

# **Pinefields Pre-primary School and Aftercare**

## **Emergency Exit Plan**

Should an emergency occur at the school the following plan will be followed.

### **Emergency Inside the School:**

Most classrooms have two exits, one of each exit leads out to the pathway or the driveway and leads to the designated evacuation area.

There is a bell that will ring when there is an emergency.

The teachers will calmly get the children to line up with their belongings in an orderly fashion with their registers in hand and will do a quick head count to make sure all children are there.

Then they will lead the children down in a calm manner making sure no one panics, through the pathway/driveway via the playground out of the main entrances to the demarcated safety area in the parking lot.

Necessary emergency personnel will be contacted by the principal. Teachers will do another roll count with their registers.

Parents will be contacted and the situation will be explained to them. If required they will be asked to come and fetch their children.

### **Emergency Outside of the School:**

The bell will ring. All the children must be brought into the classrooms if outside in a calm and orderly fashion making sure that no one is left behind. If they are already inside, the teachers will get them to settle down and sit quietly.

Once inside, the teacher's will do a roll count and make sure all pupils are there. The teacher will close and lock all doors and windows.

If it is necessary, all children and staff will keep low and hide under their desks.

Teachers will keep the children calm at all times.

The necessary emergency personnel will be contacted by the principal.

Parents will be informed of the situation and if required they will be asked to come and fetch their children when it is safe to do so.

### **Overall Emergency Drills:**

We have a fire extinguisher that is serviced regularly by Bagani Fire and is placed in a strategic place for any fires that may occur.

We have a very good neighbourhood watch group in our area which will come and assist with any type of emergency at any time

ADT security often patrol in the neighbourhood so we may call them for assistance at any time.

Once all situations are under control the children will return to the classrooms and will be briefed about what had happened in order for them not to be traumatised.

In the event of the situation being a major crisis we are able to take everyone onto the private premises into the main house or through to the back garden (not part of the school).

In major crisis all children will be required to go home.