



# ELC International Schools Bangkok

## Emergency Operations Policy and Plan

---

Related policies:

---

### Vision Statement

Cultivating creativity, valuing difference, empowering minds, striving to build a global community.

### Mission Statement

Enriching minds through purposeful reflection, critical thinking and creativity.

Learning to wonder, inquire and question through Project, expressive languages and engaging academics.

Celebrating individuality, culture and diversity through the image of the child.

## Quick Links to high priority hazards covered by this plan:

|                                                                                            |    |
|--------------------------------------------------------------------------------------------|----|
| Earthquakes.....                                                                           | 2  |
| Earthquake Drills.....                                                                     | 2  |
| Earthquake Procedures.....                                                                 | 2  |
| Overnight Stay.....                                                                        | 3  |
| Fire & Evacuation.....                                                                     | 6  |
| What to cover with your students.....                                                      | 6  |
| What to do when the alarm sounds.....                                                      | 6  |
| What to do Upon Reaching the Evacuation Meeting Point:.....                                | 6  |
| Evacuation Route.....                                                                      | 7  |
| Evacuation Point and Line-Up Positions.....                                                | 8  |
| Emergency Wardens.....                                                                     | 9  |
| Procedure.....                                                                             | 10 |
| Building Wardens.....                                                                      | 10 |
| Townhouses, Grand Heritage and & Government Liaison Office Procedure During an Emergency.. | 11 |
| Missing Student Policy.....                                                                | 11 |
| Policy Overview.....                                                                       | 11 |
| Immediate Response.....                                                                    | 11 |
| Missing Student Response Procedure.....                                                    | 12 |
| Coordination with Law Enforcement.....                                                     | 12 |
| Communication Protocol.....                                                                | 12 |
| Post-Incident Procedure.....                                                               | 13 |
| Contact Information.....                                                                   | 13 |
| Floods, Storms and Lightning.....                                                          | 13 |
| Floods.....                                                                                | 13 |
| Procedure.....                                                                             | 14 |
| Storms and Lightning.....                                                                  | 14 |
| Lightning.....                                                                             | 14 |
| Responsibilities:.....                                                                     | 14 |
| Lightning Alert - Stay Indoors.....                                                        | 15 |
| Procedure.....                                                                             | 15 |
| A: IF ALREADY INDOORS.....                                                                 | 15 |
| B: IF OUTSIDE, such as PE class, swimming classes, PKFC, or on a field trip,.....          | 15 |
| C: In the case of a child/adult being struck by lightning:.....                            | 15 |
| D: Indemnity.....                                                                          | 16 |
| Lightning Procedure - Indemnity.....                                                       | 17 |
| Infectious Diseases.....                                                                   | 18 |
| Infectious Diseases and Illness - Kindergarten Classes.....                                | 19 |
| Intruder Lockdown.....                                                                     | 23 |
| Precautions to prevent such an intruder:.....                                              | 23 |
| Summary of if an intruder enters campus:.....                                              | 23 |

|                                  |    |
|----------------------------------|----|
| Once intruder off premises:..... | 23 |
| Procedure.....                   | 23 |
| During a Drill:.....             | 24 |
| Informing Those Off Campus.....  | 24 |
| Accounting for All.....          | 24 |
| Notes.....                       | 26 |

# Earthquakes

## Earthquake Drills

When the earthquake drill is due to be held, the teacher in each room will say in a loud voice 'EARTHQUAKE DRILL!' and all students, teachers and other employees shall: immediately begin Duck, Cover and Hold procedures: DUCK, or DROP down on the floor. Take COVER under a sturdy desk, table or other furniture. Turn faces away from the windows. Protect head and neck with arms. HOLD onto the furniture and be prepared to move with it.

The Teacher times two full minutes, during which time they check all the children are in position, then announces that the drill is over.

## Earthquake Procedures

### Inside Procedures

Whenever an earthquake begins, at the first sign of shaking, all students, teachers and other employees shall immediately begin Duck, Cover and Hold procedures, DUCK, or DROP down on the floor. The teacher says loudly 'EARTHQUAKE, Take Cover!'

Take COVER under a sturdy desk, table or other furniture. Turn faces away from the windows. Protect the head and neck with arms. HOLD onto the furniture and be prepared to move with it. Stay in this position until the shaking stops for 60 seconds. Count aloud.

- Stay away from windows and doors.
- Remain silent to receive emergency instructions.
- Stay inside the building unless otherwise instructed.
- Follow fire procedures if instructed to evacuate buildings, and move quickly and silently to the evacuation site. Exit buildings via routes that avoid building overhangs, electrical wires, large trees, covered walkways in order to reach the designated evacuation areas.

### If you cannot take cover under a desk:

- Kneel next to an interior wall but away from windows, overhead light fixtures, and tall pieces of furniture that might fall over.
- If you don't have a "shelter" to hang on to, clasp your hands on the back of your neck to protect your face.
- Don't try to take cover in a doorway during an earthquake. The door may slam on you. Don't run outside during the shaking or use the stairways.

### Outside Procedures

An Evacuation should NEVER be automatic. There may be more danger outside the building than there is inside. If administrative directions are not forthcoming, the teacher will be responsible for assessing the situation and determining if an evacuation is required. Exit buildings via routes that avoid building overhangs, electrical wires, large trees, covered walkways in order to reach the designated evacuation areas.

Assemble on the driveway meeting point

Using a post-earthquake route to the evacuation zone, students are to remain with their teacher in the evacuation area. Teachers shall take roll-call once in the evacuation area and be prepared to identify missing students to administrators and/first responders. If shaking resumes lie on the ground away from buildings and wires until movement has ceased. Stay away from buildings where debris might fall.

### Overnight Stay

In the event of a severe earthquake it will probably be impossible for anyone to return home for at least 24 hours since one or more of the following conditions may exist:

- Electrical power, water supply and telephone communication could be disrupted;
- Transportation could be disrupted and roads blocked;
- Fires resulting from the earthquake could be widespread throughout the city.

Faculty and staff members and students will remain on campus and an attempt will be made to contact parents immediately after the earthquake. Parents are asked to come and collect their children after the roads are declared safe. All children will be kept at the school until they are collected. The decision may be made to enter the building if an overnight stay is necessary. Rooms within the school will be designated for overnight stay based on safety.

Children will be kept inside the school buildings unless there is a danger of building collapse or fire or the buildings are considered unsafe for other reasons.

It is recommended that Staff keep necessary personal supplies at work in case they need to stay overnight.



## DURING EARTHQUAKE

### SAFETY GUIDES



**Drop**  
Lower your body to the ground to maintain your stability during the shaking. This position helps you stay grounded and reduces the risk of being thrown off balance.

**Cover**  
Protect your head and neck by seeking shelter under sturdy furniture like a table or desk. If you can't find cover, use your arms to shield your head and neck from falling debris.





**Hold**  
Hold onto something stable to keep yourself secure, especially during violent tremors or aftershocks, until the shaking subsides.




## DURING EARTHQUAKE

### SAFETY GUIDES



**Indoors**  
Take cover under sturdy furniture or against an inner wall, away from windows and falling objects.

**Outdoors**  
Move to an open area, staying clear of buildings, trees, and power lines.



**In a car**  
Pull over safely, stay inside, and avoid overpasses and tall structures.



**Avoid elevators**  
Always use stairs, as elevators may malfunction.





# Fire & Evacuation

## Summary

Fire/emergency evacuation drills are held throughout the school year. During the first few weeks of the school year, all teachers must explain to children that there are times that evacuation may be necessary. It is essential that all teachers know at all times the number of children in their care and that a pencil is kept at all times with the Class List.

### What to cover with your students

The following key points must be covered with the children:

- Listen to your teacher
- The importance of following the teacher's instructions at all times
- Knowledge of exit point from the room
- Need to remain silent
- Need to walk calmly, no pushing or running
- Do not take school bags
- Do not take shoes
- If there is a lot of smoke, crawl along the floor
- Knowledge of evacuation meeting point
- Need to sit and quietly wait together with class at evacuation point until told by classroom teacher, or member of office staff, what to do next

### What to do when the alarm sounds

- All children line up at the room's exit point
- Teacher picks up emergency clipboard (with class List, schedule, and pencil) and keeps this with them throughout the emergency
- Teacher checks toilets and other areas, such as ateliers, reading corners for children
- Teacher counts the children before leaving the classroom
- Teacher assistant, if you have one, or a responsible child, leads the way. The teacher exits last. The children must remain in silence
- Emergency Wardens, both Primary & Back-Up, begin their assigned duty and then complete their Emergency checklist, and return to Centre Head
- If the fire alarm goes off during outside playtime, the staff on duty move all the children to the evacuation area. It is the responsibility of each staff member on duty to ensure no child is left unattended, and that all are brought to the evacuation area. The classroom teachers and assistants should meet their children at their line-up position as soon as possible.

### What to do Upon Reaching the Evacuation Meeting Point:

- Children SIT DOWN, in a line – IN SILENCE
- Teacher stands at front, Assistant stands at back of the line, IEs stand next to their child
- Teacher:
  - Do roll call, using Class List
  - Hold up hand if there is any child missing from your line up, who is at school that day [for example, EAL, LS, SLT children]
  - Inform Emergency Warden which children are missing and the class they are attending [for example, EAL, LS, SLT]
  - Keep an arm raised until all your children are with you [specialist teachers are asked to return your children to you]
- Specialist teachers (on reaching the evacuation area):

- o Take the child/children to the pitch and wait for the classroom teacher. Hand off the class to the classroom teacher
- o Join the class you are assigned to help, at their evacuation point on the pitch
- o If assigned to an additional duty, perform the duty and report back to the pitch
- o It will be the duty of the Emergency Wardens to check that all children and all members of staff are accounted for, and will instruct you as to when you can return to class.
- o If you are not assigned an additional duty, check in with the emergency warden located on the pitch at number 30 (see map below).
- Support/Ancillary Staff (on reaching the evacuation area):
  - o Join the class you are assigned to, at their evacuation point
- If leaving school grounds is necessary:
  - o If we ever had to actually leave the school grounds, having accounted for everyone, we would then exit in an orderly fashion, via the front gate (or back gate at PE55, depending on where the danger is)
  - o Emergency Coordinator will announce the order that the classes will leave in, one class after another, in silence
  - o All staff that are not assigned to a class please follow the directions of the Emergency Coordinator as to which door you should exit following the children
  - o Emergency Wardens will be assigned to receive the classes at the 'outside of school evac point', ensure classes stay at evac point, and do another check once everyone is outside.
  - o Emergency Coordinator ensures all are off campus before leaving

## Emergency Wardens

RESPONSIBLE FOR accounting for all children & staff:

| Campus                      | PRIMARY<br>Emergency Warden | BACK-UP<br>Emergency Warden |
|-----------------------------|-----------------------------|-----------------------------|
| The Purple Elephant 49      | Sumeet                      | Savika                      |
| The Purple Elephant 39 & 55 | Amanda                      | Anna                        |
| The Purple Elephant Samakee | Isabella                    | Jonathan                    |

## Procedure

If child/staff member 'missing':

- Report to EC Amanda/Sumeet/Isabella/Anna, who will announce names of missing to see if they are in fact in Evacuation Area
  - o If a person/s is still missing, EC Amanda/Sumeet/Isabella/Anna to assign Emergency Warden/s to re-check possible locations. Everyone else remains in the evacuation area.
- EC Amanda/Sumeet/Isabella/Anna will dismiss staff and children when drill is complete or it is safe to return to classrooms.

## Building Wardens

The following members of staff are responsible to check that their assigned building is completely evacuated before coming to the evacuation point [check every space, including bathrooms, and close doors behind you]. If you have children with you at the time the alarm sounds, escort the children to their classroom teacher at the evacuation point, before going to check your assigned building/area.

DO NOT ENTER A ROOM OR BUILDING THAT IS ON FIRE. Report to EC Amanda/Sumeet on the meeting point to confirm your area has been evacuated.

| Campus                      | PRIMARY Building Warden | BACK-UP Building Warden |
|-----------------------------|-------------------------|-------------------------|
| The Purple Elephant 39      | Marcela T               | Caroline                |
| The Purple Elephant 49      | Wanna                   | Savika                  |
| The Purple Elephant 55      | Sheetal                 | Nisa                    |
| The Purple Elephant Samakee | Sam                     |                         |

Most recent fire drill:  
Friday February, 2026

## Missing Student Policy

### Policy Overview

The safety and well-being of students are paramount at The Purple Elephant. This Missing Student Policy outlines the procedures to follow when a student is reported missing. It aims to ensure a coordinated and effective response, including communication with law enforcement, parents, and carers.

### Immediate Response

#### Initial Reporting

If a student is suspected to be missing, any staff member must immediately report the situation to the Designated Safeguarding Leads (DSL) and the Head of School. The report should include the student's name, age, last known location, and any relevant details about the student's appearance or behaviour.

#### Verification

The DSL will verify the missing status by checking attendance records, speaking with teachers, teaching assistants (TAs), and classmates, and reviewing any recent communications or activities involving the student. If the student is confirmed to be missing, the DSL will immediately initiate the Missing Student Response Procedure.

### Missing Student Response Procedure

#### Internal Search

Conduct an internal search of the school premises, including classrooms, restrooms, and common areas, to ensure the student is not on campus. Check with other students and staff to gather any additional information that may assist in locating the student.

#### Contacting Parents/Carers

The Administration team will contact the student's parents or guardians as soon as possible to inform them of the situation. This communication should be made in person or by phone to ensure the message is received promptly and to discuss any additional information that may aid in locating the student. Document all communications with parents or carers.

### Notification of Authorities

If the student is not located within 30 minutes of being reported missing, the DSL will contact local law enforcement authorities to report the student missing. Provide law enforcement with all relevant information, including the student's physical description, last known location, and any other pertinent details.

## Coordination with Law Enforcement

### Information Sharing

Cooperate fully with law enforcement officials, providing them with access to the school premises, CCTV footage, and any records that may assist in the investigation. Designate a staff member to act as the liaison between the school and law enforcement to ensure clear and continuous communication.

### Support

Offer support to law enforcement by assisting in their search efforts and following their guidance regarding the investigation. Keep staff updated on the situation and provide instructions as needed.

## Communication Protocol

### Internal Communication

Inform all relevant staff members about the situation while maintaining confidentiality and sensitivity. Ensure staff are aware of their roles in the search and response efforts.

### Media Communication

All media inquiries should be directed to the Head of School or designated spokesperson. Only authorised personnel should provide statements to the media to ensure accurate and consistent information is shared. Avoid sharing specific details about the missing student to prevent misinformation and protect the privacy of the student and their family.

### Updates to Parents/Carers

Provide regular updates to the student's parents or carers regarding the status of the search and any developments. Maintain a supportive and empathetic approach in all communications with the family.

## Post-Incident Procedure

### Debriefing

After the student has been found or the situation is resolved, conduct a debriefing session with all involved staff to review the response process, identify any areas for improvement, and address any concerns. Document the incident, including the timeline of events and actions taken.

### Review and Update

Review and update the Missing Student Policy based on the debriefing session and any lessons learned from the incident. Provide additional training for staff on the revised policy and procedures.

## Contact Information

Head of School: Payal Koger, [payalk@elc.ac.th](mailto:payalk@elc.ac.th)

Local Law Enforcement: 191

Ambulance: 1669

Fire: 199

### Policy Review

This policy will be reviewed annually or as needed to ensure its effectiveness and compliance with local regulations and best practices.

## Floods, Storms and Lightning

### Floods

During extremely heavy periods of rain, flooding on the school campus is possible. In the event that we are advised to evacuate, or should water begin to rise around our buildings, we will gather all children and staff as follows:

All children to the 2nd floor.

With non-classroom staff assisting where needed, until emergency services are able to assist.

During a Flood emergency, the school will remain open until all children have been safely picked up by parents or an authorised person.

In an emergency, staff will call parents to pick up their children at the earliest time possible after an "All Clear" warning has been provided by the Bangkok Metropolitan Administration.

### Procedure

- Monitor the school's surroundings during heavy rain or a storm. All staff and children must get out of low areas subject to flooding.
- Ensure all children are taken to a safe place on higher floors of their assigned building
- Flash floods develop quickly, therefore be cautious and inform Admin immediately if you have any concerns. Do not wait until you see rising water is at an unsafe level
- If a building is flooded, check for safety before entering
- Do not enter the school building if it is still flooded or surrounded by floodwater.
- Turn off electricity facilities
- Wear sturdy shoes. The most common injury following a disaster is cut feet.
- Use ONLY battery-powered/wind up lighting. Flammable material may be present.
- Look for fire hazards (such as damaged gas lines, flooded electrical circuits, or submerged furnaces).
- Watch out for animals that might have entered with the floodwaters.
- Keep windows and doors open for ventilation. Ensure children cannot fall out.

## Storms and Lightning

### Lightning

Lightning is an electrical discharge caused when static electricity builds up between thunderclouds, or thunderclouds and the ground. Lightning strokes carry up to 100 million volts of electricity and leap from cloud to cloud, or cloud to ground and vice versa. Lightning tends to strike higher ground and prominent objects, especially good conductors of electricity such as metal.

Thunder is the noise caused by the explosive expansion of air due to the heat generated by a lightning discharge. Thunder may have a sharp cracking sound when lightning is close by, compared to a rumbling noise produced by more distant strokes. Because light travels at a faster speed than sound, you can see a lightning bolt before the sound of thunder reaches you.

To provide safety for all children and adults, ELC adopts the 30-30 guidelines:

#### 30 seconds:

Count the seconds between seeing lightning and hearing thunder.

If this time is less than 30 seconds, lightning is still a potential threat.

All children and adults must go indoors or seek shelter in covered areas.

#### 30 minutes:

After the last lightning flash, wait 30 minutes before leaving shelter.

Note: Half of all lightning deaths occur after a storm passes. Stay in a safe area until the threat has passed.

### Lightning Alert - Stay Indoors

#### Procedure

##### A: IF ALREADY INDOORS

Children and adults - stay 1 metre from windows.

##### **NO child nor adult should go outside for any reason**

- specialist classes are cancelled if children need to leave the building to attend, or extended if children are already at the specialist class
- dismissal time may be delayed
- outside playtime will be cancelled, delayed or shortened

##### B: IF OUTSIDE, such as PE class and water atelier,

The adult responsible for the children must apply the 30:30 guidelines as above and respond accordingly.

The adult responsible for the children must:

take the children to appropriate safe shelter, such as

- ❑ return to classroom if safe to do so

- ❑ inside cars/vans during lightning,(not parked near or under trees or other tall objects which may topple over during a storm). Be aware of downed power lines which may be touching the vehicle.
- ❑ In a forest, seek shelter in a low-lying area under a thick growth of small trees or bushes.
- ❑ Keep alert for flash floods, sometimes caused by heavy rainfall, if seeking shelter in a ditch or low-lying area.
- ❑ Inform the school via phone (as soon as safe to do so) of this action - 02 381 2919

C: In the case of a child/adult being struck by lightning:

**Seek urgent medical attention!**

Persons who have been struck by lightning receive an electrical shock but do not carry an electrical charge and can be safely handled. Victims may be suffering from burns or shock and should receive medical attention immediately. If breathing has stopped, mouth-to-mouth resuscitation should be administered. If breathing and pulse are absent, cardio-pulmonary resuscitation is required.

D: Indemnity

To discharge our duty of care to all members of our community and persons on campus (staff and parents and visitors) we are required to follow our policies and procedures. If you choose to disregard this procedure and go outside during a lightning storm you will be required to sign the following indemnity:

## Lightning Procedure - Indemnity

The ELC lightning procedure has been explained to me including the 30:30 rule. However, I have decided to go outdoors while there is an active Lightning Alert. Therefore I agree to indemnify ELC International Schools from any claims brought against them by myself, my child or others, that arise out of my decision to contravene the school's procedures during a lightning storm. I also agree to pay reasonable expenses incurred by ELC in defence of such a claim or for emergency medical treatment I may need if struck by lightning while on the ELC campus.

| Name (Please Print) | Signature | Date and Time |
|---------------------|-----------|---------------|
|                     |           |               |
|                     |           |               |
|                     |           |               |
|                     |           |               |
|                     |           |               |
|                     |           |               |
|                     |           |               |
|                     |           |               |
|                     |           |               |
|                     |           |               |
|                     |           |               |

# Infectious Diseases

Infectious diseases are diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another.

This policy covers the following:

1. Ongoing preventative measures
2. Localised cases of an infectious disease with and without an accessible vaccine
3. Infectious diseases with vaccines available and recommended by Health Authorities
4. National or global health emergencies

## Preventative Health Measures

ELC is committed to providing a healthy school environment. We will support the personal hygiene routines of all by:

- Educating children on personal hygiene standards and practices through our PE&H curriculum. This includes hand washing practices and respiratory hygiene/cough etiquette:
  1. [Washing hands thoroughly](#)
  2. Covering the mouth and nose with the elbow pit when coughing or sneezing
  3. Using tissues and disposing of them appropriately
  4. Attending to hand hygiene immediately after coughing, sneezing or blowing nose.
- Providing hand hygiene facilities such as hand sanitizing equipment across each campus and promoting thorough hand washing.

## Infectious Diseases and Illness -

ELC will respond to common illness by:

- Staff and children with cold or flu-like symptoms, vomiting or diarrhea are encouraged to limit contact with others, seek medical attention, and must stay at home until symptom- and medication-free for 24 hours.
- If a child becomes ill at school with these symptoms, The Purple Elephant will contact the family and arrange for the collection of the child within 1 hour. The child will remain with the Nurse in isolation until collected.
- The centre head will inform families via email of outbreaks in adults and/or children of a class and their co-class of:
  - 1 case of: herpangina, hand foot and mouth, impetigo, lice, and COVID-19 as well as Chicken Pox, Measles and ALL other vaccine-preventable diseases as per the [Thailand immunization schedule](#).
  - 2 or more cases of Norovirus, gastroenteritis symptoms within a 48h window

- 3 or more cases, within 7 consecutive days of: influenza, shingles, Scarlet Fever [scarlatina], Molluscum Contagiosum, dengue fever, malaria, RSV or any other diagnosed virus at the discretion of the Head of School
- Medical certificates are requested for any of the above infectious diseases. The person must remain at home for five days *or* have a medical certificate stating an earlier date that they may return to school.

## Vaccine Preventable Diseases

ELC recommends vaccinating children in accordance with [Thailand's recommended immunization schedule](#). Families may also refer to [COVID-19 vaccination locations](#) and [exposure notices](#) in Thailand to help keep their children's vaccinations and health information up to date.

ELC will promote immunisation programmes and record the immunisation status of each student. In order to do this we will:

- Request that parents provide ELC with an Immunisation History Statement for their child
- Maintain records of all Immunisation History Statements
- Maintain a record of children who are not immunized in case of outbreaks

ELC will not allow a child to attend school if:

- We have been informed that the child has contracted an infectious disease that requires exclusion, as per the immunization schedule above
- We have been informed that a child is a close contact of a person who has contracted an vaccine preventable disease
- They have not been immunised against a vaccine preventable disease and there is cases reported at the school.

ELC recommends a vaccination schedule for Faculty and staff in line with the [Ontario schedule](#)

| Vaccine to Protect Against Diseases                                                                                                                                                 | Recommendations for Staff and Documentation Required *                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Hepatitis B vaccine</b><br>Persons with hepatitis B may not show symptoms but can spread the virus through body fluids. For personal protection, all staff should be vaccinated. | Documented 2-4 dose series (as a child or adult)<br>or<br>Proof of Immunity<br><i>Some may have received this vaccine in infancy, or as a combination vaccine for travel – e.g., Twinrix®</i> |
| <b>Measles, Mumps, Rubella (MMR) vaccine</b><br>Measles is very contagious and can spread through the air even after the infectious person has left the room.                       | Documented 2 doses<br>or<br>Proof of immunity (if born in 1969 or earlier or blood tests)                                                                                                     |
| <b>Diphtheria, Tetanus, Pertussis (Tdap) vaccine</b><br>Tetanus is naturally occurring in the soil. Pertussis, also called the "100 day cough" is very dangerous to young infants.  | Documented one dose of Tdap as an adult then<br>Td vaccine booster every 10 years.                                                                                                            |
| <b>Varicella (chickenpox) vaccine</b><br>Chickenpox can spread through the air, days before the rash is present. It can lead to severe complications.                               | Documented 2 doses given at least 6 weeks apart<br>or<br>Proof of immunity (self-reported history of chickenpox or a blood test)                                                              |
| Vaccine                                                                                                                                                                             | Strongly Encouraged for Staff                                                                                                                                                                 |
| <b>Seasonal Influenza vaccine</b><br>Staff working with children under 5 years of age are strongly encouraged to receive this vaccine each year.                                    | Annual vaccination<br>No documentation required                                                                                                                                               |

\*Or a valid exemption (see below)

## Global Health Emergencies

During National or Global Health Emergencies, epidemics or pandemics ELC will adhere to the Directives of the Ministry of Education, the Office of the Private Education Commission, The Ministry of Public Health, the Department for Disease Control and ISAT.

Primary responsibility for the prevention and control of infectious diseases lies with individuals, families and public health authorities. ELC will NOT provide expert advice or treat students, which is the role of medical practitioners and health authorities. ELC will promote prevention measures to staff and families as defined by the WHO and the Thai Ministry of Public Health.

During National or Global Health Emergencies, ELC will:

- Measure the temperature of all people accessing ELC campuses. People with a temperature of over 37.5 will not be admitted to campus
- Provide hand sanitizing options across the campus
- Ensure that unwell children do not attend school. If we identify a person on campus with the potential for carrying an infectious disease they will remain with the Nurse in an isolation room until collected or be sent home as soon as possible
- To the extent possible, track and support all members of the community who are impacted by ministerial directives
- Require a medical certificate stating an explicit diagnosis and fitness to return to work/school before admitting anyone who has been ill to return to school
- Close if instructed to do so by the Ministry of Education. Home learning programmes will be deployed if the school has been directed to close.

Ministerial Directives will be communicated via SMS and email to all stakeholders, and in addition internally to staff via the Daily Bulletin. Where communication has been deemed necessary, ELC will give consideration as to what should be communicated to the school community. It should:

- Maintain confidentiality of all individuals
- Be fact based and reflect the wording of Directives explicitly
- Be written in a way not to cause alarm
- Inform parents and guardians that a school community member/s has been diagnosed with an infectious disease, while maintaining the privacy of the individual
- Name the condition
- Suggest that they seek medical advice regarding their child's health if they have concerns or symptoms
- Communicate quarantine and closure requirements with dates if known.

# Intruder Lockdown

The aim is to ensure children and staff are protected from an intruder on campus until the situation is controlled.

## Precautions to prevent such an intruder:

- Ensure all staff and visitors wear appropriate lanyards
- Ensure all visitors sign-in and leave a photo ID
- Entrances monitored by CCTV
- Maintain a photo record of persons prohibited from campus at all entrances
- Maintain photo authorisation logs in classrooms for each child

## Summary of if an intruder enters campus:

- The first person to identify that an intruder is on campus
  - Immediately notify Amanda/ Sumeet / Anna/ Isabella
- Amanda/Sumeet/Anna/ Isabella to alert (Thong Lor) Police immediately, then alert the guards to lock the gates and only allow fire department or police department on campus
- Staff in Ground floor room/s lock doors to the building
- Teachers lock classrooms
- Teachers and Assistants keep children out of sight and silent (in bathrooms, behind shelf units/upturned tables, in storage area)

## Once intruder off premises:

1. Admin to ensure intruder is apprehended and fully off campus
2. Admin to give OK to open doors by ringing the alarm signal again
3. Staff in Ground floor room/s unlock door of building
4. Teachers unlock classrooms and remain in their room
5. Emergency Wardens assemble on the pitch for roll call
6. Once everyone is accounted for, Emergency Wardens alert their zones to return to normal

Lockdown drills for all students and staff are held at regular intervals throughout the school year.

## Procedure

When the lockdown alarm is heard, all students, teachers and other employees immediately seek refuge in room they are in:

- Lock doors to building - staff located on ground floor are responsible for doing this
- Turn off lights and draw all blinds
- Lock classroom doors where possible
- Hide out of sight from door/windows to the room
  - In the bathroom, if there is room
  - Behind furniture, such as shelving units and tables turned onto their side
- Remain silent

- Teacher should take attendance
- Remain in this position until all clear signal (alarm sounds twice) is given, at which time unlock the doors but remain in the room. Emergency wardens meet on the pitch and account for everyone on campus. Once everyone is accounted for, Emergency Wardens will alert their zones to return to normal.

### During a Drill:

*If you are normally responsible to lock the outside doors to a building, go to the doors and wait for the coordinator for that area. Support them in checking that internal doors are locked.*

*Teams of Admin to ensure all doors to buildings are locked and all are in fact out of sight*

### Accounting for All

Once risk of danger is over, each person designated as an Emergency Warden will ensure all students, teachers and other employees are accounted for by:

- Taking their NAMED clipboard\*, go to each room where those listed should be found, following same procedure for accounting for all and following up in Specialist Rooms as relevant
- Inform persons in each room that the lockdown is over but to remain in that room until further notification
- Write an 'X' on clipboard, in column provided next to name of child/ren who are 'missing' and ascertain and record on clipboard possible locations (in music , SSW )
- Record children who are absent with an 'A' in column provided
- Account for all staff in grade/department, including back-up Emergency Warden, write and 'X' by names of missing staff members
- Insert names of subs covering permanent staff
- Meet Evacuation Coordinator at pitch to verify all are accounted for
- If child/staff member is 'missing':
  - Evacuation Coordinator will assign Emergency Warden/s to re-check possible locations
- Once all children and staff are accounted for the drill/lockdown is complete
- Return to each room to notify everyone that they may move freely around campus
- Inform parents of protocol that took place at the gate or by email/call

## Notes

📄 Fire / lockdown procedures presentation for staff and external providers

Incident Management Team

| Position                                                              | Responsibilities                                                                                                                                                          |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Head of School                                                        | Strategic direction and final sign-off; Emergency Comms to all stakeholders                                                                                               |
| Admin Team and Thai Head of School/Licensee                           | Incident Command - Directs all response actions, liaison with Government, crafts key messages                                                                             |
| Operations - Ops Manager, Finance, Office staff, IT, guards, cleaners | Implements tactical actions, communicates to Thai staff, sends out SMS communications, ensures financial continuity, maintains mailing lists and records of communication |
| All Educators                                                         | Keep themselves and children in their proximity safe by following the policy and plan                                                                                     |

Approval and Review

Policy Compiled by Lea Mai & Sarah Stratton - 2020

Approval: Board of Governors 2021

Reviewed: August 2024

Reviewed: February 2026 by Amanda Watts

Monitor and Review: This policy will be reviewed every three years or when significant changes occur in order to take into account new initiatives, changes in curriculum, developments in technology or other changes that impact assessment. The effectiveness of this policy is reviewed regularly by the staff and annually by the Governing Body.