



CHIVIRIKANI PRIMARY SCHOOL

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SCHOOL POLICY

Emergency Evacuation Plan

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016 (South African Schools Act, 1996 (Act No. 84 of 1996))
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PURPOSE

To Ensure the Safety of Learners, Educators, Non-Academic Personnel and Visitors.

EMERGENCY PLAN FOR FIRE AND BOMB THREATS

Fire drills should be held as many times per term as decided by the Principal and SGB (at least once per term).

EXERCISE PROGRAMME

- The siren to be sounded briefly five times to indicate a fire. (Five hoots to indicate "brand" in Afrikaans).
- Educators first **calm** the learners and let them move first **orderly and but quickly** out of the classroom after the fifth hoot towards the specific exit as indicated on the school plan. (No learner may run).

- A school plan should be posted in each classroom indicating the route to the assembly point.
- The educator and class captain leave the classroom **last** to ensure that everyone has left the room. The educator takes a **class register** along and is responsible for ensuring that nobody panics and starts running.
- The learners move quickly to the **assembly point** as indicated on the school plan.

ASSEMBLY POINT

- It is the responsibility of each educator to ensure that everyone in his or her register class is present.
- **Roll call** will be done to check if everyone is at the assembly point.

PROCEDURE IN CASE OF A REAL FIRE

- The person who discovers the fire makes alarm by **informing the office**, after which it is investigated.
- The **police** and **fire brigade** are informed regarding the fire and the extent of it.
- The **siren** will be sounded **five times** to indicate a fire. (Five hoots represent the five letters of "brand" in Afrikaans).
- The educator calms the learners and the learners **quickly move out** of the classroom without running, after which the educator follows taking the class register.
- The educator and class captain leave the classroom last. They ensure that everyone has left the classroom.
- Nobody should run but move quickly to the **assembly point** as indicated on the school plan.
- **Roll call** must be done to make sure all children are present.
- **First Aid** can be undertaken at the assembly point if necessary.
- All learners stay at the assembly point until the building has been declared safe by the police or the fire brigade.

GENERAL

- Fire extinguishers should be in administrative block and in every alternate classroom.
- Fire hoses at strategic points.

EMERGENCY NUMBERS SHOULD BE POSTED AT THE FOLLOWING PLACES

- In all venues and classrooms.
- At the entrance to the administration building.
- At the entrance to the premises.

BOMB THREAT

- Action of the person receiving the threat:
 - Inform the office and the police immediately.
 - Nobody may investigate a bomb or suspicious package.
 - The person who received the threat should **stay** as **calm** as possible and not cause panic amongst the learners or staff.

EVACUATION PLAN:

- The **siren** will be sounded **three** times. (Three hoots represent the three letters of “bom” in Afrikaans).
- When the instruction is given to evacuate, everyone should proceed along the shortest, safest routes towards the **assembly point** as quickly as possible.
- Learners are not allowed to run in order to prevent them from being trampled.
- All possible **emergency exits** are used.
- **First aid** is administered if necessary.
- **Roll call** is done to check that all learners are present.
- Learners are dismissed from the assembly point.

