

THE AMANAH INSTITUTE OF ABAS

Safety Procedures

Response reporting and emergency procedures

Final | Version 1.0 | Effective September 16, 2026

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Purpose

These procedures explain what students and Institute representatives do when a safety concern, incident or emergency occurs. They support the Safety Standards and Guidelines and do not replace emergency services, child-protection duties or other required external reporting.

Concern Levels

Level	Examples	Required First Response
Emergency	Immediate threat to life, active violence, serious medical emergency, fire or immediate danger.	Call emergency services, move to safety when possible and alert the authorized Institute contact.
Urgent	Credible threat, suspected abuse, sexual misconduct, self-harm risk, missing minor, stalking or major privacy exposure.	Protect the person, contact the authorized safety lead promptly and make any required external report.
Concern	Bullying, boundary testing, repeated harassment, unsafe conditions, lower-level privacy misuse or escalating behavior.	Document direct facts and report through the approved Institute channel.

Universal Response Steps

1. Protect life and immediate safety. Leave danger, seek a safer location and contact emergency help when needed.
2. Alert the authorized Institute safety contact. Do not delay an external report while waiting for internal approval.
3. Assist only within your role and training. Do not confront a person when confrontation may increase danger.
4. Preserve direct facts, relevant messages, dates, names and access records without unnecessary copying or circulation.
5. Report promptly through the approved channel. State what was seen, heard or received and separate fact from assumption.
6. Follow temporary safety directions, including access limits, no-contact instructions, participation pauses or supervision changes.
7. Cooperate with authorized review and recovery steps. Do not retaliate or conduct a separate investigation.

Receiving a Disclosure

- Remain calm, listen and thank the person for speaking.
- Do not promise secrecy or press for unnecessary detail.
- Ask only what is needed to understand immediate safety and reporting needs.
- Record the person's words accurately and identify any immediate danger.
- Explain that the concern will be shared only with people who need to protect or review.
- Refer the matter promptly to the authorized safety lead and any required external authority.

Online Incident Procedure

1. Remove or restrict unauthorized access when safe to do so.
2. Preserve the relevant link, account name, time, message or screenshot for authorized review.
3. Do not repost harmful content or widen the exposure.
4. Notify the authorized privacy or safety contact and affected platform when appropriate.
5. Change compromised credentials and review related accounts or meeting access.
6. Provide notice and corrective action when required or reasonably appropriate.

Medical or Mental-Health Emergency

Contact emergency services or an appropriate crisis resource when there is immediate risk. Stay with the person only when safe and appropriate. Institute personnel must not diagnose or provide treatment beyond their qualifications. Notify a guardian for a minor when appropriate and lawful, while preserving any required protection step.

Institute Intake and Triage

1. Record the time, reporter, people affected, immediate risk and action already taken.
2. Classify the matter as emergency, urgent or concern and assign an authorized lead.
3. Separate safeguarding, criminal, medical, privacy, conduct and grievance pathways as needed.
4. Apply proportionate interim measures without treating them as a final finding.
5. Identify required notices, external reports, preservation steps and conflict-free reviewers.
6. Provide appropriate status information while protecting privacy and investigation integrity.

Post-Incident Review

After the urgent need is stable, document decisions, support affected people, restore access only when appropriate and review whether training, supervision, technology or policy changes are needed. Records must be retained and shared only for authorized purposes.

Document Control

Field	Record
Exact Document Title	Safety Procedures
Status	Final
Owner	The Amanah Institute of ABAS, Founder
Approval Date	September 16, 2026
Effective Date	September 16, 2026
Version	1.0
Change Summary	Established the Institute's student-facing emergency, urgent and routine safety response procedures.
Next Review Date	September 16, 2027