

## **POLICY: EMERGENCY PLAN**

### **AIM:**

This emergency plan is aimed at:

- ensuring the safety of the learners, educators, non-academic educators and visitors.

### **EMERGENCY PLAN FOR FIRE AND BOMB THREATS**

FIRE DRILLS SHOULD BE HELD.

#### **EXERCISE PROGRAMME**

- at least once per term.

The siren will be sounded briefly five times to indicate a fire. (Five hoots to indicate “brand” in Afrikaans).

- Educators first soothe the learners and let them move first orderly and fast out of the classroom after the fifth hoot towards the specific exit as indicated on the school plan. (No learner may run.)
- In each class a school plan should be posted indicating the route people in the specific classroom or venue should take.
- The educator and class captain leave the classroom last. They ensure that everyone has left the room. The educator is responsible for ensuring that nobody panics or starts running under any circumstances. The educator also takes the register along.
- The learners move quickly to the assembly point as indicated on the school plan.

#### **ASSEMBLY POINT**

- It is the responsibility of each educator to ensure that everyone in his or her register class is present.
- Roll call will be done to check if everyone is at the assembly place.

#### **PROCEDURE IN CASE OF A REAL FIRE**

- The person who discovers the fire makes alarm by informing the office, after which it is investigated.
- The police and fire brigade are informed regarding the fire and the extent of it.
- The siren will be sounded briefly five times to indicate a fire. (Five hoots represent the five letters of “brand” in Afrikaans.)
- The educator soothes the learners and the learners quickly move out of the classroom without running, after which the educator follows.
- The educator and class captain leave the classroom last. They ensure that everyone has left the classroom.
- The educator ensures that nobody panics or starts running under any circumstances.

- The learners quickly move to the assembly point as indicated on the school plan.
- Learners receive first aid at the assembly point if necessary.
- All learners stay at the assembly point until the building has been declared safe by the police or the fire brigade.

**GENERAL**

- Fire extinguishers in administrative block and in every second classroom
- Fire hoses at strategic points

**Emergency numbers should be posted at the following places:**

- In each venue
- At the entrance to the administration building
- At the entrance to the premises

**BOMB THREAT:**

**ACTIONS OF THE PERSON RECEIVING THE THREAT:**

- Immediately contact the office.
- Inform the police immediately.
- Nobody may investigate a bomb or suspicious package.
- The person who received the threat should stay as calm as possible and not cause panic amongst the learners or staff.

**EVACUATION PLAN**

- The siren will be sounded briefly three times. (Three hoots represent the three letters of “bom” in Afrikaans.)
- When the instruction is given to evacuate, everyone should proceed along the shortest, safest routes towards the assembly point.
- Learners are not allowed to run in order to prevent them from being trampled.
- All possible emergency exits are used.
- First aid is administered if necessary.
- Roll call is done to check that all learners are present.
- Learners are dismissed from the assembly point.

**This policy has been adopted:**

Date	Place
<b>EDUCATORS:</b>	_____
	_____
	_____
<b>PRINCIPAL:</b>	_____
<b>CHAIRPERSON (SGB):</b>	_____