



Solid Foundations **School Crisis Management Procedure (2020/1)**

Evacuation drill signal

- The standard evacuation drill is signalled with a fog-horn blast sound. Once the alarm has been signalled, all staff members are to treat the alarm as an evacuation drill.
- The originating sound should be from the office. It is echoed by Miss Ison blowing her horn through her window towards the two houses and Mrs Le Roux blowing her horn towards the prefab buildings.

Evacuation Routes

- Classes on the second/ highest storey of the main school building evacuate using the outside staircase and then through the gate adjacent the “forest of pine trees”. Alternately, the inner stairwell and through the office front door is also available to these classes. It is advisable to use the stairway least congested.
- The computer centre class evacuates through the school main office entrance.
- Classes on the first storey/ office level of the main school building (excepting the computer centre class) evacuate using the door at the ramp entrance of the school (Mrs Bradshaw’s stockroom office).
- The classes on the ground floor of the main school building which have entrances facing the netball court evacuate through the gate adjacent to the “forest of pine trees”.
- Classes on the ground floor with entrances facing the office, as well as classes in the hall, evacuate through the school gate next to the teacher’s parking lot.
- Classes in the prefab buildings evacuate through the school gate adjacent to the prefabs.
- Grade 7 classes in the school annex building (“ouma’s house”) evacuate through the gate adjacent to the “forest of pine trees” or through the gate by the teacher’s parking lot.
- Grade R classes in the school annex building (“ouma’s house”) evacuate through “troll bridge” gate.
- Classes in the preschool centre evacuate through the “troll bridge” gate.

Staff responsible for unlocking/ locking gates

- Mrs Bradshaw is responsible for unlocking the doors and gate of the school’s ramp entrance (and re-locking once drill is completed and children are back in class). Keys for the doors are kept in Mrs Bradshaw’s office on an easily visible hook by her computer for easy access. If Mrs Bradshaw is not available, Mrs Helmbold is responsible for unlocking the doors and gate of the school’s ramp

entrance. Mrs Helmbold will have keys for both the stock room and school ramp doors easily accessible in her top drawer.

- Mrs Salgado is responsible for unlocking the “troll bridge” gate (and re-locking once drill is completed and children are back in class). The keys to the “troll bridge” gate are kept on a clipboard hanging on a hook by Mrs Salgado’s classroom door so other teachers can open the gate if Mrs Salgado is not present.
- Mrs Babcock is responsible for unlocking the gate adjacent to “the forest of pine trees” (and re-locking once drill is completed and children are back in class). The key for the gate is permanently kept on the ceiling beam in Mrs Babcock’s class so other teachers can open the gate if Mrs Babcock is not present.
- Mrs Van is responsible for unlocking the gate adjacent to the teacher’s parking lot (and re-locking once drill is completed and children are back in class).
- Mrs Maharaj is responsible for unlocking the gate adjacent to the prefab buildings (and re-locking once drill is completed and children are back in class).
- In the event of any stairways being blocked by smoke or made inaccessible (safety hazard), the class teachers use their discretion to evacuate their pupils through the next safe available stairway or exit.
- If an evacuation drill occurs during break, Grade RRR-3 children are to assemble as they would normally for the bell-ringing at the end of break, and Grade 4-7 children are to assemble in front of the netball court. All staff members responsible for checking bathrooms check their respective bathrooms immediately. Staff members do not return to their classes for class-lists (these will be supplied by the principal at the assembly point). Classes lead out in an orderly fashion to the assembly point using the nearest open available school gate.

Assembly points

- Mickey Mouse pupils assemble on the veld adjacent to the “troll bridge”
- Solid Foundations pupils assemble in the parking lot in front of the paper recycling bins

Responsibilities of class teachers in the event of a drill

- All classrooms must permanently be equipped with up-to-date class lists in an easily accessible place for the teacher to access quickly in the event of a drill (recommended hanging on a clip board near the classroom exits).
- Instruct pupils to leave everything and line up at the classroom exit.
- All suitcases, pencil bags and kitbags are left behind (bomb threat and time-saving precaution).
- Windows and doors are left as they were – do not waste time in closing or opening them.

- Senior primary teachers who were teaching a class when the alarm was signalled take class-lists and a pencil, as they are responsible for that class's roll call at the assembly point.
- All teachers take their cell phones along, if possible.
- The teacher walks briskly, following the designated evacuation route and assembles her class in a neat and orderly fashion at the designated assembly point.
- The following teachers are responsible for checking bathrooms closest to their classrooms before evacuating their respective classes (each cubicle must be visually checked): Miss Erwee (bathroom on the highest floor), Mrs Tudhope (media centre bathroom), Mrs Savig (boy's bathroom outside her class), Miss Ison (bathroom outside her class), Mr Swiegers (general bathroom near school netball court), Mrs Brand (both bathrooms in the school annex – bottom and top floor), Miss van Wouw (larger bathroom by preschool centre), Mrs Meintjes (smaller bathroom by preschool centre).
- P.T. and music teacher must lead pupils attending their classes at the time of the drill through the nearest open gate. Homeroom teachers or principal will supply them with a class-list on request at the assembly point.
- Once assembled at the assembly points, each Mickey Mouse and Foundation Phase homeroom teacher takes a complete roll call of her class. Intermediate and Senior Phase teachers, PT teacher and music teacher take roll call of the class they were teaching when the fire drill foghorn sounded. All pupils must be physically present. Teachers submit a report of absent and missing pupils to the principal. Teacher Kathy gives roll call results to the principal at the Solid Foundations assembly point (this can be done via cell phone).
- Learners may sit and are not permitted to move around or, under any circumstances whatsoever, re-enter the school building until the verbal "all clear" is given by the principal to all the assembled staff members.
- Teachers maintain a calm atmosphere. No running or shouting is permitted.
- Once a verbal stand down/ all-clear has been given by the principal, the teacher returns her pupils to their class in an orderly fashion and resumes the daily timetable.
- Teachers who have unlocked gates in the fire-drill are responsible for re-locking them once classes return to normal.

Responsibilities of the Principal of the Institution

- In the event of an emergency procedure, the principal must signal an evacuation drill using a fog horn.
- Fog horns must be checked and, if necessary, replaced annually by the principal
- The principal immediately contacts the necessary emergency personnel e.g. the fire department and/or local police
- The following is taken out of the office in the event of evacuation:

1. Cell phone (it is the Principal's responsibility to ensure that she has a phone, fully charged with sufficient air-time available)
 2. School keys
 3. School telephone contact list (parents and emergency)
 4. Classlists of all classes
- The principal evacuates the building and meets with her staff at the designated meeting point.
 - She then proceeds to the front outside entrance of the school and waits for the emergency personnel to arrive, providing them with a list of missing pupils and any further assistance they may require.

Responsibilities of other school staff/adults

- The school secretary is responsible for evacuating any ill children from the school sick bay and notifying the appropriate class teacher that she has the child in her care. She is also responsible for taking the first aid kit out of the office with her and making it available to any staff or pupils requiring first aid at the assembly points.
- Extra staff e.g. school cook and janitors must evacuate and assist with the evacuation of younger pupils.
- Miss Ison is responsible for taking the school first aid kit from the ground floor (inside the hall) to the assembly point.

Practicing of Evacuation drills

- Evacuation drills are practiced at least once a year. This will be a planned event with sufficient notice given to all involved.
- Children are taught fire evacuation safety e.g. feeling closed doors before opening them, staying close to floor (crawl) to avoid heat and poisonous gases and the stop-drop-roll technique. To ensure that children are refreshed concerning these safety procedures, teachers are to discuss them directly after an evacuation drill.

Post-drill procedures (day/ days after an actual evacuation-worthy event)

- Children (particularly preschool pupils) get increased care, support and affection during and after a drill.
- School activities are planned in a way to release tension and help children work through the experience.