Een Bladwijzer met die Bladwijzer-ID ISO werd in de Data niet gevonden.

Crisis Management Policy

1. **Legislation regulating this policy**
   1.1. South African Schools' Act
   1.2. Government Gazette no. 26663 no 975, 20 August 2004. Regulations relating to safety measures at Independent Schools.
   1.3. Occupational Health and Safety Act
   1.4. Municipal bylaws
2. **Evacuation drill signal**
   2.1. The standard evacuation drill is signalled with a megaphone siren sound. Once the alarm has been signalled, all staff members are to treat the sound as an evacuation drill without question.
   2.2. The originating sound should be from the admin office, whereafter the person holding the megaphone will walk throughout the school building.
   2.3. 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.
3. **Evacuation Routes**
   3.1. The classes in the right wing of the building use the front door and through front gate to evacuate the building.
   3.2. The classes in the left wing of the building use the back door and the back gate to evacuate the building.
4. **Assembly points**

   All learners assemble at the slip lane on the side of the building in the Bergrivier Boulevard.

5. **Responsibilities of class teachers in the event of a drill**

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5.1. 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).

5.2. Instruct learners to leave everything and line up at the classroom exit.

5.3. All suitcases, pencil bags and kitbags are left behind (bomb threat and time-saving precaution).

5.4. Windows and doors are left as they were – do not waste time in closing or opening them.

5.5. Teachers take class-lists and a pencil, as they are responsible for that class's roll call at the assembly point.

5.6. All teachers take their cell phones along, if possible.

5.7. The teacher walks briskly, following the designated evacuation route and assembles her class in a neat and orderly fashion at the designated assembly point.

5.8. The director is responsible for checking all the bathrooms.

5.9. Once assembled at the assembly points, each teacher takes a complete roll call of her class. All learners must be physically present. Teachers submit a verbal report of any missing learners to the director.

5.10. 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 director to all the assembled staff members.

5.11. Teachers maintain a calm atmosphere. No running or shouting is permitted.

5.12. Once a verbal stand down/ all-clear has been given by the director, the teacher returns her learners to their class in an orderly fashion and resumes the daily timetable.

6. Responsibilities of the Director of the Institution

6.1. In the event of an emergency procedure, the director must signal an evacuation drill using the megaphone siren sound.

6.2. The megaphone must be checked and, if necessary, replaced annually by the director.

6.3. The director immediately contacts the necessary emergency personnel e.g. the fire department and/or local police.

6.4. The following is taken out of the office in the event of evacuation:

6.4.1. Cell phone (it is the director's responsibility to ensure that she has a phone, fully charged with sufficient air-time available)

6.4.2. School keys

6.4.3. School telephone contact list (parents and emergency)

6.4.4. Classlists of all classes

6.4.5. Fire-extinguisher

6.5 Once all personal and learners are accounted for, the director proceeds to the front outside entrance of the school and waits for the emergency personnel to arrive, providing them with a list of missing learners and any further assistance they may require.

7. Responsibilities of other school staff/adults

7.1. The nearest teacher to the office is responsible for taking the first aid kit out of the office with her to the assembly point and making it available to any staff or learners requiring first aid at the assembly points.

8. Practicing of Evacuation drills

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

8.2. 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 stopdrop-roll technique. To ensure that children are refreshed concerning these safety procedures, teachers are to discuss them directly after an evacuation drill.

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

9.1. Children get increased care, support and affection during and after a drill.

9.2. School activities are planned in a way to release tension and help children work through the experience.

10. After Care evacuation procedure

10.1. After Care staff will be provided with megaphones with the siren function.

10.2. In the event of an emergency, any After Care staff member may blast the megaphone siren sound and it is echoed throughout the school building.

10.3. The initiator of the original fog-horn blast calls the director 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.

10.4. All After Care learners assemble at the assembly point.

10.5. All After Care staff assist with roll-call.

10.6. Learners remain assembled until the all-clear is given by emergency personnel or the director, if the director is unavailable the after-care staff.