



NATIONAL EMERGENCY ALERTS: SHELTER IN PLACE / EMERGENCY SCHOOL CLOSURE

RATIONALE

The safety and wellbeing of our pupils and staff remain our highest priority. While such situations are rare, it is important that we are prepared and that our community understands the procedures in place. These guidelines explain how the school will respond if instructed by the relevant authorities to either shelter pupils on site or close the school early for collection. ***These procedures are separate from our emergency evacuation and lockdown drills.***

PROCEDURES

The School's emergency guidelines distinguish clearly between two scenarios:

- **Shelter-in-Place** - Pupils and staff will remain in their designated safe areas and will be supervised by teachers and support staff until the alert is lifted. Should parents wish to collect their child from school, the School will accommodate this request where it is safe to do so.
- **Emergency School Closure** - Pupils will be held in designated safe areas for parents/guardians to collect them in a safe and controlled manner.

In both cases, communication will be managed centrally by the School Leadership Team. Parents/guardians will be informed promptly by email with clear instructions. Staff will be assigned specific responsibilities to ensure a calm, orderly, and caring approach throughout.

Key Points for Parents/Guardians

During a Shelter In Place situation, parents are advised not to collect their children. However, if parents choose to collect their child/children please note the following (in conjunction with the National Emergency Alert Guidelines Parts 1 & 2 (See appendices):

- Pupils will only be released to an authorised adult wearing the official school parent/guardian lanyard.
- No pupil will be permitted to leave in a taxi, ride-hailing service (e.g. Uber), or with an unauthorised person without clear prior communication from the parent/guardian to the School.
- Designated exit points and collection procedures are detailed in the School's emergency guidelines.
- Regular updates will be shared with parents/guardians.
- The School's security team will manage traffic flow, and parents/guardians are expected to follow their guidance at all times. Parents/guardians and drivers must remain patient and act safely.
- Pupils with medical needs will continue to be supported by the School Nursing Team, with access to medication as required.
- These measures will remain in place only for as long as advised by the relevant authorities and will be reviewed continuously.



SHELTER-IN-PLACE

The school will activate Shelter In Place on receipt of an appropriate National Emergency Alert from the Qatar authorities. The alerts are sent to individuals' phones, so when received, the procedure will be enacted with immediate effect. The administration team will despatch the Shelter In Place message to parents.

Refer to Appendix 1: Shelter-in-Place Information for Staff

Please note the following procedures:

- Once all students and staff are in their designated safe areas, the Heads of School and Office Manager (or their designated deputies) will confirm this by WhatsApp to the Principal (or designated deputy).
- When the Qatari authorities issue an **All-Clear**, all staff and students must remain in their designated safe areas. The Facilities Team will first check the external areas of the school to confirm that it is safe to resume normal activity.
- Once these checks have been completed, the Facilities Manager will confirm by WhatsApp to the Principal that the relevant areas are safe.
- The Principal will then WhatsApp the Heads of School and Office Manager to confirm that staff and students may leave their designated safe areas and return to their classrooms and normal work areas.

The administration team will then send the all-clear message to parents.

During a Shelter-in-Place, pupils will not be permitted to use mobile phones. All communication with families will be managed directly by the School to ensure that information is clear, accurate and consistent, and to minimise unnecessary anxiety caused by misinformation or unverified sources.

Pupils will remain supervised and cared for on the school site until further instructions are provided.

Parents are encouraged not to come to the school site or attempt to collect their child until the School has confirmed that collection is permitted.

If parents subsequently choose to collect their child, collection must be made **in person**. Parents should proceed to the appropriate entrance — **Secondary, Primary or EYFS**. Parents collecting children from more than one section of the school should attend the entrance for their **youngest child** and provide the staff member managing collection with the full names and classes of all children being collected.

Whilst pupils remain on site, school staff will continue to supervise, care for and support them until further guidance is received.

The authorised adult collecting a child must have their **parent lanyard readily available**, as this will be required before the child can be released.

POLICY NUMBER:
OWNER: PRINCIPAL
DATE OF ISSUE/LAST REVIEW: SEPT 2026
REVIEW DATE: SEPT 2027



مدرسة المنتزة الانجليزية
PARK HOUSE ENGLISH SCHOOL

APPENDICES

1. Shelter-in-Place: Information for Staff
2. National Emergency Alert 1: Shelter-in-Place (Information for parents)
3. National Emergency Alert 2: Emergency School Closure (Information for parents)