

ISLAMIC EDUCATIONAL CENTRE

EMERGENCY EVACUATION POLICY

Purpose:

In the event of fire, severe storm, earthquake, explosion, plane crash, toxic spill, siege, hostage incident or bomb treat, evacuation of the school building will be required to ensure the safety of all learners, staff, parents and visitors.

Aim:

The aim of the Emergency Evacuation Procedure is to:

- Evacuate all learners, staff, parents and visitors in an organized and controlled
- movement from a threatened danger area to a safe area:
- Evacuate everyone from school building to the safe area in the minimum possible
- time: and
- Ensure that exposure to danger and the possible risk of injury are minimised.

Site Analysis:

The areas in the school where a fire, explosion or toxic spill are most likely to occur include:

- Electrical switchboard areas
- Tuck-shop
- Computer room
- Lecture Theatre
- Staff room
- Administration office area.

Evacuation Procedure:

1. The office staff member receiving the incident alarm (nominally the school secretary), will notify the Principal and/or Deputy Principal.
2. The school secretary will then contact the Emergency Services (Department of Public Safety or the SAPS) by telephoning 036 6311 777 on an external telephone line. If the external landline telephone system is not functioning, the school mobile phones to be used.

The following information is to be communicated to the Emergency services:

- School name, address and telephone number;
- Details of the incident (fire, explosion etc.); and
- Indicate that evacuations are being carried out.

3. The Deputy Principal (or other person nominated by the Principal) will sound the Evacuation signal. (ALARM).

CONTINUOUS Siren - 15 seconds (If there is electrical power) or
HAND BELL- 15 seconds (if there is no electrical power).

TO BE REPEATED AS NECESSARY

Administration Staff Actions:

1. In the event that the Principal is absent from the school, the Deputy Principal will adopt the role of Chief Co-ordinator.
2. Where practicable, all electricity and gas should be switched off at the appropriate main switch. (i.e. Science, Jamaat Khanna and Administration).
3. Office staff to carry out the following actions:
 - Evacuate students from the sick room.
 - Assist the Principal, Deputy Principal where appropriate.

Library Staff Actions:

4. Library staff is to carry out the following actions:
 - Evacuate learners who are not under the direct supervision of a class teacher
 - Check the library for learners and evacuate.

Classroom Teacher Actions:

1. Teachers in class rooms are to instruct their learners to evacuate to the Emergency Evacuation Assembly Area. The teacher is to ensure the following procedures takes place:
 - Learners to cease work immediately
 - Leave all books, practical work, personal possessions and bags
 - At the direction of the teacher, learners stands and moves out of the room in a controlled and quiet manner.
 - The teacher is to accompany their class to the Emergency Evacuation Assembly Area.
 - Follow the escape route indicated at Emergency evacuation drills. If a relief- teacher is in a class, regular classroom teacher next door will notify them of the procedure.
 - The door is to be closed after the last person exits – do not lock it.
 - The class roll is to be called at the Emergency Evacuation area.
 - Each teacher has the duty to move his/her class quickly and silently, in an orderly manner, from the classroom to the appointed class area. Please bring your keys and class roll.
 - No-one is ever to re-enter the building once evacuated without approval from the Principal.
 - On sounding of alarm, teacher to pick up the class roll.
 - All windows are to be closed if time permits.
 - All doors are closed as you go.
 - Go directly to the exit route.
 - Proceed down in single file without running.

NOTE: in the event that the alarm is sounded at recess or lunch, or during Zuhr salaah, all teachers will move to the playground areas and assist staff on duty to move learners.

2. As each class reaches the Emergency Evacuation Assembly Area, the learners are to assemble in line under the direct supervision of their classroom teacher. Learners are to remain seated until the ALL CLEAR is given by the Principal or Deputy Principal.
3. Teachers will mark their class roll. The names of students missing must be given to the Principal or Deputy Principal.
4. The Principal/Deputy Principal will notify all known missing students, staff and visitors to the SAPS/ Public Safety.

5. Staff with special responsibilities is to carry out their duties and report immediately to the Principal at the Emergency Evacuation Assembly area to have their names checked against the staff list.

General Considerations:

1. Regular inspection and maintenance of installed fire protection equipment must be undertaken.
2. The priority for staff is the evacuation and supervision of learners. Staff is not to engage in any fire fighting operations until the evacuation is complete and ONLY if trained to use the equipment.
3. Students are never to be utilized in any fire fighting activities.

Scheduled Evacuation Drills:

1. A minimum of four (4) evacuation drills will be scheduled each school year, with one (1) each school term.
2. Two (2) of the drills will be conducted with full prior notice to staff, while the other two (2) drills will be conducted with partial notice to staff.
 - Full Prior notice includes: term, week, day, time.
 - Partial notice includes: term, week only.
3. Learners should be given partial notice of all four (4) of the evacuation drills.
4. An evacuation drill with partial notice will be initiated by the Principal.
5. The means of egress to the Emergency Evacuation Assembly Area could also be deliberately blocked so that alternative routes would need to be found.
6. A debriefing after each evacuation drill will need to be conducted in an effort to gain feedback and to establish the degree of success of the drill.

Evacuation Assembly Area Considerations:

1. All persons missing during an evacuation will be reported to SAPS/ Public Safety via the Principal or Deputy Principal. Staff will take instruction from the Emergency Services with regard to missing learners and/or staff. No person is to attempt to re-enter the school premises to search for missing people.
2. Staff is to assist Emergency Services personnel on request.
3. Learners are to be carefully and closely supervised at all times.
4. No-one is to leave the Emergency Evacuation Assembly area without first obtaining permission from the Principal.
5. No-one is to return to the school site without the ALL CLEAR being given by the Emergency Services and communicated by the Principal.

Procedural Considerations:

1. Explain and demonstrate the evacuation procedures fully to staff and follow up with a full explanation to learners. It must be impressed upon learners, of the seriousness of conducting emergency evacuation drills. The expectations of learner behaviour during these drills will be very high.
2. Emergency Evacuation maps are to be displayed prominently in every classroom and workplace in the school.

ROLES & RESPONSIBILITIES:

- Deputy Principal to check if any children are in the Sick Room, prayer room, toilets, library or staffroom.
- All other teachers are responsible for their own class.
- The Secretary is responsible for phoning Emergency Services. The Secretary will also check the tuck-shop, bring out a copy of the class lists, back-up disks for the computer and school keys.
- The Principal to open the Car park gate, then check multi-purpose, sick room and staff toilet.

EXIT ROUTES:

- Specialist teachers proceed with class to designated assembly area (bring class lists).
- Once in the assembly area, each class to call the roll, and report any child absent to the Deputy Principal.
- Stay in your area until notified if it is safe to leave.
- Emergency evacuation drill will take place once a term.

FIRE PREVENTION & FIRE EXTINGUISHERS & HOSES:

- Fire extinguishers will be checked as per municipal by-laws.
- Combustible and flammable materials are NOT to be placed on or near heating appliances.
- Heaters should not be used with power boards.
- The use of double adaptors is to be avoided. Two or more double adaptors must NEVER be used at the same power point.
- In a storm, particularly an electrical storm, appliances including T.V. and computers should be turned off at the wall.

LOCATION OF FIRE EXTINGUISHERS:

- Each block has signage indicating location of Individual extinguishers.
- Specialist rooms
- Tuck-shop
- Administration Centre

HOSTAGE SITUATION:

1. Confirm available facts by personal observation or by a second information source.
2. Contact police.
3. Evacuate- partially or totally.
4. Lock In (Unable to evacuate). Words "Lock In" said.
5. Principal / Secretary to notify all classes via intercoms. Teachers to close doors / windows / blinds / secure children out of sight and keep children quietly calm.
6. - Teachers await further instructions from Principal / Deputy Principal.

Actions:

Principal to contact:

- Emergency Services

- Ameer
 - Moulana Saleem Karrim
 - Media (if necessary)
6. Assemble personnel with a direct knowledge of events, interior layout / topography, the hostage/s or the assailants to provide intelligence report on incident.
 7. Co-operate and assist police as necessary.

BOMB THREAT

1. Call the police.
2. Evacuate as per exit procedures.
3. Wait for instructions from police.
4. Notify the Board of Governors (Shura)

TOXIC EMISSIONS: (Gas, fuels or chemicals)

1. When alerted, check the source of the disaster.
2. Evacuate well away from the disaster
3. Call the police.
4. Await instructions of the Officer-In-Charge.
5. Notify Board of Governors (Shura)

EARTHQUAKE:

Indoors-

1. Get everybody under desks and tables or a door frame.
2. Ensure nobody leaves the building.

When tremor has subsided:

3. Evacuate everybody clear of buildings, trees and power lines
4. Tune into radio and follow any emergency instructions.
5. Ensure building is safe before allowing learners to re-enter.
6. Notify Board of Governors (Shura)

Outdoors-

1. Move everybody away from buildings, trees and power lines.
2. Tune into radio and follow emergency instructions.
3. Ensure building is safe before allowing learners to re-enter.
4. Notify Board of Governors (Shura)

CRITICAL INCIDENT MANAGEMENT PROCEDURES

There may be times when the school will face a crisis situation that affects members of the school community. These situations are called Critical Incidents.

A critical incident is defined as any situation faced by members of the school community that causes unusually strong emotions that a person may not have the ability to cope with. These incidents can be traumatic, causing emotional turmoil and behavioural changes. The effects of a critical incident can be lasting and depend in part, on the extent of the support given in dealing with the incident.

PROCEDURE

1. PRINCIPAL

- Obtain factual information regarding the incident.
- Call an Executive Meeting.
- Activate Critical Management Team and support
- Notify Ameer (where applicable)
- Notify parent/s concerned.

2. SCHOOL MANAGEMENT TEAM

- a) Assist in discerning correct, accurate and appropriate information.
- b) Liaise with Principal, staff and learners.
- c) Attend to duties as previously determined/allocated.

3. CLASS TEACHERS

- a) Hold classes as usual.
- b) Follow procedures as outlined.
- c) Ensure that the school atmosphere is as normal as possible.
- d) If necessary, refer learner/s to the Critical Incident Management Team.
- e) Seek clarification from the Critical Incident Management Team if required.

4. CRITICAL INCIDENT MANAGEMENT TEAM

- a) Principal
- b) Deputy Principal
- c) Islamiyaat Education Co-coordinator
- d) Member of office staff

RESPONSIBILITIES OF THE CRITICAL MANAGEMENT TEAM

- Assessment of situations that may require emergency action.
- Analysis of requirements of the school to address these situations.
- Development of preventative strategies and specific plans to cater for possible incidents, including allocation of specific responsibilities of staff members.
- Arrangement for checking of specific plans by relevant authorities.
- Establishment of liaison with all relevant emergency and support services and preparation of contact lists for these services.
- Familiarisation of staff with potential incident/s identified and arrangement made by the school to address these.
- Organisation of trials of evacuation and other management procedures.
- Identification of professional development needs related to potential critical incidents and the arrangement of staff to attend these.
- Regular review of the Critical Incident Management plans in the school.

CRITICAL INCIDENT PLAN

A critical incident may be defined as an event which causes disruption to an organization that creates significant danger or risk and which creates a situation where staff, learners and parents feel unsafe, vulnerable and under stress. Examples of such incidents are: Death in

the school community; serious injury; learners lost or injured; violent community events; and Fire, Bomb threat, Explosion, Gas or Chemical Hazard, Flood, Earthquake, Windstorm, Hailstorm or extremes of temperatures.

- Sudden death of a learner or staff member.
- Suicide of a learner or staff member.
- Murder of a learner or staff member.
- Groups of learners and staff who witness sudden death, severe injury, disaster on the school premises, when traveling to and from school, or on a school excursion.
- Major vandalism of school property.

IMMEDIATE ACTION

- Critical Incident that involves the activation of the Emergency Evacuation Plan.

WITHIN 24 HOURS

- Obtain all the facts.
- School Management meets with Critical Incident Management Teams (CIMT).
- Ameer informed.
- Activate Critical Incident Support Team (CIST).
- Inform staff at full staff meeting.
- Inform learners (in smallest numbers possible).
- Inform parents (via letter).
- Identify learners at risk.
- Identify staff in need of support.
- Allow discussion to take place.
- Provide counselling.
- Provide closure (debrief staff).

WITHIN 5 DAYS

- Staff/student liturgy.
- Removal of personal belonging to family.
- Removal of name from class lists, as well as school roll
- Mail to be opened and readdressed.
- Information package for staff.

LONGER TERM

- Parent information meeting
- Evaluation of Critical Incident Plan.
- Family follow up and referral.
- Update Ameer.
- Follow up students/staff 'at risk'.
- Discussion and evaluation with School Management.
- Final report.