked up by the Parent/Guardian at the School Designated Area.
- 1.6. Time allocation for afterschool families' car pick up is as per Schooling Timetable.

SCHOOL BUSES

- 1.7. School buses will operate as per the Transportation RTA guidelines.
- 1.8. Students should strictly follow behaviour Code as specified in the transportation Policy.

PANDEMIC SITUATIONS

- 1.9. In case of the pandemic diseases, Covid-19 Policy guidelines are to be adhered at school premises and onboard the buses.

MEALS AT SCHOOL

- 1.10. Parents are encouraged to provide their children with lunch boxes. Students' lunch-break is allocated as per the School Timetable.
- 1.11. Canteen services are to be provided strictly as per Dubai Municipality guidelines.
- 1.12. Vending machines with water at School Premises are available for Students if needed.

DURING THE SCHOOL TIME

- 1.13. Time Table is implemented to avoid crowding during the breaks and students' dismissal time.
- 1.14. Students are encouraged to maintain hygiene regime inside the school.
- 1.15. Students are not allowed to exit the School Premises during the school hours and before the end of the school lessons.

SHOWING SYMPTOMS OF COVID-19 (COVID-19 Policy)

- 1.16. "Staying at Home if Unwell" for students showing symptoms of Covid-19 (such as fever $\geq 37.5^{\circ}$, cough, body ache or fatigue, shortness of breath, sore throat, runny nose, diarrhea and nausea, headache, loss of sense of smell or taste) should be enforced.
- 1.17. If a student shows symptoms of Covid-19 while at School, he/she will be instantly isolated to the designated medical room (as per the DHA Protocol); the Parent/Guardian of a Student will be immediately notified; the patient should be referred to the hospital to take necessary action.
- 1.18. The Student is allowed to return to the School Premises upon the authorized Certificate.
- 1.19. Alternative academic provision will be ensured for Students who are unable to attend classes physically due to health condition (Covid-19 ...etc.).

SCHOOL ACTIVITIES

- 1.20. All school events/trips/extra-curricular activities are as per the adherence to Health and Safety measures.

PARENTS SCHOOL VISITS

- 1.21. Parents should address their inquiries through the designated channels:
Tel.: **04-264-15-15** and Email: **parents.ris@dubairuschool.com**
- 1.22. If needed Parent's visit to School can be organized upon appointment by phone call to 04-2641515 or by email (parents.ris@dubairuschool.com).

COVID-19 POLICY

In accordance with **KHDA Protocol** (dated 23.08.2021) for **the Face-To-Face Learning at Private Schools in Dubai**, and **DHA Health and Safety Protocol** for all school process participants and **preventing the spread of Covid-19**, the rules and regulations are to be strictly adhered by **School Staff, Parents and Students**.

1. CASE DEFINITIONS:

1.1 **Suspected Covid-19** is defined as:

- the Patient who presents upper or lower respiratory symptoms with or without fever $\geq 37.5^0$
- if with the International Travel History during the 10 days prior to symptom onset
- been in contact with a confirmed Covid-19 case within 10 days
- residing in a community setting where Covid-19 cases have been detected
- cases of influenza-like illness without history of travel or known possible exposure.

1.2 **Confirmed Covid-19** is defined as:

- a person with a positive PCR test result for Covid-19 infection that is reported by an approved laboratory, irrespective of clinical signs and symptoms.

1.3 **Covid-19 Close Contact** is defined as:

- a person who is coming to close proximity of less than 1 meter for a period that is more than 15 minutes with a confirmed Covid-19 case, starting from 2 days before the onset of symptoms in the confirmed case and/or throughout the duration of illness.

2. SHOWING SYMPTOMS OF COVID-19

2.1 A policy of "Staying at Home if Unwell" should be enforced for Students/Staff showing symptoms of Covid-19 such as:

- fever $\geq 37.5^0$
- sneezing / coughing
- body ache or fatigue
- shortness of breath / respiratory infection
- sore throat
- runny nose
- diarrhea
- nausea
- headache
- loss of sense of smell or taste.

3. SAFETY COMMITTEE is to adhere to KHDA/DHA/DM regulations; to implement health and safety procedures; to handle prevention – preparedness – response measures; to conduct trainings for Students, Parents and Staff.

No.	Committee Member Name	Designation
1	Marina Khalikova	Head of Team
2	Irina Najib	Health and Safety Supervisor
3	Asha Sunny	School Nurse
4	Haritha Potu	School Doctor
5	Aliya Madani	Educational Supervisor Assistant
6	Viktoriia Atabalova	Parents Supervisor Assistant
7	Alexandra Kiseleva	Transportation Supervisor

HEALTH AND SAFETY TEAM PRIORITIZED OBJECTIVES:

3.1 Prevention - Precautionary Measures (handwashing, face masks, social distancing of 1 meter; staying at home if unwell/sick; disinfection/ventilation/cleaning; practicing online meetings/online student's registration procedure/onsite parents visits to school upon provision of Negative PCR Test or Covid-19 Vaccination Card).

3.2 Identification and Assessment of Suspected/Confirmed Covid-19/Tracing Close Contacts.

In cases of COVID-19 emergency, the School should follow the guidelines for emergencies by the Health and Safety Officer/School Nurse/School Doctor while wearing adequate personal protection equipment (PPE).

3.3 Covid-19 Risk Assessment (health related risk as per High-Medium-Low rating; infections/chronic diseases; waste disposal; hazards - biological, chemical, physical, ergonomic, psychosocial, safety; sources of the risk; response plan).

Risk Assessment should include all School and Home risk-related activities; hazards exposure; Covid-19 contacts exposure.

3.4 Covid-19 Awareness Campaigns/Trainings/Promoting Behavior that reduces the spread of Covid-19 - for Students, Parents, Staff as per KHDA, DHA and DM Protocols.

3.5 Immediate Communication with the concerned Authorities according to the expected emergency cases.

3.6 Rapid Response and Investigation of each Covid-19 suspected or confirmed case; tracing close contacts as per DHA procedure.

3.7 Maintaining records and follow up with dates, name, site, symptoms, PCR test results, quarantine or isolation, close contacts tracing, health conditions, absenteeism, DHA clearance certificates.

3.8 School Premises adherence to Health and Safety Equipment (provision of the isolation room, PPE, First Aid Kit, Disinfection/Ventilation) and **Medical/Safety Team**.

4. ISOLATION ROOM

4.1 A designated isolation room is allocated separately from the school clinic.

4.2 The isolation room is as per the DHA regulations.

4.3 Access to PPE outside the isolation room.

4.4 Criteria for Isolation is to be defined as follows:

- Safety Officer and School Nurse should evaluate the Student/Staff as per the Case Definition of Infectious Diseases;
- If symptomatic, Student/Staff should be placed in the Isolation Room;
- Parents/Guardians of a symptomatic Student should be notified immediately;
- Anyone entering the Isolation Room should be wearing PPE;
- Safety Officer/School Nurse should monitor the Student/Staff;
- Once the Isolation Room is vacated by the Student/Staff, it should be thoroughly disinfected.

5. COVID-19 EMERGENCY RESPONSE

5.1 If a Student/Staff Member shows **symptoms of Covid-19 while at School**, he/she will be instantly isolated to the designated medical room; the Parent or Guardian of a Student will be immediately notified/the patient should be referred to the hospital to take necessary action.

5.2 If a Student/Staff Member shows **symptoms of Covid-19 while at home**, he/she must stay at home. Student's Parents/Guardians should inform the **Health and Safety Officer/School Management**.

5.3 If a Student/Staff Member is identified as a **Close Contact to Covid-19 patient**, he/she should stay at home (quarantine will be adhered if instructed by DHA) and monitor health.

5.4 The patient should return to School by adherence to the DHA guidelines.

6. REPORTING A CASE OF POSITIVE COVID-19

6.1 If a Student/Staff Member shows **Positive Covid-19**, the School should:

- 1 - contact DHA on 800588.
- 2 - update the Parents.
- 3 - prepare the list of close contacts (Distance Learning is to be adhered).
- 4 - sanitize/disinfect as per DM and DHA guidelines.

6.2 If a Student/Staff Member shows **Positive Covid-19**, the School should maintain adequate reports of medical recordings (the Student/Staff is under quarantine) / monitor/follow up.

6.3 If a Student/Staff were confirmed **Positive COVID-19 PCR test** by an accredited facility, he/she is not to return unless granted a **clearance certificate by DHA**.

7. WHILE ON QUARANTINE / ISOLATION

7.1 Alternative academic provision will be ensured for Students who are unable to attend classes physically due to health condition.

7.2 Ensuring the Staff sick-leave policy is consistent with the public regulated health guidelines.

8. CHANNELS OF COMMUNICATION

8.1 Parents/Staff Members should inform the Health and Safety Team if Covid-19 symptoms occur through the designated channels:

- phone calls to **04-264-15-15**
- emails to parents.ris@dubairuschool.com

8.2 Parents/Staff Members can contact DHA call center 800342 for more information related to Covid-19.

8.3 Safety Team and Wellbeing Team cooperation with Parents/Staff in terms of:

- staying at home without fear of stigma or reprisal;
- recording/monitoring/following up on Student/Staff health.

8.4 The Health and Safety Officer will maintain adequate records and follow up on the Student/Staff health/absenteeism on a daily basis at School Health and Safety Registrar.

Marina Khalikova

Principal

Russian International School

