



## **Solid Foundations Primary School**

### **Crisis Management Policy (2024/11)**

#### **1. Evacuation drill signal**

- 1.1. 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 sound as an evacuation drill without question.
- 1.2. The originating sound should be from the office. It is echoed by Mrs Coetzee blowing her horn through her window towards the face brick house and Mrs Le Roux blowing her horn towards the prefab buildings.
- 1.3. This policy was compiled to provide guidelines for a standard drill procedure. We acknowledge that no policy can foresee all possible threats. In the event that the guidelines in this policy cannot be carried out e.g. a stairwell is blocked, we rely on the discretion of the staff members who are caring for our children, understanding that their health and safety is paramount.

#### **2. Evacuation Routes**

- 2.1. Classes on the highest storey of the main school building evacuate using the outside staircase.
- 2.2. Classes on the first storey/ office level of the main school building evacuate using the stairwell to the junior primary playground.
- 2.4. The classes on the ground floor of the main school building which have entrances facing the netball court evacuate through these entrances.
- 2.5. Classes on the ground floor with entrances facing the hall, evacuate through the entrances facing the hall and make their way around the building.

- 2.6. Classes in the prefab buildings evacuate through their only classroom doors.
- 2.7. Senior Primary classes in the face brick school annex building (“Ouma’s house”) evacuate down the indoor stairwell and front door.
- 2.8. Classes in the new school annex buildings (science lab, violin room etc.) evacuate through their least congested classroom doors.
- 2.8. Preschool classes in the school annex building (“Ouma’s house”) evacuate through the front door or their classroom doors (least congested route).
- 2.9. Classes in the preschool centre evacuate through the least congested classroom door.

### 3. Assembly points

All Grade R-7 pupils assemble on the school netball court. Grade R pupils line up, facing Mrs Coetzee’s classroom. Grade 7 pupils line up closest to Maraboe Street.

All Grade RRR and RR pupils assemble on the grass field.

### 4. Responsibilities of class teachers in the event of a drill

- 4.1. All classrooms must be permanently 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 clipboard near the classroom exits). Senior primary classes must have ALL senior primary class lists and not just homeroom class lists. Alternatively, teachers must have Google Drive access on their phones and be able to access a most recent class-list off the drive on their phones.
- 4.2. Instruct pupils to leave everything and line up at the classroom exit.
- 4.3. All suitcases, pencil bags and kitbags are left behind (bomb threat and time-saving precaution).
- 4.4. Windows and doors are left as they were – do not waste time in closing or opening them.
- 4.5. 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.

- 4.6. Preschool and Foundation Phase teachers must take their own homeroom class's roll call at the assembly point (even if their class was being taught by an alternate teacher e.g. music).
- 4.7. All teachers take their cell phones along, if possible.
- 4.8. The teacher walks briskly, following the designated evacuation route and assembles her class in a neat and orderly fashion at the designated assembly point.
- 4.9. The following teachers are responsible for checking bathrooms closest to their classrooms before evacuating their respective classes (each cubicle must be visually checked): Ms Purchase (bathroom on the highest floor), Mrs Moodley (media centre bathroom), Mrs van der Merwe (boy's bathroom outside her class), Mrs Coetzee (bathroom outside her class), Mr Swiegers (general bathroom near school netball court), Miss MacDonald (bathroom in the school annex – bottom floor), Mrs Obbes (bathroom in the school annex – top floor), Mrs Meintjes (larger bathroom by preschool centre), Ms Alumbi (smaller bathroom by preschool centre) and Miss Masemola (three small bathrooms outside her classroom). The school secretary, Ms Dyomfana, 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 at the assembly point.
- 4.10. P.E. and music teachers must lead pupils attending their classes at the time of the drill directly to the assembly point.
- 4.11. Once assembled at the assembly points, each Mickey Mouse and Foundation Phase homeroom teacher takes a complete roll call of their class. Intermediate and Senior Phase teachers, PE teacher, music, violin/cello and LO teacher take roll call of the class they were teaching when the fire drill foghorn sounded (Mrs Helmbold will have extra class lists if required for these teachers). All pupils must be physically present. Teachers submit a verbal report of any missing pupils to the principal. Kathy must call Erika from the grass field to confirm that all the Grade RRR and RR pupils are safely assembled.
- 4.12. 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.
- 4.13. Teachers maintain a calm atmosphere. No running or shouting is permitted.

4.14. 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.

#### 5. Responsibilities of the Principal of the Institution

- 5.1. In the event of an emergency procedure, the principal must signal an evacuation drill using a fog horn.
- 5.2. Fog horns must be checked and, if necessary, replaced annually by the principal.
- 5.3. The principal immediately contacts the necessary emergency personnel e.g. the fire department and/or local police.
- 5.4. The following is taken out of the office in the event of evacuation:
  - 5.4.1. Cell phone (it is the principal's responsibility to ensure that she has a phone, fully charged with sufficient air-time available)
  - 5.4.2. School keys
  - 5.4.3. School telephone contact list (parents and emergency)
  - 5.4.4. Classlists of all classes
  - 5.4.5. Fire-extinguisher
- 5.6. Once all personnel and pupils are accounted for, the principal 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.

#### 6. Responsibilities of other school staff/adults

- 6.1. The school secretary 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.
- 6.2. Extra staff e.g. school cook and janitors must evacuate and assist with the evacuation of younger pupils.
- 6.3. Mrs Mac is responsible for taking the school first aid kit from her classroom to the assembly point.
- 6.4. Teacher Kathy is responsible for taking her first aid kit from her classroom to the Grade RRR and RR assembly point.

## 7. Practicing of Evacuation drills

- 7.1. Evacuation drills are practiced at least once a year. This will be a planned event with sufficient notice given to all involved.
- 7.2. 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.

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

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

## 9. After Care evacuation procedure

- 9.1. After Care staff will be provided with foghorns.
- 9.2. In the event of an emergency, any After Care staff member may blast the fog horn and it is echoed by all After Care staff members in possession of fog horns.
- 9.3. The initiator of the original fog-horn blast calls Mrs Helmbold or Mr Swiegers telephonically immediately. They are briefed and will contact emergency personal immediately. In the event of neither of them being available, the staff member calls emergency personnel herself/himself.
- 9.3. All Aftercare pupils and extra-mural pupils assemble on the school netball court.
- 9.4. All Aftercare staff assist with roll-call.
- 9.5. Darrel Fell assists emergency personnel on and around property.
- 9.6. Pupils remain assembled until the all-clear is given by emergency personnel or Darrel. (Alternative Aftercare staff member if Darrel is unavailable).