



Najd National Schools
International Program

Safety Handbook



Najd National School for Boys
International Program
Safety Handbook

Last Updated: 23/09/2021

Table of Contents

NAJD NATIONAL SCHOOLS-INTERNATIONAL PROGRAM GUIDING STATEMENTS.....	4
Vision.....	4
Mission	4
Definition of Learning.....	4
School Core Values	4
I. POLICY STATEMENT	5
II. SCOPE.....	5
III. OBJECTIVES	5
IV. PROCEDURES/RESPONSIBILITIES.....	6
IV.1 Risk Assessment.....	6
IV. 2. Prevention and Preparedness	6
IV. 2.1. Facility Specifications.....	7
IV.2.2. Science Lab Safety Specifications	8
IV.2.3. Pre-emergency Management Plan.....	9
IV. 2.4. Training, Assessment, Evaluation.....	9
IV. 3. Response.....	10
IV. 3.1. Explosive Threat	10
IV. 3.2. Fire Emergency	10
IV. 3.3. Dealing with Chemicals or Cases of Suffocation	10
IV. 3.4. Evacuation Plan	11
IV. 3.5. Temporary Closure.....	16
IV. 3.6. Lockdown.....	17
IV. 4. Recovery	17
IV.5. Policy Review	17
V. LEGAL FRAMEWORK.....	17
VI. DEFINITIONS.....	18
Children.....	18
Pre-emergency plan.....	18
Evacuation	18
Lockdown.....	18

Najd National Schools-International Program Guiding Statements

Vision

To promote global citizenship and learner autonomy within a secure and supportive school environment where students can achieve their utmost potential.

Mission

To expedite the implementation of student-centered learning by shifting our paradigm from teacher-centered instruction to learner-centered instruction. We will bring about change in our educational programs, instructional approaches, learning experience, and academic support strategies to serve the interests of our students.

Definition of Learning

Learning is a self-driven process that empowers students to set authentic goals, explore, make connections to key concepts, relate new information to prior knowledge, modify existing knowledge, develop new ideas, and reflect on academic progress in a secure equal-opportunity environment that respects diversity.

School Core Values

We believe that:

- Embracing cultural diversity helps us become globally aware and unbiased to bring about a positive change.
- Consolidating ethics and integrity in the classroom is fundamental to building ethical future generations.
- Consistency is a prerequisite to creating space for constructive learning environments.
- Learning by sharing builds positive relationships among students and helps improve academic performance.
- Curiosity stimulates the brain for learning and makes the learning process a more rewarding experience.
- Sincerity and empathy bring about positive social experiences.

I. Policy Statement

Najd International School is committed to the safety of students, faculty, staff, and visitors on its campus. We are responsible for devising safety measures for this purpose. We will develop a pre-emergency response plan and delegate tasks among staff to best save people's lives and property.

Najd International School will adhere to Saudi legislation regarding building material and safety measures. We will also develop an additional set of technical advice with regards to using labs. All the staff mentioned in this safety policy recognize their roles and accept the responsibility of ensuring a hazard-free environment at school.

II. Scope

This policy applies to students, faculty, staff, and visitors.

III. Objectives

The main objective of this policy is to eradicate or reduce all cases of injuries on school premises. We will take all safety measures to prevent emergencies and to deal appropriately with fire, toxic fumes, explosive threats, or lab injuries. The Safety Team at Najd International School prioritizes the following:

- Ensuring the safety of all people at school
- Limiting Injuries and accidents on school premises
- Urging employees and students to participate in safety awareness programs
- Devising guidelines that incorporate necessary measures to ensure the safety of students, staff, and visitors
- Enabling a coordinated response to risk management
- Administering ongoing modifications to improve safety measures

- Ensuring that all students, faculty, and staff fully comprehend our safety measures
- Implementing a risk management routine for the analysis of potential hazards
- Ensuring the application of a pre-emergency response plan
- Training students, faculty, and staff to evacuate buildings during emergencies
- Helping direct students away from danger in the case of fire or a terrorist attack
- Confirming complete evacuation in cases of emergencies or emergency drills
- Reviewing the policy at the end of every year
- Reconsidering the effectiveness of chosen solutions
- Recuperating and returning to regular functions

IV. Procedures/Responsibilities

IV.1 Risk Assessment

The school engineer or the safety officer must:

- Identify hazards in school workplaces
- Evaluate the dangers that may result because of the hazards
- Select the best control measures to minimize or prevent associated risks
- Use control measures to solve the problem
- Monitor the suggested measures against the desired results
- Document all risk assessment forms used for this purpose

Refer to **appendix A** for risk assessment sheets.

IV. 2. Prevention and Preparedness

The school safety officer and the school principal will utilize strategies to eliminate the possibility of emergencies. The principal will ensure that crucial safety procedures are included in the curriculum.

IV. 2.1. Facility Specifications

All playgrounds at Najd International School should be partially sheltered and covered with fireproof PVC vinyl padding to minimize student injuries. Each playground must have a gate that allows the access of a fire brigade onto school premises in the case of a fire emergency. Appropriate parking spaces for all faculty and staff must be ensured to allow this operation. All-electric rooms must be locked at all times, and clear electric hazard signs should be hung clearly to indicate the risks associated with entering these rooms. In addition to all of these safety measures, each building should have:

Two separate staircases on both sides of the building to ensure safe evacuation in cases of emergency

- Exit doors that are never obstructed by any object
- Exit passages that are two meters wide
- The travel distance from classrooms to the staircases should not exceed 15 meters on every floor.
- Emergency exit signs that are always lit
- Adequately lit staircases
- One fire extinguisher of six kilograms
- A hose reel connected to a pressurized fire hydrant on every floor
- Fire fighting pumps with the capacity of 170 bar pressurized water
- Independent pressurized automatic sprinkler systems in classes and laboratories
- Emergency evacuation maps that display the layout of the building
- Air conditioning system with fireproof material covering its ducts
- Automated fire alarm system with manual call points on every floor
- Electrical rooms should have clear electrical warning signs on electrical room doors
- At least two clinics that can provide primary health care to students, faculty, and staff

IV.2.2. Science Lab Safety Specifications


All science labs in our school must comply with the Ministry of Education's specifications to protect lab users against hazards. All building materials, faucets, sinks, and counters are laboratory-grade, and the electrical wiring system is encased and tamper-free. The science lab consists of the following:

- Wall-hung cabinets to store and lockout lab glassware
- Laboratory-grade trays made of fortified plastic that does not react to chemicals
- Fire extinguishers and sand buckets
- Laboratory cabinets for storing chemicals away from humidity and high temperature
- Four-wheel aluminum platform trollies with aluminum handle and swivel caster wheels to transport objects around the lab
- First-aid cabinet and eyewash stations
- A cabinet containing more than 30 safety goggles
- Lab coats to protect students' clothes

IV. 2.2.1 Lab Safety Guidelines

Students should respect the following guidelines whenever they want to use the lab:

- Report all laboratory accidents, including injuries or glass equipment breakage, to the lab instructor immediately.
- Wear shoes that completely cover your feet.
- Keep pathways clear and leave bags outside the lab.
- Know the experiment before entering the lab.
- Wear safety goggles during the lab experiment.
- Only authorized experiments are allowed in the laboratory.
- Do not dangle from, sit, or lean against the laboratory tables.
- Do not lift any apparatus above your eye level.

- 
- Do not gaze into any heated glass tubing or beaker.
 - Avoid rough play and reckless stunts.
 - Do not smell or taste chemicals.

As part of lab risk management, faculty should warn students about the cautions of any laboratory experiment beforehand. Instructors are also responsible for locking out chemicals inside their designated places. Students who violate these safety rules will be banned from participating in future laboratory activities.

IV.2.3. Pre-emergency Management Plan

To create a safe, educational environment, our school board has assigned a safety committee whose primary objective is to address all safety concerns at our school. This committee consists of the principal, the educational expert, the safety officer, and two other members. This committee tackles matters like lab safety, bomb attacks, and fire emergency plan. They will attach user-friendly safety guidelines that will be available for students, staff, and visitors.

IV. 2.4. Training, Assessment, Evaluation

The safety officer or the principal must verify that the pre-emergency management plan of Najd International School site is:

- Shared with all students, faculty, and staff
- Examined every year in the form of evacuation drills
- Reviewed at the end of every year or after any emergency incident
- Customized in accordance with assessment or experience
- Available to the public for transparency reasons and outside inspection purposes
- Communicated to parents of children

IV. 3. Response

IV. 3.1. Explosive Threat

If you encounter any suspicious object, avoid it and warn students and staff about approaching this object. Stay in your location until someone at hand reports your concern to the safety officer who will deal with the situation; you can reach him at **1413**. The safety team will clear the area around the suspicious object until the bomb squad arrives at the site.

Upon receiving a telephone threat about the possibility of a bomb attack, inform the safety and security team immediately; all threatening phone calls should be taken seriously. The safety and security officer will act on this information accordingly and order an immediate evacuation.

IV. 3.2. Fire Emergency

In a fire, the witness must activate the nearest fire alarm and report this incident immediately. If the alarm does not set off automatically, the witness will set it off at the alarm manual-call point to initiate an evacuation. The safety and security officer can reach the civil defense at 998 if the situation requires a third party's interference.

It is imperative to deal with the matter wisely to guarantee that nothing impedes the evacuation process. In case of smoke inhalation injuries, the emergency supervisors will coordinate casualty evacuation to safe places.

IV. 3.3. Dealing with Chemicals or Cases of Suffocation

Najd International School recognizes the safety hazards of inhaling chemicals or fire fumes in the laboratory or the building. We thrive to protect students from chemical-related hazards, so we make every effort to preserve the best indoor air quality.

* In the case of any potential accident, the following guidelines will help you contain the situation till medical assistance arrives:

- If a student inhaled toxic fumes, remove him to a ventilated place with fresh air.
- Keep the subject warm and make sure they are breathing in case of chemical inhalation; perform CPR if the condition requires you to do so.
- If the subjects' clothes are contaminated with chemicals, cut them off their bodies.
- Do not give the subject anything by the mouth in the event of chemical ingestion.
- In case of eye contact, flush the subject's eyes with eyewash for fifteen minutes.
- In case of skin contact, flush the skin for at least 15 minutes.

IV. 3.4. Evacuation Plan

The safety team will devise an evacuation plan and provide illustrative maps showing students and staff routes during an emergency evacuation. The plan will include clear step-by-step guidance and illustrations about the transfer and evacuation process to the closest assembly points on the map. The safety team will be responsible for training students and staff at the beginning of every year to ensure proper implementation of this plan in an emergency. The team will also delegate tasks to staff during any potential emergency evacuation and assign evacuation wardens to perform necessary evacuation checkups. The evacuation plan is explained in detail in the following section; two options for evacuation are suggested for the upper elementary and intermediate sections.

IV. 3.4.1. Evacuation Process in the Intermediate Building (#1):


- Teachers will queue their students inside the classroom and then escort them throughout the evacuation process.
- DO NOT use the elevators during the evacuation process.
- DO NOT use the stairways that are obstructed by smoke.
- The first section to evacuate the second floor would be closest to the staircase to the west side of the building. Then, the rest of the sections will follow sequentially westwards and gather at assembly points B1, B2, or B3.
- The first section to evacuate the first floor is the one closest to the staircase on the eastern side of the building. Then, the rest of the sections will follow sequentially towards the same staircase. Students will gather at assembly points B1, B2, or B3.
- The first section to evacuate the ground floor is the one closest to the staircase on the eastern side of the building. The rest of the classrooms will follow sequentially afterward and gather at assembly points B1, B2, or B3 to the north of the building.
- Students in the computer and the science lab will mount the nearest staircase and gather at B1, B2, or B3 assembly points.
- Students in the computer, physics, and chemistry labs will mount the nearest stairs and then head towards assembly points B1, B2, or B3 to the north of the building.
- Students in the gymnasium will head towards the doors leading to the upper elementary building and then gather assembly points B1, B2, or B3 to the north.
- If students are performing congregational prayer in the main praying hall, the last rows of students will leave the prayer hall sequentially through the southern gate and then gather at the assembly point to the north of the building. The first rows of students will exit sequentially through the western exit of the prayer hall and then through the building's southwestern doorway to assembly points B1, B2, or B3.

IV. 3.4.2. Evacuation Process in the Upper Elementary Building (#1):

- Teachers will queue their students inside the classroom and then escort them throughout the evacuation process.
- DO NOT use the elevators during the evacuation process.
- DO NOT use the stairways that are obstructed by smoke.
- The first section to evacuate the second floor will be closest to the staircase on the western side of the building. The rest of the sections will follow sequentially and exit the building at assembly points A1, A2, and A3.
- The first section to evacuate the first floor is the one closest to the staircase on the eastern side of the building, and the rest of the sections will follow sequentially. All will exit the building to gather at assembly points A1, A2, and A3.
- The first section to evacuate the ground floor is the one closest to the staircase on the eastern side of the building, and the rest of the classes will follow sequentially afterward. Students will leave the building through the east exit and gather at assembly points A1, A2, and A3.
- Students in the underground computer lab will mount the staircase eastwards and evacuate through the eastern exit of the building. They will head towards assembly points A1, A2, and A3 afterward.
- Students in the underground library and Najd Oasis will mount the westward staircase and head towards assembly points A1, A2, and A3.


IV. 3.4.3. Evacuation Process in the Intermediate Building (#2)

- Teachers will queue their students inside the classroom and then escort them throughout the evacuation process.
- DO NOT use the elevators during the evacuation process.
- DO NOT use the stairways that are obstructed by smoke
- Classes in the western and southwestern parts of the first and second floor will evacuate the building through the staircase on the western side. Then, the rest of the sections will follow sequentially and gather at assembly points B1, B2, and B3.

- 
- Classes in the eastern and the southern part of the first and second floor will evacuate the building through the east staircase of the building. Then, the rest of the sections will follow sequentially and gather at assembly points B1, B2, and B3.
 - Classes on the ground floor will evacuate the building through the corridor that leads to the exit on the eastern side of the building. Then, the rest of the sections will follow sequentially and gather at assembly points B1, B2, and B3.
 - Students in the underground computer lab will mount the eastern staircase towards the nearest exit and head towards assembly points B1, B2, and B3.
 - Students in the underground computer and the science lab should evacuate northwards and head towards assembly points B1, B2, and B3.
 - Students in the computer, physics, and chemistry labs will evacuate the building through the western stairs and then head towards B1, B2, and B3 assembly points.
 - Students in the gymnasium will exit through the southern door of the gymnasium that leads to the upper elementary building and then head towards assembly points B1, B2, and B3.


IV. 3.4.4. Evacuation Process in the Upper Elementary Building (#2):

- Teachers will queue their students inside the classroom and then escort them throughout the evacuation process.
- DO NOT use the elevators during the evacuation process.
- DO NOT use the stairways that are obstructed by smoke.
- Classes in the western and the southwestern part of the first and second floor will evacuate the building through the west staircase of the building. Students will exit the building and head towards assembly points A1, A2, and A3.
- Classes in the eastern and southeastern sections of the first and second floor should evacuate the building through the east staircase of the building. Then, students will leave the building through the eastern door and gather at assembly points B1, B2, and B3.

- 
- Students on the ground floor will exit the building through the eastern door and head northwards to B1, B2, and B3 assembly points.
 - Students in the underground computer lab should mount the eastern staircase and exit towards assembly points B1, B2, and B3.
 - Students in the underground library and Najd Oasis will use the staircase on the western side of the building to evacuate and then head towards assembly points B1, B2, and B3.
 - Students in the gymnasium will evacuate the building through the northern exit of the gymnasium. Then, they will mount both the western and eastern staircases to exit through the intermediate building and head towards assembly points B1, B2, and B3.

IV. 3.4.5. Evacuation Process in the Secondary Building:

- Teachers will queue their students inside the classroom and then escort them throughout the evacuation process.
- DO NOT use the elevators during the evacuation process.
- DO NOT use the stairways that are obstructed by smoke.
- Students in the computer lab and Lab#1 will evacuate the building through the eastern staircase and then exit the building through the nearest exit. Students will gather at assembly points C1, C2, and C3.
- Students in the physics and science labs will evacuate the building through the western staircase and exit through the nearest door. Students will head towards assembly points C1, C2, and C3.
- The first section to evacuate the second floor will be the one closest to the western staircase of the building, and the rest of the sections will follow sequentially. Students will leave the building through the nearest exit and gather at assembly points C1, C2, and C3.

- 
- The first section to evacuate the first floor will be the one closest to the eastern staircase of the building, and the rest of the sections will follow sequentially. Students will leave the building through the nearest exit and gather at assembly points C1, C2, and C3.
 - The first sections to evacuate the ground floor will be the ones closest to the eastern exit of the building, and the rest of the sections will follow sequentially. The five sections will leave the building through the nearest door and gather at assembly points C1, C2, and C3.
 - During the congregational prayer, the last row of students, will be the first to leave the floor through the southern staircase and then gather at the assembly point to the north of the building. The first row of students will leave the floor through the western staircase and then gather at assembly points C1, C2, and C3.
 - Students in the underground library will mount the western staircase to evacuate the building through the southwestern exit and then head towards assembly points C1, C2, and C3.
 - Students in the underground meeting hall will either mount the western staircase or ascend the eastern staircase depending on their location to the nearest exit. All will head towards assembly points C1, C2, and C3.

IV. 3.5. Temporary Closure

The safety officer might decide that a facility must be closed based on a safety concern for safety reasons. A risk assessment form that indicates the severity of the problem will be handed to the principal, who will decide whether to act upon it and issue the closure of a facility or not. The Ministry of Education decides the closure of all school facilities during rough weather conditions in Saudi Arabia. The principal will act on the information and declare temporary closure of school facilities on the school website.

IV. 3.6. Lockdown

In cases of haboob or severe dust storms that would nullify visibility or cause breathing problems, the safety officer will order immediate lockdown until further notice in collaboration with the school principal. The school principal will wait for instructions from the Ministry of Education in Saudi Arabia before releasing students.

IV. 4. Recovery

In any emergency temporary closure or lockdown of any facility, the safety officer will visit the designated facility and take all measures to ensure a safe return to the facility. A risk assessment form showing the current situation and solution should be passed to the principal, who will assess the validity of the solution and issue a reopening of the designated facility.

IV.5. Policy Review

At the end of every academic year, the safety committee at Najd International School will revisit the safety policy in the light of training, application, and effectiveness of the safety and pre-emergency management plan. Then, they should decide upon any more secure modifications to the emergency protocol. In addition, all risk assessment documentation should be preserved for future reference.

V. Legal Framework

Our policy considers the following related legislations:

Saudi Arabian School Laboratory Building Specifications (1990)

Saudi Arabian Building Code and Technical Specifications (2007)

Saudi Arabian Safety and First Aid Manual in School Laboratories (2010)

Saudi Arabian Civil Defense Regulations (1986)



VI. Definitions

Children

All students under the age of 18

Pre-emergency plan

A plan designed before an emergency to reduce casualties in the actual event of emergencies

Evacuation

The immediate movement of people from an endangered area to a haven

Lockdown

Confining people in a particular place as a safety measure