

LWIS-H administration believes in sharing with you dear parents its emergency plan in case of crisis during a school day. Many people are afraid to talk about, and prepare for crisis out of concern that it will create fear among parents and the broader school community. The exact opposite, however, is true. Fear is created by a lack of information and conflicting messages. Fear is best managed through education, communication and preparation. By not addressing these issues, we are actually creating more fear and panic among parents and school officials. The key rests in context, balance and reasonable efforts. Please read carefully the steps to be followed in case of a crisis occurring during a school day:

**Buses:**

**1. In case a crisis occurs when buses have already left the school premises:**

Bus drivers and assistants will be on call with the school administration. If the road back to school is deemed safe, buses will be instructed to come back to school where learners will be cared for & supervised by LWIS-H staff members. Buses will leave the school premises only when the school administration approves it. Parents are encouraged to contact the school or bus driver/ bus assistant to get more information.

If the road back to school is not deemed safe, then both the bus driver and bus assistant, in liaison with the school administration, will seek shelter with learners in the nearest safe place and stay in contact with school administration.

**2. In case a crisis occurs during the school day:**

Buses will not leave the school premises. The school administration will give permission for buses to leave only when deemed safe. Parents who wish to pick up their kids from school premises are welcome to do so. Learners will be released only to authorized individuals.

**Remember your son's/ daughter's bus number and the contact numbers you can call:**

- Bus # 1 Joseph Mazraani 03/128507; Mary Zeitouni 71/688682
- Bus # 2 David Kalzi 76/580184; Josephine Assaker 71/650280
- Bus # 3 Georges Homsy 78/891276; Suzan Ohanian 71/900824
- Bus # 4 Said Raad 03/969917; Hanady Kerbaj 78/837069

**Overnight Stay:** LWIS-H is fully equipped to offer all its learners shelter & food in case an overnight or more is needed. Learners will be supervised at all times by LWIS-H staff until they are picked up by their parents or leave by bus. LWIS-H administrative team in addition to the school nurse, a counselor, cafeteria staff, and other staff members will all be present at school as long as learners are there.

**Medication:** The school nurse maintains an adequate number and level of emergency kits and medical supplies. A stock of at least three day supply for learners on prescribed medication will also be maintained. Parents of learners on prescribed medication are kindly requested to contact the school nurse, Mrs. Najwa Khoury to ensure that.

**To Contact LWIS-H:** Use school landlines, e-mail, and mobile numbers to access ongoing information and contact with the school community. LWIS-H will use its SMS service, phones, and/or e-mail to contact parents.

Landline Numbers: 05/453241- 05/452287- 05/453281-05/453119

Mobile Numbers: 71/999745 – 71/999748

E- mail: [info@lwis-hazmieh.edu.lb](mailto:info@lwis-hazmieh.edu.lb)