

SCHOOL EMERGENCY PLAN

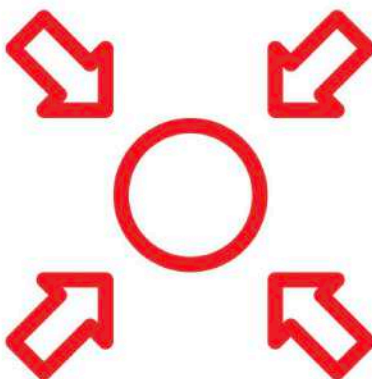


THE ENGLISH WAY

COMPREHENSIVE CULTURE
OF EXCELLENCE

EFFECTIVE GOVERNANCE
AND FINANCIAL SUSTAINABILITY

MEETING POINTS



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PROCEDURE TO ENTER THE PREMISES OF THE ENGLISH SCHOOL

Entrance No. 1: Administrative staff entering by private vehicle and/or bicycle to the basement of the Community Hall.

Entrance No. 2: Staff enter on foot.

Entrance No. 3: Teaching staff entering by private car and/or motorbike to the basement of the Coliseum.

Important to remember:

- Show your school ID card to the security staff..
- Complete the COVIDTES survey before leaving home (you must present the proof of completion on your mobile phone at the entrance).
- Enter and exit through the pedestrian reception to register with the facial recognition cameras (entering and exiting through the basements is not permitted).
- Handwashing at the stations installed at each reception desk.



MEETING POINTS LOCATION



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STUDENT LOCATION IN THE GENERAL MEETING POINT

GENERAL MEETING POINT TES Emergency Plan



TYPES OF SIGNALS

WARNING SIGNAL

This **INTERMITTENT** alarm activates in case of an earthquake, warning of a dangerous situation and alerting everyone to be prepared to evacuate.

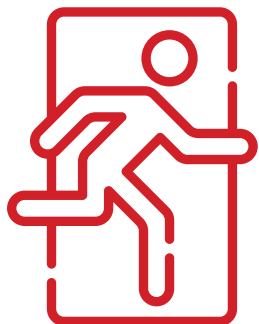
All teachers, students, staff and visitors should stay where they are. If in a classroom or office, you should stay away from windows and take cover under a desk or table. If outdoors, you should move and stay away from lampposts or any object that could fall.

In both cases, you should wait for instructions.

Always remember to keep physical distancing of **1 metre** and to properly wear a face mask.



EVACUATION ALARM



The **CONTINUOUS** alarm warns that danger persists and that the community is at risk. In this case, teachers and brigade members must begin the evacuation procedure to the designated meeting points. The meeting point will depend on the area where the person is currently at.

Stay calm, do not run, do not go back under any circumstances and always keep a physical distancing of **1 metre**.

When arriving at the meeting point, wait for instructions.



EVACUATION ANNOUCEMENTS

These announcements indicate the beginning of the **EVACUATION** procedure. You must locate and head to the designated meeting point in an orderly manner. Do not go back under any circumstances, do not run, do not use the lifts, do not make phone calls, follow the instructions from the brigade members and report if you see any injured people to them.

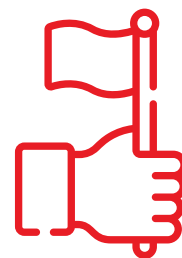
Always remember to keep physical distancing and to properly wear a face mask.



MEETING POINTS PROCEDURES



- **Meeting point leader:** Each meeting point will be assigned a leader who will be in charge of doing a headcount and verifying it with a checklist.
- The meeting point leader will report to the Control Centre, by radio, the number of people evacuated. He/she will also report if any person is missing.



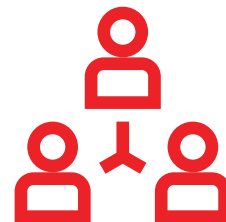
- **Brigade members:** They will inspect the premises to confirm that there are no staff in offices or classrooms.
- They will carry out a visual inspection of the buildings to check for possible structural failures.



MEETING POINTS PROCEDURES



- The **Control Centre** is in charge of reporting the number of people that evacuated to the meeting points and if any structural failure was reported to the Emergency Brigade Coordinator.



- The **Brigades Coordinator** is in charge of giving the order to activate the "End of the emergency" announcement, depending on the report issued by the Control Centre. This announcement indicates that activities can resume.



EMERGENCY CONTROL EQUIPMENT



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FIRE EXTINGUISHERS AND FIRE FIGHTING NETWORK



In the event of a fire, we have 150 multipurpose fire extinguishers, Solkaflam, CO2 and pressurised water, located in all areas of the school.

In addition, we have a fire fighting network to cover the Primary School and Secondary School buildings.



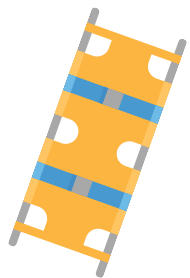
FIRST-AID KITS



There are 54 first-aid kits for emergencies distributed across all areas of the school. For emergency drills, there are first-aid kits placed in the main entrance, the Administrative building, the Control Centre and the Health Care Area.



SPINAL BOARDS



There are 17 spinal boards for emergencies distributed across all areas of the school.

- Pre-School, Primary School and Secondary School buildings.
- Entrances (pedestrian and vehicle).
- Health Care Area.
- Coliseum.
- Administrative buildings.
- Community Hall.
- Football field.



AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

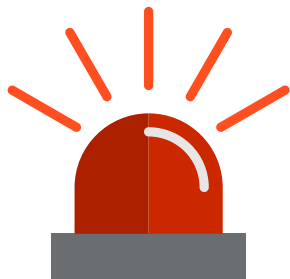


There are 3 automated external defibrillators (AED) for emergencies in strategic areas of the school:

- Secondary building.
- Coliseum.
- Pedestrian Reception.



WHAT TO DO AFTER THE DRILL HAS ENDED



- Debriefing session with the leaders of each meeting point.
- Evaluation of the evacuation drill, observations and recommendations.
- Drill report.
- Resumption of activities.



Thank you

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