



Security Action Plan 2017-2018

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ISY Security Action Plan

I. General Premise

The ISY Security Action Plan has been developed for the safety of students and staff. The purpose of this plan is to increase awareness of campus security by identifying procedures to be followed in the event of an emergency. Should an emergency arise, the first priority will be the safety of all students and staff. The second priority will be to inform parents of the status of their children and the emergency.

It is important that all staff members become versed in ISY's emergency procedures. In the event of an emergency, it will be the responsibility of ISY staff members to ensure the safety of our students. The "Security Action Plan" should be carefully read by the ISY staff, Board of Trustees, and interested parents. It should be easily accessible at home for quick and ready reference. Security drills will be conducted as deemed necessary by the school administration in order to familiarize students, parents, and staff with the plan. Coordination of information between ISY and the American Embassy will be of primary importance in carrying out the plan.

It is essential that parents understand what the school will do in order to safeguard their children.

II. Security Action Plan Options

ISY has several options regarding the safety of students and staff, depending upon the nature, location, severity, and time of day of a crisis. When necessary, and time permitting, the school administration and the Board of Trustees will consult in order to determine the best option. The options are as follows:

a. "Stay at Home"

This option will be enacted during non-school hours. In the event of an emergency which requires the school to be closed, ISY parents and staff will be notified of such by email, the ISY website, and phone if the internet is down. Telephone notification will be conducted by utilizing the External Telephone Tree (non-school hours). This allows a message to be passed from the Director through staff members to all students and their families during non-school hours. Insofar as it is possible, all staff members will attempt to ensure that their telephones are in working order.

The External Telephone Tree (non-school hours) is provided on Appendix 1.

- The initial act of implementing the External Telephone Tree (non-school hours) begins with the Director calling division principals. Principals are responsible for contacting four designated staff members. These staff members will call other staff members as designated on the telephone tree. Faculty members will call parents from their "student call list." If a staff member is unable to communicate with the next staff member on the telephone tree, he/she will assume the responsibility for calling parents from the "student call list." The Director and each principal will have a comprehensive "student call list."
- The school message will be short, no more than three sentences. Each caller will read the message slowly and without comment, if possible. If parents or students are not at home the

message can be given to household help. The primary objective is to speak directly with parents; however, in some cases, this may not be possible.

- Callers should be cognizant of language barriers. Callers should note all instances where messages cannot be conveyed due to language issues. Follow-up calls will be made with a native speaker.
- If callers are unsuccessful in making initial contact with a household, they should continue to try periodically over the next day or so to make contact.

(Note: ISY is currently in the process of developing an SMS broadcast solution. Once implemented, this solution will augment the telephone notification tree and enable ISY to quickly notify most ISY parents and staff with messages in both English and Burmese.)

b. Evacuation from the school buildings: Fire; Bomb; Other Threats

Please see Appendix 2 for Campus Fire Safety Plan

c. Sending Students Home Following and Evacuation

- At the request of the administration, students will be asked to notify their parents for pick up on their or their friends' cell phones (over 50% of the students have cell phones at school). Students who are unable to contact their parents or who do not have access to cell phones are to notify their teachers. Teachers will provide those names to the ISY office staff to call the students' home.
- Callers from school will read a short message as prepared by the administration. This message will indicate the action required in order to provide safety for ISY students.
- Teachers not assigned by the Director for other duties are to distribute themselves among the students in the evacuation area. Teachers must remind students to stay attentive, watch for their cars, and get into their cars immediately when their cars arrive.
- Shortly after students have been instructed to move to the pick-up area, ISY Security will "sweep" the school grounds to make sure that all students have moved to the pick-up area.
- After all students have been evacuated from the campus, the Director will authorize the faculty and staff to either meet in a central location for briefing or leave the campus for their homes. Circumstances permitting, the Director will allow faculty and staff children to stay with their parents.

d. Stay at School Options During an Emergency

- This option will be enacted during school hours or after hours (including co-curricular activity time) in the event of an emergency when walking to an alternate site is not considered safe. Students will not be permitted to leave the ISY campus.
- If an external emergency occurs during the school day, depending on the situation, students will continue their normal schedule but will not be permitted to leave campus.
- If school is finished, they will remain in their last period class pending further instructions.
- If an emergency develops quickly and the movement of students off campus is not possible, (i.e. a severe storm with high winds) students should be placed along the internal walls of their respective classrooms, away from windows.
- If there is a danger from an intruder on campus, teachers will be notified to lock their doors and have the students remain quiet and stay away from windows and doors pending further instruction.

e. Earthquake “Stop and Drop” Drill Procedures

Please see Appendix 4

f. Technology Backup Plan for Evacuation

In the event of an evacuation, the Senior System Manager is responsible for providing the Technology Director, the data outlined below.

1. **ISY Server Data:** Will be copied to tape backup media and to external hard disks. This data includes:

- a. Main drive folders for “Office”, “Staff Only”, “Teachers”, and “Technology”
- b. Student main drive folders for “Student Home”, “Courses”, “Daily Announcements”, “Media Club”, and “Pics-video”

2. **SQL Data:** SQL data will be automatically uploaded to www.box.com. This data includes:

- a. Destiny Library SQL Data
- b. INSIS SQL Data
- c. Elementary Reports Data
- d. Finance Data

From the time of the data request, data will be in the correct form and delivered to the Director within 1.5 hours.

g. Additions and Security Drills

- If the US Embassy is not aware of a particular security situation, the Director or the Director of HSSE, will contact the US Embassy Regional Security Officer and/or Marine Post One.
- The Security Action Plan should be reviewed annually by the administration no later than September of each academic year.
- ISY will maintain a current list of student/family and faculty phone numbers. New student/parent telephone numbers will be added to the student call lists” as newcomers arrive.
- One or more informative assemblies may be held to explain the Security Action Plan to the faculty and students.
- The ISY Director, at his discretion, may hold meetings with ISY parents to explain the Security Action Plan.
- The ISY Security office will plan and coordinate a minimum of two fire drills and two natural disaster drills during the course of each academic year. All drills will be coordinated with the ISY Administration in order to minimize disruption of academic activities.

h. Distribution of Plan

This plan will be shared with the US Embassy Regional Security Office, ISY Faculty and Staff, and the ISY Board of Trustees.

i. Emergency Information for Overseas-Hired Staff

- Gather and maintain important documents, such as passports, birth and marriage certificates, U.S. driver's licenses, insurance documents, teacher certifications, transcripts, and diplomas in a convenient place where they can be quickly collected.

j. Finances

- Maintain sufficient US dollars to cover emergency travel expenses.
- Have credit cards handy.
- Identify valuables that will be hand carried.
- Make arrangements for securing valuables that are too large to carry.

k. Family Plan

- Identify a rendezvous point for family members should communication services be interrupted.
- Make arrangements for someone to take care of your pets if you had to leave unexpectedly.
- Make arrangements with domestic staff for maintaining and protecting your property in your absence.
- Make arrangements to pay domestic staff in advance (3 months recommended) for those services.
- Collect phone numbers, addresses and email addresses of local staff, businesses, and friends you might need to contact from the overseas.
- Leave contact numbers with your household staff and ISY's Business Office in the event contact is necessary.

l. School Closure/Evacuation from Myanmar

- If, due to reasons or conditions beyond the control of the School, it becomes necessary to close the School, the School reserves the right to evacuate the overseas hire faculty members and authorized dependents to a designated safe haven outside of Myanmar. The School is obliged to provide accommodation and per diem in the amount established by the School. The School agrees to continue the salary of the overseas hire faculty member and authorized dependents during such period of evacuation. In the event of a prolonged or permanent closure of the School, it may be necessary to terminate this contract.
- When depositing checks into your bank account, the school will withhold any money that is owed at the time of your departure (telephone, commissary, American Club, etc).
- Arrange if needed, for household items to be shipped to your home of record.
- Provide staff at the school until a determination is made to close the school permanently.

m. Overseas-Hired Staff Responsibilities

- Get yourself and your family to the airport. The school will not be able to provide everyone with transportation. Think about how you will get there in advance.
- Provide addresses, telephone numbers, and e-mail addresses for notification purposes. These should include second and third person notification numbers.
- Decide what is important to you and pack it but be sure you can handle what you take. Do not expect other people to help you since they will be busy with their own luggage.

- Be sure ISY knows where you are at all times. This includes anytime you leave the country or Yangon. We need to reach you at any time in case you would not be allowed to return to Yangon. File a “flight plan” with the ISY Human Resources and Administrative office during holidays.
- Pack your carry-on bag carefully. Be sure to include medicine, eye glasses, contacts, blank medical insurance claim forms, and other important papers.
- Be sure to back-up your computer on a regular basis and take the back-up disks with you. You may have to leave your computer in Yangon unless you have a laptop.
- Provide (high school only) quarter grades at the mid-quarter point to keep records up to date.

n. Director’s Responsibilities

- The ISY High School transcripts will be secured and protected in a cloud storage system. They will be made available to 3 ISY Senior staff members, including the Director.
- Carry out back-up disks of the school enrollment and grades currently.
- Keep teachers aware of changes which directly affect them and contact teachers when it is safe to return to Yangon.
- Insure that the school is physically and financially secure.
- Coordinate all activities and ensure that all ISY responsibilities are carried out.
- Provide contact numbers to all staff members.

o. American Embassy Notices

The US Embassy posts the travel and security alerts on the State Department website at http://burma.usembassy.gov/warden_messages.html . Notifications received from the US Embassy will be distributed to employees by email.

p. Emergency Information for Local-Hire Staff:

A skeleton staff will be designated to operate and maintain the school until a determination is made to either close, or fully reopen it. The responsibility of local hire staff members is to provide the school with addresses (including email) and phone numbers. A second and third person contact name and address is also necessary.

q. ISY Campus Access Policy

Please see Appendix 5 for ISY Campus Access Policy