



# Contingency Plan in Case of Emergencies and Unforeseen Circumstances

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Title:	Principal	Department:	Academic Affairs

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## Purpose / Objective

*Explains why the policy exists and the problem it addresses or goal it aims to achieve*

This policy exists to ensure the safety, security, and continuity of learning for all students, staff, and visitors in the event of emergencies. Emergencies may include natural disasters (e.g., floods, fires, earthquakes), health crises (e.g., pandemics), security threats (e.g., intruders), or infrastructure failures (e.g., power outages).

The goal of the policy is to:

- Provide a clear, organized response plan to minimize harm and confusion during emergencies.
- Protect the physical and emotional well-being of the school community.
- Ensure swift communication and coordination among all stakeholders.

- Maintain, where possible, learning continuity and essential school operations during and after an emergency..

## Scope

*Defines who the policy applies to (e.g., staff, students, parents) and when or where it applies.*

- All school staff, including teaching and non-teaching personnel.
- All students.
- Parents and guardians.
- Visitors and contractors.

## Policy Statement

*The core rules or principles of the policy. Outlines what is allowed, required, or prohibited.*

### 1. Preparedness

The school shall maintain up-to-date emergency procedures and ensure all staff are trained to respond effectively to various types of emergencies.

### 2. Clear Communication

Emergency alerts and instructions must be communicated promptly through designated channels (e.g., SMS, email, loudspeaker, notice boards).

### 3. Safety First

The safety and well-being of students, staff, and visitors is the top priority in all emergency response actions.

### 4. Regular Drills and Training

Fire, lockdown, and evacuation drills must be conducted regularly to ensure readiness and identify areas for improvement.

## Definitions

*Explains key terms used in the policy to ensure clarity and avoid misinterpretation.*

- **Emergency:** Any unexpected situation that poses a risk to health, safety or normal school operations such as fires, natural disasters, intrusions or infrastructure failures.
- **Contingency Plan:** A set of procedures and actions prepared in advance to respond effectively during emergencies.
- **Evacuation:** The organized and safe removal of all individuals from buildings or areas due to immediate danger.
- **First Responders:** External professionals such as firefighters, police officers, or medical personnel who respond to emergencies.

- **Continuity of Learning:** Efforts to ensure that students continue to receive education during disruptions, through remote learning or alternative formats.
- **Drill:** A simulated emergency scenario practiced to prepare staff and students for real-life responses.
- **Designated Emergency Coordinator:** The staff member responsible for coordinating and overseeing emergency preparedness and response procedures.

## Roles and Responsibilities

*Specifies who is responsible for implementing, enforcing, or reviewing the policy.*

Role	Responsibilities
School Administration	<ul style="list-style-type: none"><li>- Develop and update the emergency contingency plan.</li><li>- Ensure training and drills are scheduled and conducted.</li><li>- Communicate with parents and emergency services.</li></ul>
Designated Emergency Coordinator	<ul style="list-style-type: none"><li>- Oversee emergency preparedness activities.</li><li>- Maintain emergency supplies and contact lists.</li><li>- Lead coordination during actual emergencies.</li></ul>
Teachers and Staff	<ul style="list-style-type: none"><li>- Participate in training and drills.</li><li>- Guide and supervise students during emergencies.</li><li>- Report hazards or breaches in safety.</li></ul>
Students	<ul style="list-style-type: none"><li>- Follow instructions during drills and emergencies.</li><li>- Stay calm and cooperate with staff.</li></ul>
Parents/Guardians	<ul style="list-style-type: none"><li>- Ensure up-to-date emergency contact information.</li><li>- Cooperate with school procedures during an emergency.</li></ul>
Security/Support Staff	<ul style="list-style-type: none"><li>- Assist with evacuation, lockdowns, and crowd control.</li><li>- Secure entrances/exits as required.</li></ul>
First Responders	<ul style="list-style-type: none"><li>- Respond to emergencies based on their area of service (fire, medical, security).</li><li>- Coordinate with school staff on-site.</li></ul>

## **Procedures / Implementation Guidelines**

*Step-by-step instructions for how the policy will be put into practice.*

### **Fire Emergency**

1. Evacuate classrooms in a calm line to designated assembly points
2. Teachers carry class register and first aid pouch
3. Do headcount and report missing students
4. Emergency Response Team contacts fire services and ensures no re-entry until cleared

### **Health or Medical Emergency**

1. Minor injuries should be handled by a school nurse
2. Serious injury/illness: Emergency Response Team calls ambulance, contacts parent
3. Isolate suspected infectious cases (COVID, flu, etc.)
4. Keep health logs confidential

### **Intruder or Threat**

The lockdown procedure is as follows:

1. Lock doors, turn off lights, keep quiet
2. Hide students in designated classroom areas
3. Send silent alert (if possible)
4. Only Emergency Response Team gives all-clear signal
5. Secondary students briefed on how to assist younger peers

### **Missing Student**

1. Lock all gates
2. Alert security and search team
3. Notify police and parents within 30 minutes if not found
4. Document incident with a detailed report

### **Flood or Natural Disaster**

1. Move students upstairs or higher ground
2. Secure valuables and student records
3. Inform parents and halt transport services
4. Resume learning digitally if closures occur

## Compliance and Enforcement

*Outlines how adherence will be monitored and what happens in case of non-compliance.*

In the case of non-compliance:

**Staff:**

- Failure to follow emergency procedures may lead to formal warnings, retraining, or disciplinary action in line with the staff code of conduct.

**Students:**

- Non-compliance during drills or emergencies (e.g., refusal to follow instructions) may result in guidance counseling, parental notification, or disciplinary measures.

**Parents/Visitors:**

- Ignoring or interfering with emergency protocols on campus may lead to restricted access or formal warnings.

## Related Documents / References

*Lists other policies, laws, or documents that relate to or support the policy.*

- Kenya Basic Education Act
  - Children's Act (Kenya)
  - Teachers Service Commission (TSC) Code of Conduct and Ethics
  - Relevant Ministry of Education Guidelines
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