

## Disaster and Emergency Preparedness Policy

### Rationale:

To guide administrators and staff in assessing risks and planning and carrying out physical protection measures in event of heavy rain, storm, fire or any other emergency situation physical or environmental.

### Aim:

To ensure that the process of assessment and planning, physical protection and response capacity development designed to:

1. Protect students and the staff from physical harm;
2. Minimize disruption and ensure the continuity of education for all children;
3. Develop and maintain a culture of safety.
4. Establishing or empowering the school disaster management committee; assessing the risks, hazards, vulnerabilities and capacities;
5. Making contingency plans for educational continuity and communicating the plan to all staff and students.

### Disaster and Emergency Preparedness: Guidelines:

- Formation of School Disaster and Emergency Preparedness Committee, overseen by school health and safety officer.
- Vulnerable group's members – specific individuals / class teacher and co class teacher will represent people with disabilities and other vulnerable groups.
- Representatives will communicate between all concerned groups, in the process of planning.
- All staff undergo relevant training e.g. Civil Defence, First Aid.
- Review of basic emergency and standard operating procedures;
- Regular Check *School Evacuation Route Maps* posted in each classroom and corridor;
- Regular check fire suppression equipment;
- Identification of campus and neighborhood risks(traffic)
- Check and re-supply administration, nursing office, and necessary equipment.
- Check and re-supply first aid kits and emergency supplies
- Update student emergency release permissions
- Minimum of two annual fire and building evacuation drills.
- Evaluation of Fire drill and Lockdown and further revision of plans and procedures.
- Regular structural safety maintenance procedures in place.



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### **Emergency Situation and Measures:**

#### **1. Fire Breakout**

- Emergency evacuation plan to be followed immediately to ensure swift evacuation as per the fire drill procedures to reach the school open ground.
- All employees are expected to co-operate fully with set procedures as a measure to protect the safety and well-being of staff, students and visitors.
- Attendance to be taken by all class teachers and administrative officer and reported to the school health and safety officer.
- Reentry into the building will only take place once the fire squad has checked and approved.

#### **2. Heavy Rain/ Storm**

- Parents, students, school authorities and school Transport Company should listen to radio or television announcements on the weather, road and traffic conditions.
- Candidates for public examinations should attend the examination as normal but should listen to radio or watch television in case the weather deteriorates suddenly.
- If the weather deteriorates and heavy rain occurs during school hours all outdoor activities should be suspended.
- In event of class suspension and early dispersal, parents would be alerted.
- The school transport students would be escorted safely to the bus under the shelter of large umbrellas.
- All own transport students should be assembled in the MPH/ remain in the respective classroom, depending upon the situation, and should be dispersed under the guardianship of the parent.
- School will keep their premises open until the end of the normal school hours and implement contingency measures including arranging staff to look after those students who are still at school.
- News of school closure will be alerted to the parents through SMS alerts and website. Also, the school security guard will ensure that any parent unaware of the closure does not drop the student at the school gate in the morning.

#### **3. Heavy Dust/Sandstorm**

- In event of a dust storm all outdoor activities will be suspended immediately until it subsides.
- If the dust storm continues until the dispersal time, adequate precaution should be taken to avoid inhalation of dust all staff and students should be provided

with masks and paper tissues to cover their mouth and nose. Use of handkerchiefs should be encouraged.

#### **4. Earthquake**

In event of tremors mild/strong

When a strong shaking starts all staff and students

- Will stay where they are until the shaking stops. No one will go outside or get in a doorway as this does not provide protection from falling or flying objects
- Will stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Get under a sturdy table/desk and do the “DUCK, COVER and HOLD” and stay inside until shaking stops and it is safe to go outside.

As soon as the shaking stops

- All students and staff will evacuate the building to designated assembly area and will NOT RE-ENTER the building unless instructed by the Safety Officer.

#### **5. Lockdown**

This can take place in an event of a reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school) OR an intruder on the school site (with the potential to pose a risk to staff and students) OR a warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.) OR a major fire in the vicinity of the school.

- An alarm in the designated pattern (known by all staff) is immediately sounded, by the authorised person, on recognizing the situation which calls for a Lockdown. The Safety Officer and team upon hearing the alarm immediately get all doors leading to the buildings/offices locked. A call is immediately placed to the Police (999) by the authorised person, who then assumes a lockdown position in the office, and continues to maintain contact with the Police, so that they are constantly updated of the situation. When the Police arrive, they contact the Principal/ Authorised Person or Security Staff. Once the threat has been averted, the ‘All Clear’ alarm (known by all staff) is to be sounded.
- In the event of a building lockdown, it is mandatory that all students and adults remain in classrooms. Students and adults who are outside but near buildings are to move into the closest occupied classroom.
- Staff should check outside areas for students and direct them to the nearest classroom. Known visitors may be recognised by the wearing of a “Visitors Pass”. Any person not wearing a PPS identification, or a Visitors Pass is assumed to be an unknown visitor.



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- Staff and students on the sports field should approach the nearest block and get into the designated room before it is locked down. The Ground Floor Art room (Junior Block) is a designated lockdown room, where PE Staff should immediately move students from the field.
- Staff or students in the Secondary or Primary library should remain locked inside, when the Lockdown alarm is sounded and the librarian should immediately take the necessary measures and ensure safety and security of the students inside the library.
- If Staff or students are in the swimming pool, the pool will be locked from inside.
- If Staff or students are in the MPH, they should remain in this area, which will be secured.
- Inside each occupied classroom, where possible, the blinds in the room should be pulled to cover the windows. Students should push all tables against the door of the classroom to secure it further. The students should be positioned on the floor against the wall adjacent to the door or in the most non-visible position and/or students should move themselves to sit under tables where possible. It may be appropriate for older students to lay flat on the floor.
- No Student should be locked into a room without any adult supervision.
- Students mobile phones should remain turned off.
- Staff mobile phones should be set to silent.
- The students and adults must remain quiet.
- No one is to answer the door under any circumstances.
- Remain in this position until “all clear” is announced.
- After the “all clear” is sounded, the Principal can authorize the contacting of parents, if appropriate.

### **Security:**

When lockdown alarm sounds, security team will lock the main gate to entrance of the school and go to the security office or to the nearest room, whichever is closest, which will be secured.

### **For parents:**

Information about the school's lockdown procedures will be disseminated to all parents via the school's website. On the very rare occasion a lockdown is called, Pristine Private School will endeavor to carry out the policy as set. If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school as **students will not be released to parents during lockdown**. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them nor should they call student mobiles, as the Lockdown situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms. If your child's stay at school was



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extended beyond the regular time you will receive information about the time and place that you can pick up your child.

In the event of a lockdown the overriding consideration for the school is the **safety and well-being of all student and school personnel**.

#### **Intruder Procedures:**

School gates always remain locked with trained security personnel at the Security Office. All visitors to school must first register at the security office, receive a "Visitors Pass" to be worn and clearly displayed. Any visitors without the school identification are intruders and can be asked to leave the school premises immediately.

In a situation when an intruder enters the school premises, they should use the following procedure:

- When alerted to the presence of an intruder, take another Staff member with you to help deal with them.
- Ask a third Staff member who is not involved to call the Office.
- Attempt to direct the intruder to the car park. Use casual conversation and/or body language to calmly direct the situation.
- If the intruder refuses to cooperate, do not escalate the situation. Leave and contact the Principal to have the Police called.
- If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. At this point back away slowly and leave the area and as soon as is safe to do so report the situation to the Principal, to have the Police called immediately.

This policy describes the School plan for dealing with emergencies and crisis that might arise in the school.

<b>Policy Details</b>	<b>Disaster and Emergency Preparedness Policy</b>
<b>Version Date</b>	<b>August 2019</b>