



Gulf English School

EMERGENCY EVACUATION POLICY

EMERGENCY EVACUATION PROCEDURE

2015

Latest Review January 2018

Chief Warden: Monica Berto, Secondary Head

Deputy Warden: Angela Barnard, Primary Head

Purpose:

In the event of fire, severe storm, sand storm, earthquake, explosion, plane crash, toxic spill, siege, hostage incident or bomb threat, evacuation of the School building may be required to ensure the safety of all students, staff, parents and visitors.

Aim:

The aim of the Emergency Evacuation Procedure is to:

- Evacuate all students, 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
- Computer rooms
- Staff room
- Administration office area.
- Science Labs (Floors 2 and 3 central section)

Evacuation Procedure:

1. The staff member hearing the alarm/receiving the incident alarms (nominally the school secretary), will notify the Director, School Heads or Deputies.
(FireBrigade/Police/Ambulance)
2. In the case of the fire alarm ringing and if requested by one of the management team, the Reception staff will the contact the Emergency services (Fire Brigade/Police) by dialing “112 ” on an external telephone line.
3. If the external landline telephone system is not functioning, mobile phones to be used.
4. 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.
5. The Deputy Head (or other person nominated by the Head will sound the evacuation signal.
(ALARM).

Horn -15 seconds (if there is no electrical power).

TO BE REPEATED AS NECESSARY

Administration Staff Actions:

1. In the event that both Heads are absent from the school, the assigned Deputy Head teachers will adopt the role of Chief Wardens for their respective sections.
2. Where practical, all electricity and gas should be switched off at the appropriate main switch. (i.e. Science, IT and Administration).
3. Administration staff are to carry out the following actions:
 - Nurses to evacuate students from the first-aid room.
 - Assist the SLT where appropriate.
 - School secretaries to retrieve registers and take to emergency muster stations.
 - If the registers are in the main reception areas, Reception staff to take Primary registers to the Park and Secondary registers to the front of school.

Library Staff Actions:

1. Library staff are to carry out the following actions:
 - Evacuate students who are not under the direct supervision of a class

Teacher in library actions.

- Check the library for students and evacuate.

Classroom Teacher Actions:

1. Teachers in class rooms are to instruct their students to evacuate to the Emergency Evacuation Assembly Area.

The teacher is to ensure the following procedures take place

- Students cease work immediately
- Leave all books, practical work, personal possessions and bags.

At the direction of the teacher, students stand and move 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 practices. If a casual teacher, the 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.

Notify Director/SLT/ Secretary of the fire.

- 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.
- Fight only very small fires with the fire extinguisher/hose.
- No-one is ever to re-enter the building once evacuated without approval from the Head teacher.
- On sounding of alarm, teacher to pick up the 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 during breaktimes, all teachers will move to the playground areas and assist staff on duty to move students.

2. As each class reaches the Emergency Evacuation Assembly Area, the students are to assemble in line under the direct supervision of their classroom teacher.

Students are to remain seated until the ALL CLEAR is given by the Head or Deputy Heads

3. Teachers will mark their class roll. The names of students missing, must be given to the Head or Deputies and checked against the sign out books.

4. The Head/Deputies will notify all known missing students, staff and visitors to the Police/ Fire Brigade.

5. Staff with special responsibilities are to carry out their duties and report immediately to the Head 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 students. Staff are 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 three evacuation drills should be scheduled each school year, with one in Terms 1 and 2.
2. Two of the drills should be conducted with full prior notice to staff, while the other drill will be conducted with partial notice to Senior staff (Full Prior notice includes: term, week, day, time)
4. An evacuation drill with partial notice will be initiated by the principal.
5. Different scenarios will need to be created to deliberately alter the behaviour of staff and students. The means of entry to the Emergency Evacuation Assembly Area could also be deliberately blocked so that alternative routes would need to be found.
6. Feedback after each evacuation drill will be collected in an effort to gain feedback and to establish the degree of success of the drill and highlight areas to improve.

Evacuation Assembly Area Considerations:

1. All persons missing during an evacuation will be reported to the Fire Brigade/Police via the Head or Deputies . Staff will take instruction from the Emergency Services with regard to missing students and/or staff. No person is to attempt to re-enter the school premises to search for missing people.
2. Staff are to assist emergency Services personnel on request.
3. Students are to be carefully and closely supervised at all times.
4. No-one is to leave the Emergency Evacuation Assembly area without first gaining permission from the Head
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 students. It must be impressed upon students, of the seriousness of conducting emergency evacuation drills. The expectations of student 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:

- Floor Deputies to check if any children are in the Art Room, toilets, library or staffroom.
- All other teachers are responsible for their own class.
- Non teaching staff are to assist staff with classes along the evacuation route.
- The Reception staff are responsible for phoning emergency services. bring out a copy of the class lists, back-up disks for the computer and school keys.
- The Security guards to ensure that the school gates are opened swiftly,

EXIT ROUTES:

- Kindergarten, outside the secondary entrance wall. If out for a prolonged time or in the event of emergency, the park.
- Any students in the secondary section and shared lower ground floors to the car park at the front of school.
- Specialist resource 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 Head
- Stay in your area until notified it is safe to leave.
- Emergency evacuation drill will take place regularly

FIRE PREVENTION & FIRE EXTINGUISHERS & HOSES:

- Fire extinguishers will be check as per regulations.
- Combustible and flammable materials are NOT to be place on or near heating appliances.
- 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 red cupboards indicating location of individual extinguishers.

Fire Blankets in laboratories

Sick Bay

Canteen.

SEIGE/ HOSTAGE:

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.

Head/ Secretary to notify all classes Teachers to

Close doors / windows / blinds / secure children out of sight and

Keep children quietly calm.

Teachers await further instructions from SLT

Director or Head to contact:

- Emergency Services
- Head office

5. Assemble personnel with a direct knowledge of:

- Events
- Interior layout / topography
- The hostage/s or
- The assailants.

6. Co-operate and assist police as necessary.

BOMB THREAT

1. Call the police.
2. Evacuate as per exit procedures.
3. Notify superiors.

TOXIC EMISSIONS: (Gas, fuels or chemicals)

1. When alerted, check the source of the disaster.
2. Close all windows and doors.
3. Call the police.
4. Await instructions of the Officer-In-Charge.
5. Notify superiors.

KUWAIT CIVIL DEFENCE SIRENS

Types of sound:

- A single tone which is not continuous indicates possible danger.
- A wave sound indicates of something that has already happened.
- A continuous tone means that danger is over.

1. Get everybody under desks and tables or a door frame.
2. Ensure nobody leaves the building.
3. Wait for instructions from SLT or Civil Defence operatives.

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 students to re-enter.
6. Notify superiors.

Outdoors

1. Move everybody away from buildings, trees and powerlines.
2. Tune into radio and follow emergency instructions.
3. Ensure building is safe before allowing students to re-enter.