

Yangon Academy International School



**2022-23**  
**Safety & Security Manual:**  
**Plans & Procedures**

*Updated, July 2022*

# **TABLE OF CONTENTS**

- A. Introduction to Safety and Security at Yangon Academy**
  
- B. Emergency Contact Information**
  
- C. Security Scenarios and Emergency Response Plans**
  
- D. Emergency Preparations and Security Recommendations for Expat Faculty**
  
- E. Appendix**
  - i. 2022-23 Emergency Procedures Calendar**
  - ii. Fire, Earthquake, and Emergency Evacuation Procedures**
  - iii. Emergency Lockdown Procedures Plan**
  - iv. Medical Emergency: On-Campus Protocols**
  - v. Campus Evacuation Maps**

## **A. Introduction to Safety and Security at Yangon Academy**

This *Safety and Security Manual* provides the members of the Yangon Academy community with the plans and procedures to follow in the unlikely event of a schoolwide emergency. While no emergency planning document can fully anticipate the exact nature of an emergency crisis, this manual does provide a framework that the administration, faculty, and staff as well as the students and parent/guardians can turn to when faced with a sudden school emergency.

At the beginning of each school year, this manual will be distributed to all faculty and staff, and copies of the manual will be made readily available at the School's main office as well as to first responders. Faculty and staff will undergo a review of the manual during Faculty Orientation Meetings, and various Emergency Drills will be conducted periodically throughout the school year. At the end of each school year, this manual and its plans and procedures will be reviewed and, if necessary, revised for improvement. To ensure a comprehensive understanding of these plans and procedures by all school stakeholders, a version of this manual will be translated into Burmese.

David Miller, Director  
July 2022

## **B. Emergency Contact Information**

Ambulance Service	192, 01-500-005	
Kembangan UHC Hospital	09772458611	09448026197
Parami Hospital	095418915	2636942
Police Department	01-554630	01-545595
Fire Department	192, 01-252011	01-252022
United States Embassy	Office Hours: Emergency:	(95) 1-753-509 01-753509

## **C. Security and Safety Scenarios and Emergency Response Plans**

Yangon Academy has developed several action-response plans to respond to a variety of emergency situations. Please review the accompanying Emergency Plans for detailed information. All Plans will be widely distributed and posted, with regular emergency-response training for faculty, staff, and students.

### **Scenario #1 School Closure Due to Emergency (Non-School Hours)**

*If there is a need to close the school due to an emergency, and this determination is made during non-school hours, the Yangon Academy “telephone tree” will be implemented, notifying all faculty and staff. Parents and students will be notified through regular communication channels; i.e., Viber, Facebook, and the School Website. In the event of an extended campus closure, the School will implement its Distance Learning Program (DLP), via Google Classroom, See Saw, and Zoom Videoconferencing.*

### **Scenario #2 Evacuation from School Buildings**

*At the sound of the emergency evacuation alarm, all students, staff, and visitors to campus, must evacuate the building and report to Meeting Point-1, which is directly in front of the school entrance. Attendance will be taken, and once the School Director deems it is safe, all persons may re-enter the building. Important Note: In the event of an emergency that requires physical distance from the campus grounds and building, all persons will report to Meeting Point-2, which is the parking lot across from Condo B.*

### **Scenario #3 Earthquake “Stop and Drop” Procedures**

*Keeping in mind the instantaneous and brief nature of earthquakes, regular response-training is especially important. All faculty, staff, and students will be trained to react quickly following the standard protocols: Drop to the floor; Cover one’s head; and, Hold onto a desk or stable furniture. More specific details can be found in the accompanying document.*

### **Scenario #4: Departure from Campus During an Emergency**

*After an emergency evacuation, there may exist a scenario where it is deemed unsafe for students and staff to return to the school building. In such an event, the School Director will order the departure from school campus of all students and staff. This departure plan will be communicated to parents via regular communication channels, with a pick-up location at Meeting Point-2.*

### **Scenario #5: Lockdown on Campus (After-School Hours)**

*In the event of an imminent external or internal threat, the School may need to implement a lockdown plan, which requires all students, staff, and visitors on campus to remain secure in a classroom or in an office. Please refer to the accompanying Emergency Lockdown Procedures for specific action details.*

## **D. Emergency Preparations and Security Recommendations for Expat Faculty**

As foreign guests residing in Myanmar, expat faculty should adhere to the best security practices for emergency preparations, to include the following:

1. Ensure you have enough potable water, non-perishable food, and any medications at your apartment to last for a two-week period.
2. Keep your contact information up-to-date with your section principal as well as Ms. Chit Hnin, our Human Resources manager. All teachers should have a local phone number as well as a Viber phone number.
3. Be sure you have easy access to important contact information – email addresses and phone numbers, to include your section principal, local friends, and family members back home.
4. Gather in one place your important documents, such as passport, insurance documents, financial documents, and the like. Keep these important documents in a convenient place in the event you need to depart your apartment quickly.
5. Put aside enough USD\$ cash to cover any emergency expenses and/or sudden travel needs and have a credit card available to use if needed.
6. Identify those personal items you wish to take with you in an emergency departure, all of which should fit into 1 carry-on piece of luggage.
7. Upon arrival to Myanmar, and if applicable, please notify your embassy/consulate of your stay in Myanmar with your address and contact information. For US citizens, enrolling in The State Department's STEP program (Smart Traveler Enrollment Program) is recommended.
8. When traveling around Yangon, always be situationally aware: Avoid large crowds, demonstrations, and protests. Avoid gatherings of soldiers and policeman.
9. If you are living with family members, always have an emergency plan with a rendezvous point outside of your apartment.
10. Be cautious, conservative, and responsible in your use of social media. Avoid any commentary regarding the political situation in Myanmar.

## **2022-23 EMERGENCY PROCEDURES CALENDAR**

- 1. Friday, August 19**                      **SCHOOLWIDE SAFETY MEETING**
  
- 2. Friday, August 26**                      **Earthquake Drill**
  
- 3. Friday, September 30**                      **Lockdown Drill**
  
- 4. Friday, November 1**                      **Fire Drill**
  
- 5. Thursday, January 12**                      **SCHOOLWIDE SAFETY MEETING**
  
- 6. Friday, February 10**                      **Lockdown Drill**
  
- 7. Friday, May 19**                      **Earthquake Drill**