

EMERGENCY PLAN: EVACUATION

- 1 Explain **modus operandi** to class (see information sheet)
- 2 Indicate **“Head”**. He/she leads the class group to the **nearest exit** as quickly and orderly as possible. Consult information sheet on evacuation.
- 3 Indicate **“Tail”**. He/she moves to the door to count pupils (after the signal for evacuation has been given!) As the class group moves out, he/she remains at the back and at the relevant **safety point** (see map) the ‘tail’ helps the relevant teacher to check whether all the learners (in class group) are there.
- 4 **"Head"** leads class group to safety point as indicated on map.
- 5 **"Tail"** therefore tells you at security point if everyone is present!
- 6 Learners line up and remain dead silent. **"Head"** in front and **"Tail"** at the back.
- 7 After the teacher and "tail" have checked learner numbers (class group), "head" or "tail" is sent to report to person in charge of that relevant area (called **area manager**).
- 8 "Area managers" information by messenger to control point 7. (see map).

"Area Managers"

Point 1: Mr Adams	(Grass next to prefab 4)
Point 2: Ms L Bester	(Front hockey field)
Point 3: Ms Vermeulen	(Grass at eucalyptus trees)
Point 4: Ms Barnard	(Grass near bike stand – behind Diamond classes)
Point 5: Ms Klopper	(Grass near cricket nets)
Point 6: Ms Van Der Merwe	(Tar pitch: On netball court – at the ramp)

Thank you very much

Grass next to prefab 4 under the tress

Visagie, at control point 7 (Security building in front of the school)

[illegible]

SAFETY POINT 2 (MRS L BESTER)

Hockey field in the front

Will you please tick off the number of each room where all learners are present. If you have a message, write it on the back of the folio and send it as soon as possible by messenger to **Mr. Visagie, at control point 7** (Security building in front of the school)

[illegible]

SAFETY POINT 3 (MRS VERMEULEN)

Grass at eucalyptus trees

Will you please tick off the number of each room where all learners are present. If you have a message, write it on the back of the folio and send it as soon as possible by messenger to **Mr. Visagie, at control point 7** (Security building in front of the school)

[illegible]

SAFETY POINT 4 (MRS BARNARD)

Grass behind Diamond wing

Will you please tick off the number of each room where all learners are present. If you have a message, write it on the back of the folio and send it as soon as possible by messenger to **Mr. Visagie, at control point 7** (Security building in front of the school)

[illegible]

SAFETY POINT 5 (MRS KLOPPER)

Grass near cricket nets

Will you please tick off the number of each room where all learners are present. If you have a message, write it on the back of the folio and send it as soon as possible by messenger to **Mr. Visagie, at control point 7** (Security building in front of the school)

<u>ROOM</u>	<u>NUMBER PRESENT</u>	
121		
123		
124		
125		
126		
43		
44		
45		
46		
47		
48		
Prefab 7		
Prefab 8		

SAFETY POINT 6 (MRS VAN DER MERWE)

Tar pitch to the right of tennis courts next to ramp

Will you please tick off the number of each room where all learners are present. If you have a message, write it on the back of the folio and send it as soon as possible by messenger to **Mr. Visagie, at control point 7** (Security building in front of the school)

[illegible]

EMERGENCY PLAN: Evacuation of school

1 GENERAL PURPOSE

To evacuate the school building as quickly and as decently as possible in an emergency or simulated emergency.

2 WRITTEN INSTRUCTIONS IN PREMISES

In each room there is a school plan on which the various exits and shortest routes to them are indicated.

3 INDICATIONS

- 3.1 In each class group that occupies a room at any stage, a "head" and a "tail" are designated by that relevant teacher.
- 3.2 The function of the "tail" is to move immediately to the door and count the pupils as they leave the class, stay at the back of the line and at the security point help the teacher in question check whether all the pupils arrived and if they are "safe".
- 3.3 The "head's" function is to lead the class group as quickly and orderly as possible to the nearest exit, according to the prescribed method. He/she will have to be able to show judgment in case there are obstacles in his/her way. If he/she notices something, he/she must report it to the teacher later at the security point. The "head" and "tail" should always have visual contact during the procession. Hand gestures help.

4 PROCEDURE: During interruptions in electrical and communication connections

- 4.1 The signal for evacuation is given from the Van Jaarsveld portal. If the siren cannot be used, a car's horn will be pressed repeatedly.
- 4.2 As soon as this signal for evacuation is heard, the teacher, "head" or "tail" gives the following command:
 - We are now going to evacuate the school building. Stay calm and decent. (Students with special tasks leave the room.)
 - Open your book bag - check if there is anything that looks suspicious - you should know.
 - Open your desk - check if there is anything that appears suspicious and leave the desks's lid open, if possible.
 - Suspicious articles are not touched, but are reported to the teacher, "head" or "tail"
 - Each pupil takes his "safe" bag and follows the 'head'. No time is wasted.
 - Teacher turns off the lights, closes the door and follows his/her pupils.

- 4.3 No one runs, keep quiet, walk briskly and keep your eyes open.
- 4.4 The "head" leads their class group to the relevant safety point as indicated on the map.
- 4.5 Pupils line up at the safety points (see attached site plan). "Head" at the very front and "tail" at the back.
- 4.6 The teacher and the "tail" now check whether all the pupils who were in the relevant room are at the security point and then send the "head" or "tail" to report to the person in charge of that relevant area.

“AREA CONTROLLERS” PLEASE MARK.

- 1 The number of your area control.
- 2 The number of each room where all the pupils are accounted for. Write on the back if you have a message and send THIS piece of paper as soon as possible **BY MESSENGER TO CONTROL POINT 7.**

5 **SAFETY POINTS:**
Point 1

- 5.1 Top of the hockey field (trees) – Teachers in charge: Mr. Adams
 - 5.1.1 Hall
 - 5.1.2 Administrative block – below
 - 5.1.3 Room 11, 12, 13, 14
 - 5.1.4 Room 103, 104, 105, 106, prefab 3, prefab 4

Point 2

- 5.2 Hockey field - Teachers in charge: Mrs. Bester
 - 5.2.1 Room 17, 18, 22, 23, 24
 - 5.2.2 Room 113, 114, 115

Point 3

- 5.3 Grass at Eucalyptus trees – Teachers in charge: Mrs. Allers
5.3.1 Room 19, 21 + music rooms, prefab 1 and prefab 2
5.3.2 Room 32, 35, 36, 38, Bib
5.3.3 Room 111, 112

Point 4

- 5.4 Grass next to bicycle stand (parent drop-off area) – Teachers in charge:
Mrs Barnard
5.4.1 41,42
5.4.2 Room 52 to 57
5.4.3 Room 120, 122
5.4.4 Room 129, 130
5.4.5 D1, D2, D3, D4, D5

Point 5

- 5.5 Grass next to cricket nets (near Diamond wing) – Teachers in charge:
Mrs. Kloppe
5.5.1 Room 43, 44, 45, 46, 47, 48
5.5.2 Room 121,123,124,125, 126
5.5.3 Prefab 7, prefab 8

Point 6

- 5.6 Tarp to the right of tennis courts next to the ramp – Teachers in charge:
Mrs. v/d Merwe
5.6.1 Room 30, 31
5.6.2 Room 101, 102, 108, 109, 110, 116, 117, 118, 119
5.6.3 Prefab 5, prefab 6
5.6.4 L.O. – groups if outside and center
5.6.5 Cleaning staff

Point 7

- 5.7 Next to security building
5.7.1 principal
5.7.2 deputy head
5.7.3 teacher in command
5.7.4 administrative staff
5.7.5 caretaker
5.7.6 first aid team
5.7.7 firefighting team

Safety point 1	Safety point 2	Safety point 3	Safety point 4	Safety point 5	Safety point 6	Safety point 7
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