Reminder – Emergency Preparedness and Contingency Plans

November 4, 2026

Dear Parents,

As part of our ongoing commitment to student safety and well-being, we would like to remind you of the emergency preparedness and contingency plans previously communicated by the school. These plans aim to ensure the safety of all students and staff and to provide clear procedures to follow in the event of an unexpected situation.

1. Routine Emergency Preparedness Drills
Throughout the school year, two routine emergency drills will be conducted to familiarize students and staff with the established safety procedures. These drills will cover different emergency situations, such as earthquakes, fires, security disturbances, and other unforeseen circumstances.

All students and staff members will participate in age-appropriate training to help them respond calmly and appropriately. Awareness sessions will also be held to explain the importance of these procedures.

We kindly ask you to encourage your children to cooperate with school staff and follow their instructions during these exercises.

2. Emergency Communication and Student Pick-Up
In the event of an actual emergency, we kindly ask parents not to come to school unless instructed to do so by the administration. This is essential to ensure everyone's safety and facilitate the work of the emergency teams.

The administration will keep parents informed via SMS, providing updates and, when necessary, instructions regarding the appropriate time and location for collecting their children.

Please note that these measures are precautionary and form part of the school's ongoing commitment to maintaining a safe and well-prepared environment for everyone.

3. Emergency Pick-Up Information Update
To facilitate the proper implementation of these procedures, we kindly ask you to follow the link below and complete the form to update your emergency pick-up information by Friday, November 6, 2026.

Link: https://www.sjs.edu.lb/SurveySubmit.aspx?ID=180

Thank you for your cooperation,

Sincerely,

The Administration

Annex: War-Related Evacuation and Student Pick-Up Arrangements

As part of our contingency planning, the school has also established specific evacuation and pick-up arrangements in the event of an unexpected security-related disturbance during a regular school day. Should this plan be activated, students will be escorted by school staff to designated safe and supervised locations. Please note that school buses will not circulate or transport students home under these circumstances.
Parents will be notified via SMS and instructed to collect their children from the designated pick-up areas indicated in the table below.

Class(es)	Parking Area – Map Key	Pick-Up Area
KG1	Above SJS Theater (A)	KG1 Covered Playground
KG2	Above SJS Theater (A)	KG2 Covered Playground
KG3	Above SJS Theater (A)	KG3 Covered Playground
Grades 1, 2 and 3	Near SJS Theater (B)	School Theater
Grades 4, 5 and 6	UE Outdoor Playground (C)	Grade 2 Covered Playground
Grades 7, 8 and 9	MS Outdoor Playground (D)	Grades 7&8 Covered Playground
1S, 2S and IB1	UE Outdoor Playground (C)	SS Covered Playground
3S & IB2	UE Outdoor Playground (C)	Grade 6 Covered Playground
Please note that the traffic in the school is limited to a one-way flow. The direction is from the theater gate towards the main gate.		



PARKING AREAS

A Above Saint Joseph Theater
Entrance from Preschool Gate

C Upper Elementary Outdoor Playground
Entrance from Main Gate

B Near Saint Joseph Theater
Entrance from Saint Joseph Theater Gate

D Middle School Outdoor Playground
Entrance from Saint Joseph Theater Gate

**Please note that the traffic in the school is limited to a one-way flow.
The direction is from the theater gate towards the main gate.**