

# ***SHELTER-IN-PLACE***



The International School  
of Choueifat - Al Ain

# Three Alert Levels

## AMBER

### Trigger

Direct instruction from authorities

### Action

Split class: window rows to corridor, remaining rows shelter behind desks

### Duration

Until official all-clear from authorities

## BLACK

### Trigger

Active threat, explosion, structural damage

### Action

Affected area relocates entirely to Black level shelter zone

### Duration

Until authorities physically clear building

**RED** — Full school evacuation after **BLACK** event, in coordination with Civil Defense and Police

The all-clear comes from UAE authorities ONLY. No self-release.

# AMBER Level: The Split-Class Protocol

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CLASSROOM

**Row 1 & Row 2**  
MOVE TO CORRIDOR

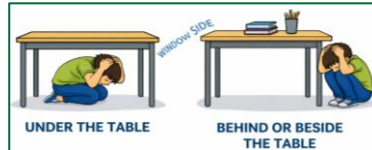


**CORRIDOR**  
Take the correct  
Position



**Row 3 & Row 4**  
STAY IN CLASS

Shelter  
under/beside  
desks



**TEACHER AT DOOR**

Supervises BOTH  
groups

## Steps

1. Committee to issue & repeat the announcement
2. Staff hear the announcement
3. Instruct: window rows out, far rows stay
4. Split the class
5. Position yourself at the door in a protective position (Crouching under or next to your desk)
6. Count both groups against attendance
7. Wait for all-clear from authorities
8. Return on Supervisor's direction

# TEACHER CUE CARD

## AMBER LEVEL – STANDARD SHELTER- IN-PLACE

|   |          |  |
|---|----------|--|
| 1 | HEAR     | Listen to walkie-talkie announcement / PA System / Supervisor's instructions.  |
| 2 | INSTRUCT | "Rows 1 & 2 — move to the corridor. Rows 3 & 4 — stay and shelter behind your desks."                                      |
| 3 | SPLIT    | Window rows (1 & 2) move calmly to corridor, sit against wall. Far rows (3 & 4) stay in class, shelter under/behind desks. |
| 4 | POSITION | Crouch near the teacher's desk next to the classroom door. You supervise BOTH groups — corridor and classroom.             |
| 5 | COUNT    | Verify headcount for both groups against attendance sheet. Report missing to Supervisor within 60 sec.                     |
| 6 | WAIT     | No movement until Director announces the official all-clear from authorities.  |
| 7 | RETURN   | Return to class only when Zone Supervisor directs you. Conduct second roll call.   |

# Protective Positions

## AMBER — Standard

### Corridor Group:

Sit on floor, backs against corridor wall  
Away from doors and windows

### Classroom Group:

Shelter under or beside desks  
Face away from windows

### Both Groups:

Crouch down and protect head  
arms covering back of head and neck

## KG & Cycle 1

Tell young students to "become a turtle"  
— curl into a ball facing the wall.

# **BLACK Level: Full Area Relocation**

Only the affected area moves. Everyone else stays in **AMBER** positions.

**1**

Director identifies affected zone via walkie-talkie / PA System.

**2**

Take attendance sheet and lead entire class to Black level shelter zone

**3**

Walk briskly, do not run. Supervisors direct traffic

**4**

Full roll call on arrival. Report status to Director/Deputy Director

**5**

Adopt protective positions. No movement until all-clear

# TEACHER CUE CARD

## **BLACK LEVEL – FULL AREA RELOCATION (AFFECTED AREA ONLY)**

|   |         |  |
|---|---------|--|
| 1 | LISTEN  | Director identifies the affected zone via walkie-talkie / PA System.                   |
| 2 | GRAB    | Take attendance sheet. This is essential for roll call at the secondary zone.          |
| 3 | LEAD    | Lead entire class (all rows) to the pre-assigned secondary shelter zone.               |
| 4 | MOVE    | Walk briskly, do not run. Follow pre-assigned route. Supervisors direct traffic.       |
| 5 | COUNT   | Full roll call immediately on arrival. Report status to Director/Deputy Director.      |
| 6 | PROTECT | Adopt protective positions: crouch down and protect head. No movement until all-clear. |
| 7 | WAIT    | No movement until authorities issue all-clear and Director confirms.                   |

# ***Special Situations***

## ***During PE***

### **PE Indoor Court**

Shelter in inside corridor and locker/shower area

### **Swimming Pool**

Shelter in locker/shower area

### **Glass Atriums / Walls**

Return to class promptly, shelter next to walls farthest from windows

## ***Students in Transit / Break***

**Go back to their assigned shelter zone**

### **Available Nearest Staff Member**

Supports the teacher with students

### **Conduct headcount**

Report location and count to Director/Deputy Director immediately

**Students of Determination:** Accompanied by assigned buddy and support staff at all times. Individual Shelter Plans must be in place.

# ***Accountability & All-Clear***

## ***During Shelter***

### **Verify headcount**

both corridor and classroom groups

### **Report missing students**

to Supervisor within 60 seconds

### **Supervisor reports**

to Director/Deputy Director via walkie-talkie

## ***All-Clear & Return***

### **All-clear from authorities ONLY**

Director confirms via walkie-talkie / PA System.

### **AMBER areas return one zone at a time**

directed by Supervisors

### **BLACK areas stay in shelter.**

**RED Level** – Full Evacuation in coordination with authorities

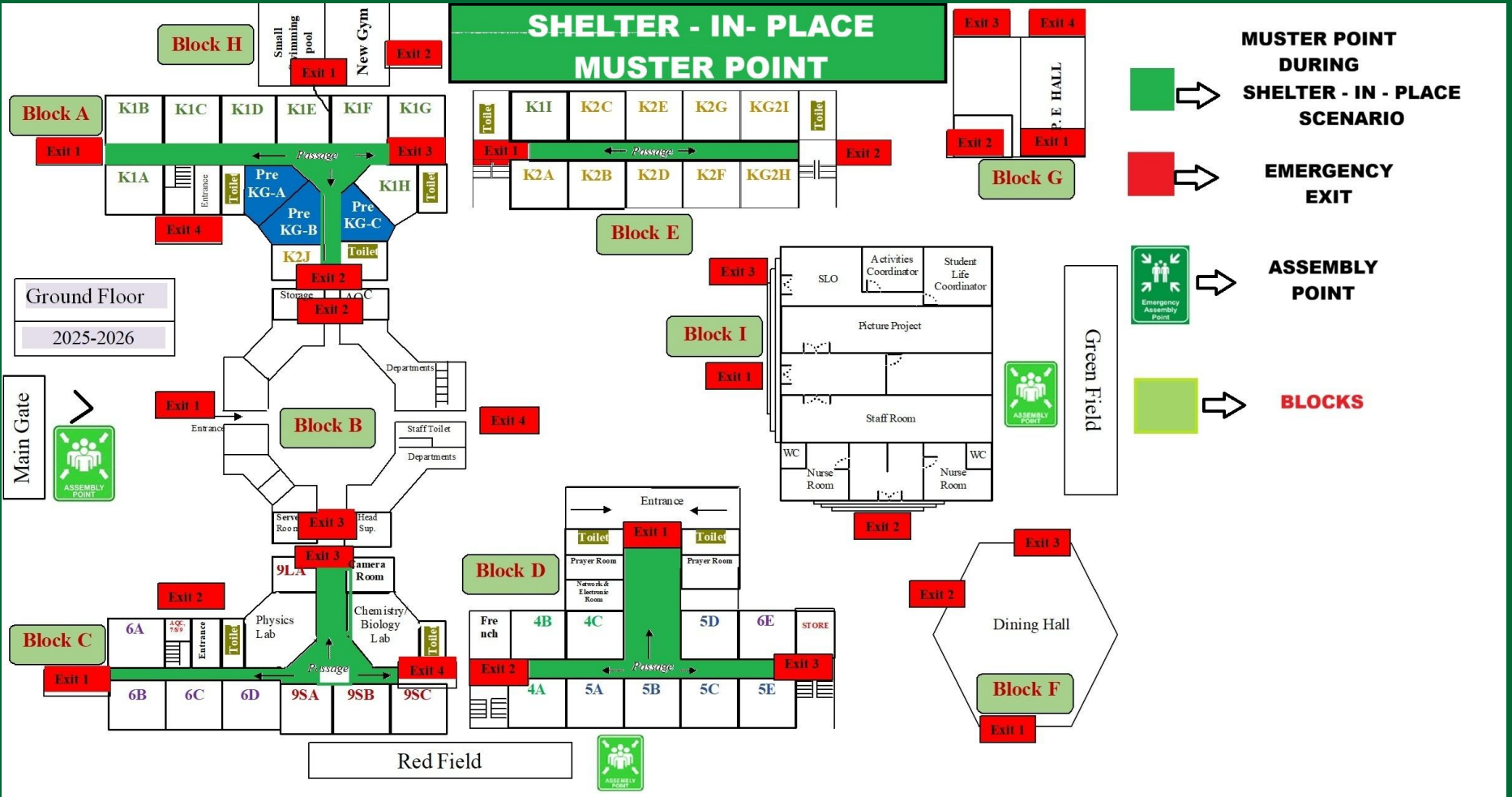
### **Distressed students**

refer to supervisor and AQC

***NO ONE MOVES until the Director announces the all-clear from authorities.***

# KEY REMINDERS:

- ✓ **ALL-CLEAR** comes from authorities **ONLY** — Director confirms via walkie-talkie before anyone moves.
- ✓ **Students of determination:** accompanied by assigned buddy and support staff at all times.
- ✓ **Students in transit/break:** go to nearest shelter zone. Students must not be in open spaces. Nearest staff takes responsibility and headcount.
- ✓ **Distressed students:** refer to supervisor and AQC after return to class.  
**Emotional Support for Students: How to converse, Restore Confidence, Signs of distress, Post incident recovery.**
- ✓ **Second roll call:** upon return to classroom. Report discrepancies immediately.
- ✓ **Supervisors:** check washrooms and notify students to join their class immediately.
- ✓ **RED Level:** If school cannot resume after BLACK event, Director activates RED level for full school evacuation in coordination with present authorities.





***Practice Makes Safe.***

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***Every second counts. Every student matters.***

***THANK YOU.***