



Emergency Planning

ICS has a comprehensive emergency program that will ensure the safety and security of all ICS students, staff and visitors on campus during an emergency situation. Our program includes many plans and emergency readiness protocols used in US embassies around the world.

This brochure outlines our program and plans and processes in place at ICS.

“We take our
Emergency Planning
seriously.”

“ICS has a comprehensive emergency program that will ensure the safety and security of all ICS students, staff and visitors on campus.”

First Responders

For any emergency, the following is the ICS response procedure. First Responder Team. In the event of any emergency, accident, threat or other incident, be sure to inform a member of the First Responder Team. The team includes: Head of School, Deputy Head of School for Operations, Principals, Assistant Principals, Security, Counselors and Nurses.

In the event of a schoolwide emergency, the First Responder Team will communicate with and initiate the following process to manage the emergency.

- The **Nurse's office** is informed of the nature and location for response.
- **Security** is informed and will:
 - MOBILIZE the various local resources as necessary including our emergency vehicles, our officers, local police, fire department, and federal police
 - CALL the US Embassy Mobile Patrol
- The **Head of School's office** is informed and will as needed:
 - MOBILIZE the Triage Leader
 - INFORM Admin Team Liaison and relay instructions
 - MOBILIZE the Communications Team Leader
- The **Triage Team Leader** will:
 - initiate and oversee any triage procedures necessary
 - determine if additional medical personnel/vehicles are required
- The **Admin Team** will:
 - Engage radios to keep all necessary personnel/teams informed
 - Follow regular radio protocols which give priority to the emergency communication
- The **Communications Team** will:
 - Gathers updates from Triage Liaison, Head of Security, others as needed
 - Requests identified parents with medical or emergency training to respond if needed
 - Communicates with all stakeholders as needed (Board, parents, teachers, etc.)
 - Plans follow up communication
- Once the emergency is determined to be over:
 - Emergency Procedures Coordinator organizes a report
 - Leadership Team (Cabinet) meets to review and reflect on the incident



Emergency Situation Categories

The school has organized potential schoolwide emergencies into three categories. Each have different responses.

The four categories are:

- **Evacuation** – will be used for an event affecting the safety of our campus, such as fire, bomb-threat, earthquake, etc.). In an evacuation situation, everyone on campus will gather at the outdoor assembly points across campus for attendance, safety checks and next steps.
- **Lockdown** – will be used if there is an internal emergency event such as a wild baboon on campus. In a lockdown situation, everyone on campus will take shelter in the nearest lockable room, with the blinds/curtains drawn, until released by code phrase. If necessary, all will gather to hear next steps.
- **Safe Haven** – will be used if there is an external emergency event such as civil unrest, or other city-wide emergencies. We will gather in the gym for attendance and next steps.

At ICS we practice these emergency evacuation, earthquake, lockdown and safe haven responses, several times throughout the year. These drills are executed and all students, staff and visitors are accounted for usually within twelve minutes or less time. During all of these drills, ICS coordinates with the US Embassy's roving patrol which also practices their response and comes to the campus.



Other Emergency and Health & Safety Plans

We have a plan/process in place for the following situations:

- Early dismissal due to an emergency situation
- Unplanned school closure
- Infectious disease concern
- Student/staff injury
- Field and International Trip Emergency procedures
- Child Protection
- Civil Disorder
- Fire
- Bomb Threat
- Death/Suicide

In addition to our Emergency and Health and Safety plans, we have solid relationships with, communicate regularly and share vital information with the following Ethiopian Authorities, Embassies and international organizations:

Local Police

Ethiopian Federal Police

- Armed squad positioned outside our campus .
- Good contacts with HQ.
- Uniformed and plain clothes patrols.

Other Ethiopian Security Units

- Bomb Squad.
- Canine Unit – sniffer dogs.
- Finger-printing for background checks.
- Contacts with local police as needed outside of Addis for field trips and faculty travel in country.

US Embassy – RSO, Emergency Action Committee (EAC) participation.

- We have email, mobile and radio communications.

Other organizations

- Security personnel from the EU, AU and UN are in regular communication with us regarding safety and security in Ethiopia.



Our Emergency Preparedness

In the event of an extended lockdown of our campus, we have the following supplies readily available:

- **Medical:** Trained nurses, AED, and medical supplies for mass casualties.
- **Food:** ICS has food on site for over 1200 people for three days; thanks to Addis International Catering (AIC) our cafeteria vendor.
- **Water:** We have two bore holes and can create our own clean water with UV purification devices.
- **Electricity:** We have diesel fuel for four to seven days on campus for our generator.

The following trained personnel are on campus

Certified Nurses, First Responder Training

- Four certified nurses on staff, minimum of two nurses on campus on school days, one nurse on Saturday mornings and on all field trips.
- First responder training, CPR, office staff, security guards, drivers and many others .

Doctors

- Visiting doctor on campus three days a week for faculty and staff.

Ambulance

- Nordic Medical Center ambulance five days a week and for special events.

Fire

- Fire Response training for security guards, maintenance and office staff by US Embassy personnel.

Security

- Specialized guard training by the US Embassy RSO staff and US Marines.
- Occasional on-campus exercises with Federal Police squad.

“At ICS we practise emergency situations several times throughout the year to ensure that all students, staff and visitors on campus are aware of the procedures.”

Emergency Communications

In the event of an emergency, the school will contact parents using all possible methods. If one method is unavailable, then we will go down the list. Depending on the situation, all methods could be used at once.

- Email
- On our website (www.icsaddis.edu.et)
- Letters home
- SMS/text
- ICS Safety & Health Blog: <https://safetyandhealth.edublogs.org/>
- ICS Emergency Alert site: <http://intranet.icsaddis.edu.et/>
- Signs posted at the Main Gate on campus

Contact ICS

If you have any questions, concerns or suggestions about our Emergency preparedness or about the Health and Safety of your student/s, you can contact the following:

- Hailu Kassaye, Chief Security Officer: hailu.kassaye@icsaddis.edu.et
- Kristi Williams, Communications Director: communications@icsaddis.edu.et
- Dr. George Zickefoose, DHoS Operations: george.zickefoose@icsaddis.edu.et
- feedback@icsaddis.edu.et

Phone numbers – emergency numbers

- Emergency phone numbers: 0942-171-659 / 0932-196-227
- Security Office: 0911-333-651 / 011-830-5802
- ICS Main number: 011-371-1544



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