

EMERGENCY EVACUATION PROCEDURES

Emergency Response Team

*SC = Senior Campus

*JC = Junior Campus

Name	Initials	Position	Internal & school mobile	
Ms M Gilbert-Sáez	MGS	Principal	2740	0651780160
Mr S McGoldrick	SMC	Concierge	2744	0645026071
Mr P Roberts	PRO	Head of Middle School	2745	0651291403
Ms A Koekoek	AKK	Student Administrator	2749	0682013441
Mr C Marshall	CMR	Teacher	n/a	
Ms S Mhatre	SMH	Teacher	n/s	
Ms L du Plessis	LPL	Deputy Principal SC	n/a	0682013379
Ms C Maffazioli	CMF	Administrator SC	2751	0682013439
Ms M van Rooij	MRO	Teacher/Tutor	n/a	
Ms C Lugtigheid	CLU	Administrator	n/a	0657499065
Ms Y Muilwijk	YMU	Curriculum leader for Science	n/a	

EVACUATION PROCEDURE RISS

On Hearing The Evacuation Siren

Staff taking a class should:

1. Ask students to remain calm and inform them that this is an evacuation.
2. Switch off any electrical/gas appliances in use and **close any open windows**.
3. Inform students that they must leave all school bags and equipment/books etc. in the classroom, and that they must stay together as a group. They cannot go to their lockers!!
4. Take the class Attendance List with you (Magister on your phone) and line-up the students outside the classroom in the corridor. **Close, but do not lock**, the classroom door.
5. Look along the corridor and check for signs of smoke or fire. If such is sighted, lead your students in the opposite direction and follow the green evacuation signs. You could also be directed to use a specific route by a member of the Emergency Response Team.
Otherwise lead your students along the **shortest escape route as shown on the evacuation maps mounted on the corridor walls**.
6. Do not assume the shortest evacuation route is via the front door of the building.
7. Ensuring that your teaching group remains together, lead your students to the evacuation assembly point in the Sports Complex.

On Hearing the Evacuation Siren

1. The Emergency Response Team (ERT) will assemble at the foyer of the school and will carry out a complete “sweep” of the building. They will direct those students not attending any class.
2. Staff who are not taking a class should evacuate the building immediately via the nearest points and go straight to the school assembly point in the Sports Complex.
3. Students not attending any class must leave the school using their nearest emergency exit and go to the Sports Complex Assembly Point in Junior Campus or the assembly point in Senior Campus.



On Arrival at the Assembly Point: JC and SC

1. All teachers immediately report to the administrator to collect an EVACUATION REGISTER.
2. Teachers recording the Evacuation Registers should line up students in their tutor groups as per the diagram below.
3. Any teacher should do the attendance register, When you have marked off everyone, please hand the form back to the administrator.

Junior Campus

Students line up with Grade 6a closest to the RISS JC, up to 10 d closest to the Sports Canteen.

FIELD RED 'D' AREA ERT A TRACK

6a	6b	7a	7b	7c	8a	8b	8c	9a	9b	9c	10a	10b	10c
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Senior Campus

Students meet at the assembly point sign in the parking lot. Classes line up with Grade 11a the closest to the gate, and 12 d closest to the growing hedge.

Gr 11a	Gr 11b	Gr 11c	Gr 11d	Gr 12a	Gr 12b	Gr 12c
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When all attendance reports have been given checked off and handed to the administrator, the school will be informed of the next action to be taken. In an actual emergency, this will be in collaboration with the emergency services.

Safety instructions: Teachers

Below is the emergency response organisation of Rotterdam International Secondary School (RISS). It is very important to you to know what you have to do in case of an emergency.

What's the goal of the Emergency Response (ER)

With the ER we would like to prevent negative consequences on behalf of the personnel and other occupants caused by fire, explosion, collapse, personal accidents and other negative causes. The time, between an incident and the professional response is an important factor.

Our ER members are trained to:

- Handle an incipient fire
- Give first aid
- Start and lead an evacuation
- Guide professional rescue services

More information can be found in our Emergency Response plan. This plan is present in the Principal's office.

General instructions

- On strategic points within the building, emergency instructions and plans are present.
- Please make sure you know where to find these instructions and make yourself familiar with these instructions.
- During your normal daily activities you can help us to prevent accidents.
- Some of these preventive actions are stated in the underneath safety do and don'ts.

The safety precautions:

- Never obstruct an escape route with materials like boxes, equipment, etc.

- Do not disconnect door-closers.
- Never obstruct fire extinguishers and fire alarms.
- Minimize the use of electrical splitters.
- Do not place paperwork on PC monitor or on vent holes of other electrical equipment.
- Do not place glass bowls on a window shelf.
- In the building you will find items which are there for your and others' safety. These items are for example fire extinguishers, hose reels, defibrillators, first aid kits and self-closing doors. It is not allowed to obstruct one of these items. In case an obstruction is noticed, please remove or notify the concierge.

Lockdown Procedure

- A lockdown should be initiated when a situation arises that requires the isolation (rather than evacuation) of staff and students from an identified threat. This could be an aggressive or violent intruder, siege/hostage incident, dangerous animals, armed robbery and lightning/severe storms.
- A lockdown should involve the whole school campus

If it is an event, you will hear: This is not an exercise

If you hear, "LOCKDOWN" over the intercom or an administrator announces the lockdown in person:

- 1) Everyone is to stay where they are.
- 2) If in class, stay in current classroom.
- 3) If outdoors, move to closest, securable room and stay there.
- 4) Check and collect people from adjacent/designated areas.
- 5) Students and staff to stay out of sight as much as possible e.g. sit on floor
- 6) Turn off lights.
- 7) Close windows and lock doors.
- 8) Stay quiet.
- 9) Staff remind students not use mobile phones and turn off (to prevent texting).
- 10) Note all students, visitors and volunteers that you have in your area.
- 11) Keep intercom and phone lines free – staff may be able to use mobiles to assist.
- 12) **Classroom teachers** are to:
 - a) Quickly glance outside the room to direct any students or staff members in the hall into their room immediately.
 - b) Lock their door.
 - c) Lower or close any blinds.
 - d) Place students against the wall, so that an intruder cannot see anyone looking in the door.
 - e) Look for the '**Safe Corner**'.

- f) Turn out lights and computer monitors.
- g) Keep students quiet.

An announcement will be made when the lockdown is over.

Note: A lockdown exercise will be rehearsed once a year. During tutor time the date and time will be communicated. Parents will be informed beforehand, and the process will be explained.