www.rais.ac.th
info@rais.ac.th
02-370-0316
02-370-0317
1 Soi Ramkhamhaeng 119, Huamark
Bangkapi Bangkok 10240 Thailand

EMERGENCY POLICY

Purpose

The purpose of the emergency policy is to provide strict protocols to be followed in case of an emergency at RAIS or on a field trip or excursion.

Scope

The scope of this policy covers all stakeholders under the care of RAIS while on the grounds or on a field trip or excursion.

Policy Statement

RAIS takes the safety of all its stakeholders extremely seriously, therefore having a well-defined emergency policy that covers all eventualities is vital. This policy will give guidelines for students, parents, teachers, staff members, vendors, or any member of the public that will be on the grounds of RAIS or under our care while outside of RAIS on field trips or excursions.

1. FIRE OR OTHER EVACUATION

Roles and Responsibilities:

Responsible Person – this is the Principal, who has the overall responsibility for fire safety management at the school. The Responsible Person can delegate operational management to the Head of the Campus Supervisor.

Fire Safety Coordinator – main – Principal. Back up – Section Heads

Fire Marshals – all staff

Site Safety – all staff (with particular duties for the Principal, General Manager, Section Heads, and Site team)

Fire Drill Procedures and Exit and Assembly Points:

In each classroom there is guidance on the fire drill procedures and a plan of the school showing the fire exit and assembly points.

Designated Fire Assembly Point:

- Football field

Evacuation Routes:

Evacuation routes will be kept free of obstruction and adequately and clearly marked. Sufficient notices are displayed at appropriate places.

Responsibility of all Staff:

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. Staff should ensure:

- that they are fully aware of the fire evacuation procedures (displayed in every room)
- that door vision panels, and fire exits are kept clear and fire alarm call points and firefighting equipment are not obstructed
- that the presence of inflammable materials is kept at a reasonable level and that inflammable materials are stored appropriately
- that the pupils for whom they are responsible are made aware of the fire evacuation procedure
- that classroom doors are shut when classrooms are not in use unless on door guards

Fire Marshals:

All staff will act as fire marshals. Teachers are responsible for ensuring children leave the classroom quickly and safely. Section Heads are responsible for sweeping the toilets (checking individual cubicles) and group areas before following the teacher outside. Office staff are responsible for collecting the registers (if they have been sent to the office), the visitor and pupil signing in/out books, the medication, and the grab bag, and for sweeping the office area, staffroom, toilets.

If the staff encounter any other persons, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered via an exit to the assembly point.

The site team has the responsibility for checking the safety of the site including keeping escape routes clear, completing visual checks around the school site, dealing with hazards either identified by them, or reported by another member of staff or pupil, and liaising with Fire department, the compliance contractors, on fire safety maintenance.

Staff Absences:

Should any member of teaching staff be absent, their duties in evacuating the pupils in their care from the building will be undertaken by the teacher or adult in charge of the class.

Action when the fire alarm sounds:

- Teachers to check all pupils exit the classroom, and any other areas used for group work
- Pupils should form a line and leave quietly and calmly by the nearest exit and assemble in the football field
- Pupils and staff should not stop to collect belongings
- All windows and doors to be closed
- Registers to be taken outside (either by the class teacher or the office staff) and checked by the teachers to ensure all pupils are present
- Section Heads check classroom and teachers' room as they leave the premises
- Office staff to summon fire brigade (unless it is a fire drill)
- No one is to re-enter the building until the all clear is given

Action on discovering a fire:

- Raise the alarm without delay – anyone discovering a fire should activate the nearest fire alarm break glass point. Inform the school office of the location of the fire if they are not already aware (location of call point activated will be displayed on the fire alarm control panel in the reception lobby)
- Front office to call the fire department
- Report directly to the relevant assembly area as set out above, ensuring that you sweep any areas you move through for anyone who may still be inside
- It is the schools' policy that all staff and pupils leave the school immediately without attempting to fight the fire. Firefighting equipment should only be used when the fire is blocking your only means of exit
- Upon arrival of the fire brigade, the Principal, General Manager (or in their absence member of the Leadership Team) will liaise with them and hand over any relevant information – any person unaccounted for, location of the fire (if known), areas containing flammable or toxic material (cleaning cupboard, warehouses), location of the nearest water supply (which is in the road opposite the schools) and access points into the buildings
- If there is no risk of injury, main services such as gas or electricity should be turned off.

Roll call:

At the assembly point, children will line up in classes behind their class spot. Each teacher will call out their register and double check numbers to ensure that no pupil is unaccounted for. Staff and visitors will be checked by the office staff.

Fire Drills:

Fire drills are carried out at least two times per year and logged in the fire logbook by the Head of the Campus Supervisor.

Visitors and Contractors:

All visitors and contractors should report to the office and sign in and out using the visitors' book. Contractors working on the premises should be made aware of the fire and emergency procedures that apply.

Fire Training:

Onsite training will be provided regularly for all school staff in fire safety and the school fire procedure. All staff will have the fire procedure explained to them, together with information on the location of the fire alarm call points and the location of the escape routes and alternatives, exits and assembly point. Fire safety training will be an element of the induction of new staff.

Fire Logbook and other records:

The Fire Logbook is stored in Campus Supervisors' room and records of evacuations; issues and their resolution and training are logged by the Head of the Campus Supervisors as they arise.

Records of regular testing of fire exits alarms and visual inspection of fire extinguishers carried out by the external inspectors are recorded by the site team in the Fire Logbook.

Records of firefighting equipment checks and emergency lighting tests are kept in the compliance files

Equipment testing:

- Fire alarm test: the site manager will carry out a daily visual check of the panel for fault indicators. The fire alarms are tested on a weekly basis with a new fire call point tested each week. The outcome of these tests is recorded weekly in the Fire Logbook. The fire alarm system is maintained by KIS.
- Fire exit doors: daily check by site manager to ensure doors are opening and closing freely and that they are free from obstruction. This is recorded in the Fire Logbook
- Firefighting equipment: a monthly visual inspection of firefighting equipment is carried out by the site manager, and this is recorded in the Fire Logbook.

The equipment is tested annually, and records are kept in the compliance folder

- Emergency Lighting: emergency lighting is tested monthly, and records are kept in the compliance folder

Fire Regulations

1. The fire alarm is a continuous alarm bell
2. On hearing the bell, immediately vacate the buildings and do not attempt to bring any personal belongings
3. Class teacher/adult to ensure, where possible, that all windows are closed and the door is closed upon exit. Close doors and windows when vacating the class for PE or other activity
4. Walk in single file to the fire drill assembly point (see school plan).
5. Class teacher to make the Section Head (or the most senior member of staff present) aware when the register has taken place.
6. All administration staff and kitchen staff evacuate immediately and assemble on the football field, ensuring that windows and doors are closed.
7. Administration staff to do a sweep before leaving commonly used areas (staff room, offices, adult toilets, etc.).
8. Signing out books to be taken by administrative staff to one of the assembly points so that any pupils who have gone home and staff and visitors can be checked via walkie talkie if necessary
9. Walkie talkie protocol is as follows: Areas to be designated, and walkie talkie users to identify themselves as follows: Building A - Area 1; Building B1 - Area 2; Building B2 - Area 3; Building C – Area 4; Building D1&D2 – Area 5; Building E – Area 6. One walkie talkie to be used in each area, by campus supervisor or admin staff, or if no admin staff are present, by the most senior member of staff present

Notes:

1. Ensure that all stairways and fire exits are clear at all times
2. Ensure that all external classroom doors are always unlocked and free from obstruction.
3. Substitute teachers should be made aware of the fire regulations
4. Regular fire drills will occur throughout the year at a range of times during the day (lunchtime and class time)
5. All fire drills and checks to be logged by the head of the campus supervisor.
6. Only when the situation is declared safe by the administration can the students and staff enter the building again.

2. Earthquake

- In the unlikely event there is an earthquake in Bangkok that could cause damage, move quickly and safely to a safe area.
- If you are inside the building and an earthquake has started, crawl under a large desk or move next to a strong wall. Do not go near windows, large shelves, cabinets, or bookcases.
- If the earthquake stops, quickly then leave the building, steering clear of windows, large shelves, cabinets, or bookcases, instead, move close to strong walls. Follow the same evacuation plan that's used in the event of a fire.
- Once all have been accounted for and the situation is safe, the building can be entered again.

3. Active Shooter/Dangerous Person

Procedures:

1. The first employee to identify an active shooter situation should, as soon as possible, call the school emergency number (**PR: Tel. Dial 0, Cell Phone: 087-716-577, Principal's Office: Tel.: Dial 323)** and announce a prearranged code (e.g., "active shooter") with the location of the incident, a physical description of the person(s) with the weapon, and type of weapon, if known.
2. The emergency operator upon notification will provide a public announcement "Code __[and the location]" on the public address system.
3. The emergency operator or any employee who is at a location distant from the active shooter, such as in a different area or floor, will call **191 Police Emergency** number.
4. The phone call to **191** (from the area where the caller is safely concealed) should provide the following information to police:
    a. Description of suspect(s) and possible location
    b. Number and types of weapons
    c. Suspect's direction of travel
    d. Location and condition of any victim

Potential responses: In response to an active shooter event, there will be three potential courses of action: **evacuate, hide out, or self-defense**. The following guidelines identify these courses of action.

Evacuate: If there is an accessible escape path, attempt to evacuate the premises following these recommendations:

- Have an escape route and plan in mind.

- Evacuate regardless of whether others agree to follow.
- Leave belongings behind.
- Help others escape if possible.
- Prevent individuals from entering an area where the active shooter might be. Keep your hands visible.
- Follow the instructions of police officers.
- Do not attempt to move wounded people.
- Call **191** when safe

Hide out: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you, with these recommendations:

- The hiding place should be inconspicuous; be out of the active shooter's view; provides physical protection if shots are fired in your direction (e.g., going into a bathroom and locking the door, staying as low to the floor as possible, and remaining quiet and motionless); and not trap you or restrict options for movement.
- To prevent an active shooter from entering the hiding place: lock the door and/or blockade the door with heavy furniture.
- If the active shooter is nearby, lock the door; silence cell phones and/or pagers; turn off any source of noise (i.e., televisions, radios); hide behind large items (i.e., cabinets, desks); and or remain quiet and motionless.

Self-defense: If it is not possible to evacuate or hide, then consider self-defense with these recommendations:

- Remain calm.
- Dial **191**, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the **191** dispatchers to listen.
- Take action against the active shooter and, only if you believe your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by acting as aggressively as possible against him/ her; or throwing items and improvising weapons; yelling; and/or committing yourself to defensive physical actions.

Law enforcement response: When police arrive to respond to the emergency, follow these recommendations:

1. Comply with police instructions. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.
2. When police arrive at your location:
    a. Remain calm and follow the officers' instructions.
    b. Put down any items in your hands (i.e., bags, jackets).
    c. Immediately raise your hands and spread your fingers.
    d. Always keep your hands visible.
    e. Avoid making quick movements toward officers such as attempting to hold on to them for safety.
    f. Avoid pointing, screaming, and/or yelling.
    g. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the area or to an area to which they direct you.
    h. Notify the school staff/representatives that you have evacuated the premises.
3. When police arrive, the following information should be available:
    a. Number of shooters.
    b. Number of individual victims and any hostages.
    c. The type of problem causing the situation.
    d. Type and number of weapons potentially in the shooter's possession.
    e. All necessary company representatives are still in the area as part of the company's emergency management response.
    f. Identity and description of participants if possible.
    g. Keys to all involved areas as well as floor plans.
    h. Locations and phone numbers in the affected area.

Notification of relatives: The school will designate management representatives to notify relatives of any injured employees in a timely fashion.

4. General Emergency

- In almost every case, there will be a teacher supervising the students, apart from possibly if the students are on their break or lunch. In these cases, the students will be informed to gather in the football field until informed otherwise.

Related Policies and Documents

Communication

- RAIS website
- email, line, and SMS
- students' handbooks
- emergency exit route (next to the door in every classroom)

Policy Review Cycle

- This policy will be reviewed once every three years.
- This policy was last reviewed by the RDOC in October 2026.