

SCHOOL SECURITY / EMERGENCY POLICIES

1. COMMUNICATION CHANNELS

- a. The school gathers security alert information from various sources, such as embassies, other international schools, and the UN. Alerts will be sent by letter, or by SMS in urgent cases.
- b. It is the parents' responsibility to inform the school in advance of any travel plans prior to the departure dates, and to provide the contact information of guardians responsible for the student(s) during their absence.

2. DECIDING WHETHER TO CANCEL SCHOOL

- a. ***When there is imminent and evident danger (e.g. When the threat is obvious and most schools are closed)*** – In this case the school will close and parents will be informed in advance via the communication channels mentioned above.
- b. ***When the situation is ambiguous (e.g. When the media reports planned rallies and some schools choose to stay open)*** – In this case the school will remain open in order to maintain an environment of continuity and stability. However, the school will remain on heightened alert, and parents will be free to use their discretion regarding their child's attendance, since the security of the child is ultimately the parents' responsibility.

3. DEALING WITH DANGEROUS SITUATIONS

When school is in session and a potential or escalating dangerous situation develops, the following action will be taken in accordance with these three levels. **All three levels and their corresponding actions will be practiced as drills with students during school hours.**

LEVEL 1: Pro-active Stage (i.e. when the situation is ambiguous)

*The school will communicate with parents proactively/preemptively regarding any planned action (E.g. when we have been informed of potential danger such as a planned rally)

- School will be in session.
- Information will be communicated to parents the day before.
- The school bus will not operate. Only the shuttle between SON and ICK will operate.
- Parents will be asked to pick up their child (from SON, or ICK if they choose to ride the shuttle)
- In the case of after school activities, the teacher will be consulted regarding the safety level. If it is safe, then the activity will continue. If it is not safe, the activity will be discontinued.

LEVEL 2: Lock Down Stage (i.e. danger is present around or near campus)

*The school will communicate with parents in reaction to the ongoing situation (E.g. we have been informed that the surrounding area of the school is unsafe)

- School will go into 'Lock Down,' with no one entering or exiting the campus except parents displaying the school sticker on their car windshield. Only cars displaying the sticker will be allowed onto campus, so please make sure that your guardian has a sticker.
- Parents will be immediately informed of the situation.
- Children will be kept in specially allocated rooms, according to their class teacher.
- Emergency food and shelter will be provided. The school will also have a back up generator.
- Neither the shuttle nor the bus will operate.
- All after-school activities will be canceled.
- Students' transportation home will be arranged in two ways:
 - Parents who are able will pick up their children and sign for them
 - If a parent is not able to pick up their child, the student will stay at the school or at the home of another SON parent (only if the parent has pre-arranged, documented, and signed for this option)

LEVEL 3: Internal Danger Stage (i.e. when the threat has made its way onto the school compound)

*The school will communicate immediately and reactively to the ongoing situation. (E.g. we have been informed the school campus has been compromised.)

- The following services and agencies will be informed immediately:
 - OCPD of police
 - Security company (Security Group)
 - Ambulance service (HealthFirst)
 - Local fire service (Urban Fire Service)
- NOTE: the school has made pre-arranged agreements and action plans with each of these services

4. DEALING WITH TRAUMA

SON will help students and staff deal with trauma in the following ways:

- Teachers will be instructed to be sensitive to the needs of students.
- Relevant topics (love, acceptance, forgiveness) will be incorporated into lessons, to give students a way to process the event.
- The event will be discussed during assembly time.
- Teachers will reassure and remind students that they are available to talk one-on-one at any time.
- Students will be given the opportunity to think about ways to help those affected, such as working with an organization to collect essential items (getting students involved can help students process a traumatic event)
- Trauma counselors will be made available in the days following the event.

SCHOOL SECURITY INHOUSE POLICIES

1. CAR STICKERS

- a. We issue parents with car stickers that gives them access into the school. Parents vehicles must at all times have the school car stickers displayed on their windscreens.

2. IDENTIFICATION CARDS

- a. Parents: We issue parents with 'parents Identification' cards that allow them to pick up students. These cards must be worn at all times when picking up students.
- b. Authorized persons: Drivers, nannies and other authorized persons are issued with 'authorized identification cards' that allow them to pick up students. These cards must be worn at all times when picking up students.

3. EARLY WITHDRAW OF STUDENTS

- a. Gate Pass: When a student is picked up earlier than the normal regular time, a gate pass is issued at the reception office. The gate pass should be presented to the guard at the gate to allow the parent to leave with the child.

4. LATE PICK UP OF STUDENTS

- a. Kindly note students need to be picked up by 3:30 p.m., 4:30 p.m. (if they have after school activities). After 5:00 p.m. the students are left at the reception area with the support staff.