

Our mission is for every student to enjoy their youth!

Our vision: Educating for self-awareness, curiosity and integrity in a changing world.

Emergency Evacuation Procedures	2
Emergency Response Team	2
Evacuation Procedures RISS	3
On Hearing The Evacuation Siren	3
Staff in a class	3
Staff or students not in a class	3
The Emergency Response Team (ERT)	4
On Arrival at the Assembly Point at both JC and SC	4
Assembly on the different campuses	5
Junior Campus	5
Senior Campus	6
Safety instructions: Teachers	7
What is the goal of the Emergency Response (ER)?	7
General instructions	7
Safety precautions	7
Lockdown Procedure	8
Lockdown Event	8
Everyone is expected to	8
Classroom teachers are expected to	8

Document reviewed October 2023

and June 2025

Next Official review June 2027

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Emergency Evacuation Procedures

Emergency Response Team

Name	Initials	Position	Internal & school mobile	
Ms L du Plessis	LPL	Principal	2740	06 8201 3379
Mr G Oudman	GOU	Head of Middle Years	2758	06 8201 1280
Ms M Swart	MSW	Head of Foundation Years	2741	06 8201 3378
Mr T Mottram	TMO *	Head of Senior Years/IBDP	2745	06 5129 1403
Ms N Prudhoe	NPR *	Deputy Head	n/a	06 5150 9756
Ms S Murphy	SMU	School nurse	2746	06 5139 0932
Ms E Balsley	EBA *	Administrator SC	2755	
Ms M van Rooij	MRO *	Teacher/Tutor	n/a	
Ms S Beecham	SBE	Leadership Assistant JC	2749	06 4404 1623
Ms M Hakvoort	MHK	Attendance Officer	2744	
Ms L Libert	LLI *	Curriculum Leader for Languages	n/a	
Mr J Senden	JSN *	Facilities Manager	n/a	
Mr C Carson	CCA	PE Teacher	n/a	
Mr J Roos	JRO	PE Teacher	n/a	
Ms T Myburgh	TMY	Teacher	n/a	
Ms C England	CEN	Teacher	n/a	
Mr M Kacor	MKA*	Teacher	n/a	
Mr M Boelsen	MBN	IT Coordinator	n/a	
Ms C Kacorova	CKA	Admissions Officer	2754	06 5985 9819

*** Mostly works at the Senior Campus**

Evacuation Procedures RISS

On Hearing The Evacuation Siren

Staff in a class

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. Line up the students outside the classroom in the corridor. **Close doors**.
5. Look along the corridor and **check for signs of smoke or fire**. If such a sight is encountered, lead your students in the opposite direction and **follow the green evacuation signs on the ceilings**. 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**. Do not assume the shortest evacuation route is via the front door of the building.
6. Ensure that your teaching group remains together, **and lead your students to the evacuation assembly point** in the sports complex outside the JC or the assembly point outside the SC.
7. Students should **walk in silence**.

Staff or students not in a class

1. Staff who are not taking a class should **evacuate the building immediately** via the nearest exit points and proceed directly to the school assembly point in the Sports Complex outside the JC or the assembly point outside the SC.
2. Students who are not attending any class must **leave the school using their nearest emergency exit** and proceed to the Sports Complex Assembly Point in the JC or the assembly point in the SC.

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The Emergency Response Team (ERT)

1. Any member of staff will **collect an evacuation jacket on each floor** if it has not been taken and act as a sweeper.
2. They will **ensure that the floors are empty** by being the last ones to leave, following the students.
3. The sweepers will **announce to the people in charge** on the ground floor that they are the last ones.



On Arrival at the Assembly Point at both JC and SC

1. All teachers are required to **report to the administrator** to collect an **Evacuation Register immediately**. Any staff member can take this role.
2. Staff members recording the Evacuation Registers should **line up students in their assigned groups** as per the diagram below. **Students must remain silent** throughout.
3. When you have marked off everyone, please either **hold up the clipboard** with the:
 - a. **green side** showing if 'all clear'
 - b. **red side** showing if you 'need attention'
4. **The administrator will collect the clipboard/register from you.**
5. When all attendance reports have been checked off and handed to the administrator, the school will be informed of the next action to be taken. In the event of an actual emergency, this will be done in collaboration with the emergency services.
6. Students **remain silent until the 'All Clear'** has been given and their tutor group has been dismissed back to the building.
7. At **no point should students use their mobile phones** unless instructed to by a Head of Section, Deputy Principal, or Principal.

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Assembly on the different campuses

Junior Campus

1. Students line up with Grade 6A closest to the RISS JC, up to 10D closest to the Sports Canteen.
2. Students should **face the railway tracks**.
3. Staff members should **stand near the driveway, facing students**, so that they are easily accessible to the administrator.

The driveway and the track must remain clear.

6A	6B	6C	7A	7B	7C	8A	8B	8C	9A	9B	9C	9D	10A	10B	10C	10D
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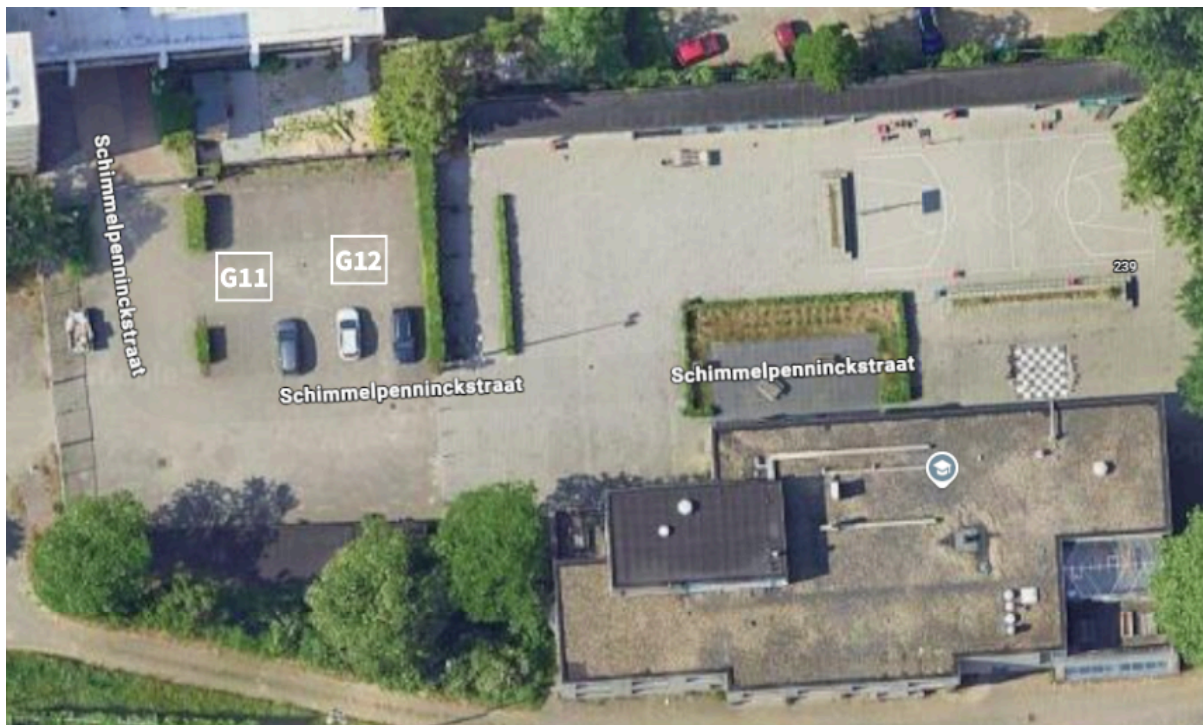
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Senior Campus

1. Students meet at the **assembly point sign in the parking lot.**
2. Classes line up with Grade 11A the closest to the gate, and 12D closest to the growing hedge. Be mindful of parked cars.
3. **Keep the thoroughway free** for emergency services.

11A	11B	11C	11D	11E	12A	12B	12C	12D	12E	12F
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When all attendance reports have been 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). You need to know what you have to do in case of an emergency.

What is the goal of the Emergency Response (ER)?

With the ER, we aim to prevent negative consequences for personnel and other occupants resulting from fire, explosion, collapse, personal accidents, and other adverse 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

General instructions

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

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.
- Minimise the use of electrical splitters.
- Do not place paperwork on a PC monitor or on the vents 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 Head 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

Lockdown Event

If you hear the lockdown announcement over the intercom or an administrator announces the lockdown in person:

Everyone is expected to

1. Stay where they are.
2. If in class, stay in the current classroom.
3. If outdoors, move to the closest secure 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 the floor
6. Turn off the lights.
7. Close windows and lock doors.
8. Stay quiet.
9. Staff remind students not to 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.

Classroom teachers are expected to

1. Quickly glance outside the room to direct any students or staff members in the hall into their room immediately.
2. Lock their door.
3. Lower or close any blinds.
4. Place students against the wall, so that an intruder cannot see anyone looking in the door.
5. Group students behind desks, if necessary, to hide from sight in the corridor.
6. Look for the **'Safe Corner'**.
7. Turn off lights if possible.
8. Keep students quiet.

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An announcement will be made when the lockdown is over.

Note: A lockdown exercise will be explained annually. During tutor time, the date and time will be communicated. Parents will be informed beforehand, and the process will be explained. **This will only be practised with prior warning.**