



KING EDWARD VII SCHOOL

EMERGENCY AND EVACUATION PLAN – 2016

In the event of an emergency the Emergency Committee (Messrs Hansen, Thorne, de Wet, Mr Matthee, Mrs Schumyn and Mrs Gordon) will report to the Headmaster's office.

1. Meanings of alarm signals

1.1 Foghorn (long blast)

- This signal means that pupils must fall flat wherever they are and await further signals or instructions from the Headmaster or appointed staff members. Activated by Controller and Deputy – one to cover east of School buildings and one to cover the west (including Technology block).

1.2 Yelp (loudhailer)

- The signal to evacuate to the fields is a YELP signal or an instruction given by loudhailer.
- The Headmaster and Committee to decide which section of the building must be evacuated or needs assistance and which assembly area is to be used. Activated by Controller and Deputy – one to cover east of School buildings and one to cover the west (including Technology block).

1.3 Intermittent ringing of bell

- The signal to evacuate to the Hugh Wilson Square is short rings of the bell. Activated by Controller and Deputy – one to cover east of grounds, *i.e.* down Oak Street and one the west, *i.e.* past Technology block.

A continuous ringing of the school bell will signal the all clear.

2. Action to be taken when an alarm signal is given

2.1 When either the BELL or YELP signal are sounded, pupils are to pack all bags and take them to the place directed by the signal.

2.2 The class is to walk quietly either to the centre rugby field or to the Hugh Wilson Square via the indicated routes.

2.3 House Group lists to be collected from Mr Hansen and House Group Leaders, with the monitors, must call the roll in the quadrangle or on the rugby field and report to the controller at the control point. (Report anyone missing, etc.) ***(Mr de Wet will be the controller – please report CLEARLY.)***

2.4 Mr van Rooyen to alert Art and Technology centres.
Administrative staff and domestic workers (kitchen staff) including Mrs Reineke to report to Mr Matthee.
Mrs Wessels to lock front door and office.
Mrs Wessels to call Mrs Tew.
Mrs Tew to alert association office and Mr Matthee and Mr Sim / Mrs Young.
Ground staff to report to Mr Matthee. Mr Baloyi to act as runner if required.
Mrs Wessels / Mrs Dale to phone the tuck shop.
Mrs Wessels to phone the hostels.
Students and block leaders to report to Mr Hansen.
Mr Erasmus to check that staff members, who are not House Group Leaders, report to him.
Mr Hansen to inform students on arrival.
Mrs Schumyn to clear the library.
Mr Olivier to clear the gym.

- 2.5 Should the **YELP** be sounded at break, everyone must go straight to the centre rugby field. The BELL indicates the boys must move from where they are to the Hugh Wilson Square.
- 2.6 **Routes to be taken to the fields:**
- | | |
|---|--|
| Rooms 1 – 7 | West stairs |
| Rooms 8 – 15 | East stairs |
| Rooms 17, 18, 19, 26, 32, 33, 35 and
Old Staffroom and Old Prefects room | Out past Auditorium and fish pond |
| Library | Own entrance |
| Lecture Hall | Own entrance |
| Rooms 36 – 42 | Proceed to north of main buildings past main entrance through
Memorial Garden, past the old gymnasium |
| Rooms 20 – 25 & HOD | Science stairs and east of boys' toilet and Room 51 |
| Rooms 45 – 50 | Own stairs |
| Rooms 51 – 53 | Move out east of Geography block |
| Rooms 55 – 58 | Own entrances |
| Rooms 59 – 63 | Move out east of Geography block |
| Office staff & Boardroom | Front entrance |
| Staffroom | Memorial garden / staff quadrangle |
| IT Centre | Doors to tarmac |
| Ground staff | Nearest exit |
- 2.7 **Evacuation to the Hugh Wilson Square (intermittent ringing of the bell)**
- Rooms 1 – 7 to use the West stairs.
Rooms 8 – 15 to use the East stairs.
All other rooms to take easiest and quickest route to Hugh Wilson Square.
- 2.8 Learners to line up on the Hugh Wilson Square in House Group order.. Houses to line up in the following order: Anderson, Crofts, Grimmer, Hofmeyr, Robinson, Davis, Hill and School starting on the eastern side (IT Centre) of the Hugh Wilson Square.
- 2.9 **Movement from quadrangle to fields**
- | | | |
|----|-----------------|-----------------------------------|
| a) | Grade 8's & 9's | Through Memorial Gardens to field |
| b) | Grade 10's | East stairs |
| c) | Grade 11's | West stairs |
| d) | Grade 12's | Science stairs |
- Assembly point: On field – Houses to line up in the following order: Anderson, Crofts, Grimmer, Hofmeyr, Robinson, Davis, Hill and School starting at the Rob Wray Pavilion side.
- Controller and Deputy will control movement using the loudhailers.
3. **Action to be taken in the event of :**
- 3.1 **Attack**
- Pupils drop to the floor and move to the walls in the direction of the threat.
 - Use tables or desks against walls for shelter.
 - Remain lying against the wall and keep heads covered until order to move is given.
 - Person in control will notify the authorities.
 - Do **NOT** evacuate until notified to do so. (Reassure pupils, keep them calm and quiet.)

3.2 **Attack during breaks, before or after school or during change of classes**

- Pupils to drop to the ground at once.
- Crawl for cover and lie still until danger is past.

3.3 **Fire**

- Use fire extinguishers.
- Close windows.
- Pupils to leave classroom.
- Last person leaving room closes door.
- Pupils to move to closest safe room in **opposite** wind direction.
- Fire-fighting teams remove the injured from the buildings and leave them in the care of the first-aid teams outside the building. Fire-fighting teams are therefore the only ones to have access to the building after evacuation.

3.4 **Bomb Threat**

3.4.1 Before using day-room each day, staff must check for foreign or unidentified objects.

- 3.4.2 - It is imperative in the event of a bomb threat that we can recognise and identify foreign objects in School property.
- Teachers must identify any foreign objects in their cupboards, desks, etc.
 - Staff not teaching at the time must check their own classrooms before reporting to the controller. Thus all floors, cupboards and desks should be accounted for before the teacher leaves the classroom. (This is not an exhaustive search but should rather be part of a general awareness of the state of one's classroom.)
 - Teachers will be responsible for the area of corridor between their classroom and the exit as indicated on the evacuation plan.
 - All unidentified bags, boxes, etc. must be reported to the Controller at the control point.

3.4.3 **Staff responsible for accompanying the bomb squad:**

- Main block including library, staffroom and lecture hall – **Mr Marx**
- Science block, Faber building – **Mrs Peyper**
- Geography block, Industrial Arts Centre, Art Centre and Tuck-shop – **Mr Hammond**

3.4.4 Please do not lock any rooms when leaving after the emergency signal.

3.4.5 Keys will be issued to those members accompanying the bomb squad.

4. **Fire Fighting Teams**

- Leader : **Mr de Wet**
- Deputy Leader : **Mr Maqina**
- Reserve : **Grade 12 A**

5. **First Aid**

Leader: **Mrs Schumyn** (to control equipment)
 Deputy Leader: **Mrs Asvat** (to take small first aid kit to evacuation point)

Storage of emergency packs and equipment:

a)	Room 55A	Mr Gaunt (1 First Aid pack)	<i>The Deputy Controller to allocate boys to carry these packs out to the assembly area.</i>
b)	Room 11	Mrs Reynolds (1 First Aid pack)	
c)	Room 50	Mrs Mohr (1 First Aid Pack)	

Mrs Schumyn / Mrs Asvat to organise first aid teams.

6. **Plan of Terrain** – Sketch attached

7. **Post**

- Mrs Dale / Mrs Reineke control and open all incoming post. Detection and handling of possible letter bombs.

8. **School Buses**

- Mr Matthee to check after reporting to controller.
- Buses must be checked before use.
- Evacuation of buses by pupils in emergency.

9. **Block Leaders**

- A Block Leader is a person assigned to take control of a specific area of the School in the case of an emergency.

9.1 **Duties of Block Leaders:**

- To sweep their area for any foreign object or stray bag (this must be reported to the controller).
- To make certain everyone in their block has heard the signal and is acting accordingly.
- Indicate alternative routes if necessary.

9.2 **Areas and Leaders:**

- | | |
|-------------------------------|--------------------------|
| ➤ Lower quadrangle : | Mr Dunne |
| ➤ Upper quadrangle | Mr Thompson |
| ➤ Science Block (rooms 36-42) | Mrs Peyper |
| ➤ West Wing | Mrs Crous |
| ➤ Faber Wing (rooms 59 – 63) | Mr Holmes |
| ➤ Geography (rooms 45 – 53) | Mr Hammond |
| ➤ Technology & Art Centre | Mr van Rooyen |
| ➤ Swimming Pool | PE Master on Duty |
| ➤ IT Centres | Mr Tew |
| ➤ Library | Mrs Schumyn |
| ➤ Tuck-shop | Mr Meyer |
| ➤ Rob Wray | Mr Olivier |

10. **Traffic Controller**

- Mr Matthee to open gates for emergency vehicles if necessary and to direct traffic where necessary.

11. Checking of Evacuation Point

- Check for foreign objects at point of evacuation; checking to be done by **Mr Holmes** and **Mr Maqina**.

12. Communications

- In case of any emergency 24/7 will be notified to assist – **Mr Thorne**

13. Emergency Committee

- All members of the Emergency Committee must be informed of their duties in writing.
- The following are members of the Committee :

◆ Executive Committee :	Headmaster	Mr Lovatt
	Deputies	Mr Hansen, Mr Erasmus, Mr Thorne and Mrs Groenewald
◆ Emergency Controller :	Mr Lovatt / Mr Hansen	
◆ Deputy Controller / Learners :	Mr de Wet	
◆ Communications Controller :	24/7	
◆ First Aid :	Mrs Schumyn	
◆ Deputy First Aid :	Mrs Asvat	
◆ Fire Fighting :	Mr de Wet	
◆ Deputy Fire Fighting :	Mr van Rooyen	
◆ Traffic Controller :	Mr Matthee	
◆ Staff Controller :	Mr Hansen	
◆ Admin Controller :	Mr Sim	

- All Block Leaders are members of the Emergency Committee.