

File Name	Emergency Evacuation & Disaster Preparedness Policy - The SOBHA Academy
Reference	SKT - TSA POLICY - IV - 002
Date	13-05-2025

## 1. Introduction

The SOBHA Academy (TSA) is committed to ensuring the safety of all students, staff, and visitors during any emergency. A proactive approach to disaster preparedness and response is essential to minimize risks and protect lives. This policy sets forth TSA's commitment to managing emergencies such as fires, natural disasters, threats, and health emergencies through established procedures, roles, and regular training.

## 2. Purpose

This policy aims to:

- Ensure the safety and well-being of all individuals on campus during emergencies.
- Establish clear evacuation procedures and role assignments for disaster response.
- Minimize panic through regular drills and awareness training.
- Enable rapid coordination with local emergency services.
- Protect critical infrastructure and records.
- Promote a culture of preparedness, resilience, and recovery.

## 3. Objectives

- Protect lives through timely and organised evacuation.
- Create standard operating procedures for different emergency types.
- Foster awareness and preparedness through regular education and simulation.
- Assign and train staff for specific emergency responsibilities.
- Maintain open communication with emergency services and families.
- Ensure the continuity of education and school operations post-disaster.

## 4. Vision

TSA envisions a school that:

- Is proactively prepared to handle emergencies with precision and care.
- Builds a culture of safety, resilience, and awareness across all levels.
- Practices effective emergency responses through drills and training.
- Maintains minimal disruption to learning during and after disasters.
- Collaborates efficiently with families and emergency response agencies.

## 5. Scope

This policy applies to:

- All students (day and residential)
- Teaching, non-teaching, and administrative staff
- Visitors and external service providers
- Security personnel and emergency responders

## 6. Review and Amendment

The policy will be reviewed annually or after any major incident or evacuation drill. Revisions are subject to approval by the Trust Board.

## 7. Document Control

VERSION	DATE	DESCRIPTION	APPROVED BY
1.0	13-05-2025	Initial Formalisation	Trustee Board