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basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA



Reg. No. 2016 / 12 / 31

Emergency Preparedness Policy and Evacuation Plan - 2025

Date Policy Written: 09 2022

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Date of next revision: 03 2028

Person responsible: Principal M.T Fielding

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Growing in Grace Christian Primary School | Physical Details

Physical Address: 3 Brak Street, Stilfontein, 2550, North-West

Postal Address: 3 Brak Street, Stilfontein, 2550, North-West

Type of Business: Primary School

Geographical Status: |

1. Turn into Brak Street, out of Nywerheid Street into a western direction.
2. Turn left into Brak Street (if coming from Stilfontein CBD).
3. Growing in Grace Christian Primary School is situated at number 3, on the left-hand side

<https://q.co/kqs/ukky7Ja>

Compliance

Growing in Grace Christian Primary School is fully registered with the Dr Kenneth Kaunda District Municipality, in the North West, Registration Number: 2016 / 12 / 31.

Policy Statement

Expect the unexpected! Emergency situations usually come with little or no warning and often result in confusion and devastation. The outcome of an emergency is dependent on how well we've planned and prepared for such situations. The purpose of this policy is to address basic emergency planning, evacuation procedures and response for a range of emergencies.

1. Growing in Grace Christian Primary School | is committed, as far as practicable, to providing a safe environment for all children, staff and any other persons participating in the programme.
2. Preparing for any emergency situations by:
 - a. Purchasing and maintaining appropriate equipment.
 - b. Being prepared for a variety of emergency situations.
 - c. Ensuring emergency procedures are in place to effectively manage the threat of danger at the centre on an ongoing basis.
3. All staff are adequately trained and aware of emergency procedures.

Responding to the needs of the children, in the event that a child is injured, becomes ill, or is traumatised whilst attending Growing in Grace Christian Primary School |

4. Complying with regulatory and legislative requirements.

Method

1. This policy will be implemented and updated by Principal M.T Fielding.
2. The above named person is assisted by trained staff members.

Aims of the Emergency Policy, Emergency Preparedness and Evacuation Plan

5. Growing in Grace Christian Primary School | subscribes to a culture of safety. The aim of this plan is to equip and educate the management and staff of our Primary School on the prevention of and effective response to an emergency situation. The purpose of this plan is to:

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1. Minimize the risks of an emergency situation occurring.
2. Have an effective approach in responding to emergency situations.
3. Identify appropriate support in the event of an emergency situation.
4. Identify and implement training and information resources for staff.

Responsibilities and Roles in Emergency Planning, Preparedness, Response and Evacuation

The Principal/Owner

Ensures that Growing in Grace Christian Primary School is compliant and registered in terms of the South African Children's Act and the Bylaws of the Municipality in which the Primary School resides.

1. The Principal/owner secures the necessary training for staff members (where applicable) in:
 - a. First Aid and CPR.
 - b. Fire Marshalling (fire safety measures and evacuation).
2. Trains staff and children in the evacuation/fire drills.
3. Conducts evacuation/fire drill practices and, when necessary, revises the Emergency Policy and Evacuation Plan according to what happened during the drill practices.
4. Keeps parents and staff members informed of revisions to the Emergency Policy and Evacuation Plan.
5. Conducts regular safety checks of the Primary School premises, equipment and vehicles.
6. Provides leadership in emergency times.
7. Identifies shut-off valves and switches for gas, oil, water and electricity.
8. Posts a chart showing shut-off locations so that others can use them in an emergency.
9. Instructs all staff members in the use of fire extinguishers, fire blankets, the fire hose and how to treat minor burns.
10. Offsite Backup Plan for Electronic Information

Objectives

- To ensure the safety and integrity of all critical school data.
- To enable recovery of data in the event of fire, theft, system failure, or cyber-attack.
- To meet compliance requirements for education data security and privacy.

Scope

This plan covers:

- Learner academic records
- Staff records and payroll
- Financial administration documents
- SASAMS data
- Curriculum documents and assessments
- Email and communication archives
- Photos and media

Primary Backup Strategy

- **Daily Backups** to a **local encrypted external hard drive** stored in a fireproof safe onsite.
- **Weekly Backups** sent to **secure offsite storage**.

Offsite Backup Methods

a. Cloud-Based Storage (Primary Offsite Option):

- Use a reputable, encrypted cloud service such as:
 - **Google Workspace for Education**
 - **Microsoft OneDrive (Education Plan)**

Commented [A8]: Insert ECD Center name

- **Dropbox Business** or **Zoho WorkDrive**
- Scheduled **automatic backups** set to run weekly.
- File structure mirrors on-premises system for easy restore.

b. Physical Offsite Storage (Secondary Option):

- Maintain a second encrypted external hard drive.
- Weekly backup copies made and stored **at a trusted secure location** off-campus (e.g. Head of School's residence or a secure storage unit).

Backup Process

Frequency	Method	Location	Responsible Person
Daily	Local Backup to External HDD	Onsite – locked safe	IT Coordinator / School Secretary
Weekly	Cloud Sync + Physical HDD	Offsite Cloud + Physical location	IT Coordinator
Monthly	Backup Validation + Test Restore	Both locations	Principal + IT Coordinator

Security Protocols

- All data is encrypted before transfer or upload.
- User access to backups is restricted via password and 2FA.
- All storage locations (cloud and physical) meet compliance standards (e.g. POPIA).
- Staff are trained not to store sensitive data on personal devices.

Disaster Recovery & Restore Plan

- In the event of data loss, data will be restored from the **most recent successful backup**.
- Restoration priority:
 1. Learner records
 2. Financial and HR files
 3. Curriculum and assessments
 4. Communications and media

Audit & Compliance

- A backup log is maintained and reviewed monthly.
- Annual testing of full backup restoration.
- Compliance audits reported to the Principal and Governing Body.

Responsibilities

- **IT Coordinator:** Execute backups, test restores, report issues.
- **School Secretary:** Monitor backup logs, assist with data management.
- **Principal:** Oversee policy enforcement and review.

The Staff

1. Participate in development of Growing in Grace Christian Primary School's Emergency Policy, Emergency Preparedness and Evacuation Plan.
2. Participate in emergency/fire drills and teach the children what to do.
3. Help children develop confidence in their ability to care for their own safety.
4. Provide leadership in emergency times.
5. Listen to the instructions of the Internal and External Emergency Teams during a situation.

Commented [A9]: Insert ECD Center name

Emergency Evacuation Leader

1. Manages all compliance documentation and other related matters.
2. Manages the documentation for the Emergency Folder.
3. Arranging the Fire/Evacuation Practice Drills.
4. Regular testing of emergency procedures:
 - a. When the Primary School is running under normal conditions.
 - b. In the absence of the usual practitioners, to make sure that they can be executed by backup staff, e.g. aftercare.
 - c. Without prior notification to staff, parents and children (surprise testing).
5. Establish a formal process for informing staff, relief staff and parents of their roles and responsibilities in the event of an emergency.
6. Raises the alarm and calls emergency services.
7. During an emergency evacuation, to lead the whole Primary School, setting the example by his/her own calmness and courage.
8. Reports to EMS/SAPS upon their arrival.
9. Works with the Risk Assessment.
10. Records and documents emergency/fire drills practices on Emergency/Dire Drill Practice Record.

Fire Marshal

1. Keeps abreast of the news in order to hear about possible community disasters that are/may be happening.
2. Turns on internet every day.
3. Ensures emergency mobile phone is on and charged daily.
4. Unlocks fire/emergency box.
5. Raises the alarm and calls emergency services.
6. Checks the emergency/fire fighting equipment regularly.
7. Works with the Risk Assessment process.
8. Does the equipment checks.

Fire Warden

1. Leads the evacuation in his/her area
2. Works with the Risk Assessment process, focusing on fire prevention.
3. Helps fight the fire using extinguishers.
4. Raises the alarm and calls emergency services.
5. Direct staff to safe available exit routes.
6. When safe to do so, checks all rooms and storage areas for anybody left behind.
7. Takes part in roll call at the designated Assembly Point.

First Aiders

1. Applies their knowledge of first aid and CPR to all emergency situations.
2. Assesses the situation quickly and calmly looking out for their own safety, details of the scene and the situation, e.g. age group, possible further dangers, etc
3. Protects themselves and others from any further danger.
4. Assesses the casualties and helps the most injured first.
5. Moves people to safety ONLY if it will not harm them further.
6. Prevent cross-infections by wearing rubber gloves.
7. Comforts and reassures the people involved.
8. Gives first aid treatment wherever possible.
9. Arranges for the right kind of help.
10. Stays with the children and other injured people until help arrives.

Parents

1. Become familiar with the Primary School's Emergency Policy and Evacuation Plan.
2. Know the procedures for picking up their children if an emergency occurs.
3. Ensure that the information the Primary School has on the children and parents is current and correct.
4. Where appropriate, assists the Principal/owner in writing the plan.

Community

The community, especially local government, can be a source of:

1. Warning.
2. Emergency Resources.
3. Information.

This assistance should come primarily from:

1. Government Departments.
2. Emergency Medical Services.
3. SAPS.

Emergency Preparedness Plan, Activities and Systems In Place

Growing in Grace Christian Primary School conducts an Emergency Risk Assessment annually.

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The Emergency File and Emergency Box

The Emergency File

1. The Staff Attendance Register.
2. A list of the members of the External Emergency Contact Details and the Internal Emergency Team Contact Details.
3. A current List of Staff With First Aid and CPR Training.
4. Up to date Emergency Building Plan/Layout
5. Up-to-date Primary School Profile
6. Indemnity Form for each child.
7. Allergy and Dietary Requirements Form.
8. List of People with Special Needs Form.
9. Current photographs of all the children.

The Emergency Box

The Evacuation Team Leader needs to be well prepared for any emergency and is responsible for the Emergency Box. He/she keeps the documentation in the box up-to-date and ensures that everything in the box is in good working order, electronics charged, spare batteries, etc. The Emergency Box contains the following:

1. The Emergency File.
2. Standard portable First Aid kit with bandages, burn wound cream and antiseptic.
3. Up-to-date Emergency Medical file contains Emergency Medical Forms for each member of Staff, and one for each of the Children, containing parent contact details.
4. Primary School/classroom keys.
5. A charged mobile phone with a charger.
6. Torch with replacement batteries.
7. Megaphone/loudspeaker.

8. Portable battery powered AM/FM radio and spare batteries.
9. Bottled water and non-perishable snacks– enough for every child and staff member.
10. A printed copy of this Emergency Policy and Evacuation Plan.
11. Toiletry supplies, wet wipes and sunscreen.
12. Whistle.
13. Plastic rubbish bags and ties.

The Practitioners/Fire Wardens will bring:

1. The Children's Attendance Register.
2. An Evacuation Rope or cots.
3. An Evacuation Whistle (one per class).

Equipment Checks

1. Fire Marshals are responsible for equipment checks.
2. The Fire Marshal fills in the Fire Equipment Inspection Form.

Daily

1. All fire exits and routes are free from obstruction and available at all times.
2. Fire exits are opened to check they are not blocked from the outside.
3. Smoking areas are controlled, i.e. kept clean regularly and ashtrays emptied on a regular basis.

Weekly

1. Check that any flammable liquids and cleaning fluids are correctly stored away from the children's reach.
2. Rubbish and waste securely stored away from the children.
3. Emergency lights are in good working order.
4. Open and close fire doors to test that they are in good working order.

Monthly

1. Fire exit sign survey.
2. The general housekeeping at Primary School is in order, e.g. paper storage and waste controlled.
3. Electrical safety checks.
4. Alarms are in good working order.

Bi-Annually

1. Fire hose are in their correct places, serviced and stored above floor level.
2. Fire extinguishers are in their correct places, serviced and stored above floor level.
3. Fire blanket checked.
4. Burn medications checked.

Fire Equipment List

1. Fire equipment (housed outside):
 - a. 2 x Fire hose & connections
 - b. 3 x Metal buckets & cotton mops
 - c. 4 x 240L water containers
2. Fire equipment (housed inside):
 - a. 2 x Fire masks
 - b. 6 x Fire knapsack (portable fire extinguisher)
 - c. 6 x Head LED torches & spare batteries
 - d. 2 x Goggles
 - e. 3 x Fire blankets

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- f. Food supplies
 - i. Crackers, lollies
 - ii. Bottled water
- 3. Fire equipment (classrooms, one per classroom)
 - a. 1 x Emergency Whistles
 - b. 1 x Emergency Ropes/Cots
 - c. 1 x Attendance Registers
 - d. 1 x Emergency Ropes/cots (one per class)
 - e. 1 x Emergency Whistles (one per class)

Emergency Teams

The Internal Emergency Team

The Principal has identified the Internal Emergency Team, which consists of:

1. 2 x Health and Safety Leader
2. 2 x Facility Maintenance Manager
3. 3 x Parent Representative
4. 2 x Evacuation Leader
5. 4 x Baby class Evacuation Leader
6. 2 x Fire Marshals/Fire Wardens
7. 2 x Baby class Fire Team Leader
8. 2 x Fire Marshal/Fire Warden
9. 4 x First Aiders
10. 2 x Baby class First Aider
11. 1 x Assembly Point Marshall

Internal Emergency Team Responsibilities Include:

1. On-going risk assessment of hazards and situations that may appear to make the facility vulnerable.
2. Analyse what is required to address the hazards.
3. Development of an Evacuation Plan for each hazard identified.
4. Liaison with all relevant EMS services, e.g. SAPS, ambulance, fire brigade, hospitals, poisons center, etc.
5. 24-hour access to contact details to parents of all children.
6. 24-hour access to contact details for all Emergency Team members needed in the event of an emergency.
7. Assisting with the implementation of this Emergency Policy, Emergency Preparedness and Evacuation Plan.
8. Organisation of practice drills.
9. Coordination of staff training.
10. Regular review of this Emergency Policy, Emergency Preparedness and Evacuation Plan.

External Emergency Team

The External Emergency Team consists of:

1. SAPS
2. Ambulance
3. Hospital
4. Clinic
5. EMS
6. Eskom
7. Water and Sanitation

Commented [ATS12]:

1. Adjust the number of Leaders according to the number of classes you have at the ECD Center.
2. You might decide to be the Health & Safety and Facility Maintenance Leader, as those are part of the normal function of Management.
3. You need an Assembly Point Marshall for each of your designated Assembly Points (if you have more than one).

8. Municipal Social Development
9. Provincial Department of Social Development
10. Armed Response Unit
11. Private security company

Emergency Contacts

The Internal Emergency Team Contact Details and those of the External Emergency Team are posted all over the Primary School.

Emergency Evacuation Procedures

Evacuation Announcement

The evacuation announcement can be done in the following ways:

1. Intercom system
2. Loud hailer (megaphone)
3. Loud whistle
4. Bell ringing
5. Fire alarm
6. Verbally

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General Evacuation/Fire Drill Guidelines

1. Evacuation/Fire Drills are conducted 3 times per year in the months of February, August and November.
2. Depending on the situation the owner/Principal/responsible person who has been left in charge will evacuate:
 - a. Upon the instruction of Emergency Services/Disaster Management/SAPS, or
 - b. He/she will determine how and when the evacuation will take place.
3. The appointed Marshalls will be responsible for the smooth and orderly evacuation procedures.
4. The Marshalls will direct all children and guests/parents to the designated assembly point/s.
5. All staff must follow the instructions given by the person in control of the evacuation.
6. Do not select your own escape route or assembly point. This must only be an option if the normal escape route is affected by explosion or fire or if it is impossible to use the normal route.
7. Getting the children out of the building is the first priority. However, If possible, take personal belongings with you (keys, handbag etc.) Do not go back to collect belongings.
8. Always keep a pair of comfortable shoes at your workplace in case of an emergency.
9. Do not take more than you can carry.
10. Assist all the children and especially those that cannot walk.
11. Special assistance must be given to the infant section, and certain staff members are specially delegated to ensure the smooth evacuation of the babies.
12. Assist co-workers who are in a state of panic to calm them.
13. Make sure that everybody evacuates. Check the:
 - a. Kitchen
 - b. Braai area
 - c. School Hall
 - d. Office
 - e. Storerooms
 - f. Staff room
 - g. Classrooms
 - h. Toilets
 - i. Bathrooms
 - j. Woodshed

14. The Assembly Point Marshall uses the daily class and staff registers, for everybody who was present the Primary School that day, for roll call purposes.
15. First aid team members to assist in first aid as learned in the first aid course.
16. Fire team to attempt to extinguish the fire as learned in the fire fighting course.
17. The Safe Room is situated at the School Hall.
18. The Off-Site Assembly Point is situated at the middle part of the school grounds, between the creche and the school.
19. Do not try to be a hero, life is precious especially yours!

Commented [ATS14]: Insert the address of the Safe Room at the ECD Center and the Off-Site Assembly Point

Principals of Lockdown

1. Sometimes the best procedure may be to Lockdown and Hide, or Lockdown and Go.
2. This means that all interior doors are locked, lights switched off, windows and curtains/blinds closed.
3. Lockdown requires immediate action by the staff and should be done quietly in an orderly fashion.
4. During the emergency planning process, a coded signal was agreed that all staff know and recognise.
5. The signal warns them that there is a danger, and all rooms must be locked and children kept inside, away from doors or windows where they can be seen.
6. When it is Lockdown and Go, all staff and children exit the building quickly and go to the designated assembly point. From here they will be taken to the Off-Site Emergency Point.

Lockdown and Hide Procedures

1. Remain calm.
2. Notify Primary School management if you see an intruder.
3. Call SAPS and the Armed Response Unit, and the Principal or owner.
4. Practitioners locate their children and move them to a safe place inside the classroom.
5. Lock the classroom doors, turn off the lights and close the windows, curtains or blinds.
6. Use furniture to hide behind or under.
7. Stay quiet and as still as possible, practitioner comforts the children.
8. Allow no-one outside the classroom, not even to go to the toilet, until the "all clear" has been given.
9. When given the "all clear" take a register and be prepared to notify the Emergency Team leader of any missing children.
10. Ignore all alarms and/or bells unless otherwise instructed (intruders often set off alarms).
11. If a Lockdown and Get Out situation arises, gather the children as per the Evacuation Procedures and, when possible, exit immediately to a place of safety.

Evacuation to the Safe Room

1. The Safe Room is situated at the school hall.

Evacuation To Off-Site Locations

1. When instructed to do so by SAPS or EMS, the children and staff will be moved to an Off-Site Assembly Point.
2. The Off-Site Assembly Point. is situated at: The full gospel church Stilfontein.
3. Parents will be notified by SMS / WHATSAPP about the off-site evacuation and the address of the site confirmed.
4. They will remain there until the All Clear is given, or until parents arrive to collect their children.
5. Children will only be released to persons who are listed on the child's Enrolment Form.

Procedures for Off-Site Evacuation to a Remote Location

1. SAPS and/or EMS instructs the Emergency Team Leader to relocate the children to the off-site evacuation point.
2. The Emergency Team Leader advises will advise the practitioners of the decision to implement the Off-Site Evacuation to a Remote location and begin evacuation procedures immediately.

3. Parents are advised immediately.
4. Practitioner collects the class register, emergency rope and emergency whistle and the class exits the area to the designated Assembly point.
5. Registers are taken to account for all children.
6. Report any missing children to the Emergency Team Leader.
7. Guide the children to the transport waiting to take them to the Off-Site Assembly Point. If walking to the off-site location, children walk holding the knots in the Emergency Rope with one adult at the front of the row and another at the back.
8. Upon arrival at the Off-Site Assembly Point take the register again and account for all the children.
9. Report any that are missing.

Emergency Response Procedures

When an incident occurs, the staff immediately alerts the Evacuation Team Leader or a designated person. It is the responsibility of the Evacuation Team Leader to determine whether the incident is critical and the children and staff need to evacuate. The Principal and the Emergency Team will lead the emergency response and be guided by the General Evacuation Procedures in this policy.

Immediate Response

1. Identify the nature of the Emergency.
2. Implement the appropriate Emergency Preparedness and possible Evacuation Plan.
3. Contact SAPS and EMS.
4. Delegate immediate first aid to trained staff .
5. If applicable, secure the area.
6. Ensure safety and welfare of children and staff.
7. Notify the Principal/owner if not on site.
8. Liaise with emergency services, hospital and medical services.
9. Contact and inform parents or their designated emergency contact.
10. Identify children and staff members most closely involved and at risk.
11. Manage media and publicity.

Secondary Response (24–72 hours)

1. Assess the need for support and counselling for those directly and indirectly involved.
2. Provide staff, parents and wider community with factual information as appropriate.
3. Arrange debriefing for all parents, children and staff most closely involved and at risk.
4. Restore the regular routine and programme as soon as possible.
5. Have follow up meetings with SAPS, EMS, Health, Social Development and any other authorities.
6. Complete an Emergency Incident Report and submit it to EMS, SAPS, Health, Social Development and the Governing Body.

Ongoing Follow-up Response

1. Identify any other persons who were affected by the emergency and provide information to support services.
2. Provide accurate information to parents and staff.
3. Arrange a memorial service and/or worship as appropriate.
4. Maintain contact with any injured and affected parties to provide support and to monitor progress.
5. Monitor staff and children for signs of delayed stress and the onset of post-traumatic stress disorder.
6. Evaluate Emergency Policy and Evacuation Plan.
7. Be sensitive to anniversaries.
8. Manage any possible longer-term matters, e.g. inquests, legal proceedings.

Managing Stress Following a Critical Incident

Involvement in emergency situations can lead people to experience distress. It is normal to react emotionally after traumatic experiences. It is important, therefore, that after an incident the staff and parents are kept informed. Staff are given the opportunity to rest and have time out from the routine duties.

The following stress management techniques take place after an emergency:

1. All those involved meet as soon as possible to:
 - a. Summarise the incident and clarify uncertainties.
 - b. Ask questions and discuss issues of concern.
2. Show care and support for everyone involved.
3. Draw up a plan of action, considering the needs of staff, parents and children.
4. Make short-term arrangements for work responsibilities so that those who need it can have rest.

Emergency Preparedness and Safety Systems

The Emergency Preparedness at Growing in Grace Christian Primary School consists of the following:

Commented [A15]: Insert ECD Center name

1. The Primary School is compliant with Health, Social Development and EMS.
2. The Emergency Policy, Emergency Preparedness and Evacuation Procedures covered in this document are all implemented.
3. An Emergency File.
4. An Emergency Box.
5. Emergency equipment in good working order.
6. Staff is trained in CPR, First aid and Fire Marshalling.
7. Security systems in place.
8. Visitors Log.
9. CCTV monitoring.
10. Protocol in place for field trips.
11. Procedure in place for child drop-off and collection.
12. Reference file of child photographs, updated annually
13. Emergency Plan tested regularly.
14. Up-to-date information on parents, children and staff.

Evacuation For Different Types Of Threats

Abduction/Missing Child

A missing child is a child who is not at the place he/she is expected to be and cannot be found when looked for.

The safeguarding of enrolled children is Growing in Grace Christian Primary School's highest priority and to ensure that children who are not where they are supposed to be are quickly located.

Commented [A16]: Insert ECD Center name

1. Remain calm.
2. Ask all other members of staff if they have seen the child.
3. If the child went missing during an emergency evacuation report it to the Evacuation Team Leader immediately. The Evac Team Leader will alert EMS.
4. Search the entire indoor area, classrooms, kitchen, bathrooms, storage areas, garage, sickbay, etc.
5. If there is a security guard in the road outside the Primary School, ask the guard if he/she has seen the child.
6. Search the entire outdoor area including any storage rooms, play houses and houses on the jungle gym.

7. During the search do not become panicked and shout or threaten what will happen to the child if he/she does not come out. If the child is hiding away the threats will only make him/her hide for longer.
8. Contact the Principal/owner/EMS/SAPS immediately.
9. The Principal/owner contacts the parents.
10. The Principal/owner liaises with the parents, EMS and SAPS when they arrive.
11. Printing clearly, fill out the Missing Child/Abduction Form, and hand it to the authorities when they arrive on the scene.
12. When the child is found, establish the safety and wellbeing of the child.
13. If necessary, assist the parents with making an appointment with a medical doctor.
14. Seek support from counsellors for staff where necessary.
15. Conduct an analysis to see how the child managed to go missing in the first place.

Armed Attack And Hostage Situations

1. Remain calm.
2. Maintain your dignity and keep the children calm.
3. As soon as possible contact SAPS, the Armed Response Unit and the Principal/owner.
4. Sit on the floor or lie down depending on the demands of the attackers.
5. Obey all instructions.
6. Make mental notes of the appearances of the attackers. Don't be obvious about it and don't look them in the eyes.
7. Ask if you need to do something and ask for permission to assist someone who is injured.
8. Do Not's:
 - a. Don't challenge the attackers or show any aggressive behaviour.
 - b. Don't whisper or talk in any other foreign language.
 - c. Don't make any sudden movements.
 - d. Don't get involved in any arguments.
 - e. Don't try to be a hero.
 - f. Don't jump up and run to the Police team when they enter the building.
 - g. Don't try to escape without notice.

Bomb Threats

The Golden Rule: Move everyone away from the bomb and not the bomb away from everyone!
In case of a bomb threat – do not evacuate to an area that is on or near a vehicle parking area as this can be the place where the bomb has been planted – in a vehicle!

1. If possible, cordon the area off.
2. Do not close doors and windows.
3. Do not throw anything over the suspicious item.
4. Try to remember the following:
 - a. The appearance of the item.
 - b. The type of material, (steel, plastic, leather case etc.)
 - c. Other characteristic such as wires, smell and signage etc.
5. Do not enter the affected area unless it is declared safe.
6. Evacuate as instructed to do so and adhere to all further instructions.

Telephonic Threat

1. Remain Calm.
2. Make notes on the caller, background noises, sounds etc.
3. Always keep The Bomb Threat Checklist near the phone.
4. Keep the caller on the phone for as long as possible. This will ensure that you will be able to get more information.
5. As soon as possible contact SAPS and the Principal/owner.
6. Evacuate immediately when instructed to do so.

7. Electrical equipment to be switched off and doors and windows to be opened.

Mail Threat

1. Remain calm.
2. Contact SAPS and the Principal/owner immediately.
3. Do not allow other persons to handle the letter.
4. Keep the letter and the envelope in your possession and place it in a plastic bag or bigger envelope and hand it over to the Police on arrival.
5. Evacuate immediately when instructed to do so.
6. Electrical equipment to be switched off and doors and windows to be opened.

Suspicious Package

1. Remain calm and try not to draw unnecessary attention.
2. Contact SAPS and the Principal/owner immediately.
3. Do not touch, tamper or move the package.
4. The Fire Martial asks fellow workers the following: -
 - a. Does the package belong to anyone?
 - b. Does anyone know to whom it belongs to or where it comes from?
 - c. Did anyone see who left it there?
 - d. If not, then treat it as a suspicious and dangerous parcel.
5. Evacuate immediately.
6. The children are the first priority but, if possible, take personal belongings with you.

Chemical And Biological Incident

1. Growing in Grace Christian Primary School is maintained in a clean and sanitary condition. We do use certain cleaning chemicals, but keep no dangerous, combustible industrial chemicals at the office.
2. Staff wear barrier clothing and are trained in cleaning techniques and the proper use and storage of the cleaning chemicals.
3. Non-toxic substances are used as far as possible.
4. The use of hazardous chemicals, as used in rodent and pest control, is scheduled for when the children are not the Primary School.

Commented [A17]: Insert ECD Center name

In the event of a chemical spill inside our building

1. Any children who are around will be relocated to a place inside the Primary School building where there are no spilled chemicals. Weather permitting the children may be taken to the playground.
2. The spilled chemical will be cleaned up immediately by the person who spilled it.

In the event of a chemical spill outside our building

If a chemical spill happens outside our buildings and it is no longer safe for the children to play outside, the following will take place:

1. Evacuate the children to a safe place indoors.
2. In the safe place all children and staff sit down and face the wall protecting their faces and heads with their arms.
3. Windows, doors, curtains and/or blinds are closed.
4. Air conditioners are turned off.
5. Turn off the electrical mains and gas supply in case the chemical spill causes an explosion.
6. A register is done to make sure that all the children are accounted for and away from the toxic fumes.
7. Report the chemical spill to EMS, SAPS and your city's Roads Agency.
8. Keep the children and staff indoors until you are told that it's safe to go outside again.

Signs And Symptoms of a Chemical Spill

1. Animals such as birds or fish start dying.
2. Individuals start showing signs of illness ranging from nausea, dizziness, vomiting, breathing difficulties, unexplained unconsciousness or sudden skin rashes and/or blisters.
3. Unusual body liquid droplets or substances.
4. Unexplained odour or strange smelling.
5. Strange and suspicious powders, especially in envelopes or parcels.
6. Abandoned spray devices, which are left in the area where individuals are showing signs of illness.

Epidemic / Pandemic Flu / Contagious Diseases

1. Sick children and staff must stay home or they will be sent home.
2. It is Growing in Grace Christian Primary School s policy that all hands are washed regularly and often.
3. In the event of an epidemic, pandemic or contagious disease happening the Primary School we will contact Environmental Health and follow their instructions.
4. In the event it is severe enough to close the Primary School for a period, parents will be notified to collect their children.

Commented [A18]: Insert ECD Center name

Earthquakes

1. Keep calm yourself and keep the children calm at all times.
2. Evacuate immediately.
3. Contact the emergency services, the principal/owner and SAPS.
4. Report any missing persons or children.
5. Assist those with injuries.
6. Be aware of structural damages when evacuating.
7. Mind your steps and be on the lookout for live electrical wires and sharp objects.
8. Contact the parents for collection of children. If the whole area is affected by the earthquake, and parents are delayed, we will make arrangements to keep the children safe until they can be collected.

Fire, Internal

Evacuation/Fire Drill Guidelines for the Classroom

1. There is an Emergency Whistle In every classroom as well as an Emergency Rope that is neatly wound up and kept on a hook at the practitioner's station.
2. The rope is sturdy, and knots are tied in the rope 60 cms apart.
3. The rope is long enough to accommodate the following number of children (knots) per class:
 - a. Grade R - children
 - b. Grade 1 - children
 - c. Grade 2 - children
 - d. Grade 3 - children
 - e. Grade 4 - children
 - f. Grade 5 - children
 - g. Grade 6 - children
 - h. Grade 7 - children
4. Every classroom has a Daily Register that is kept at the practitioner's station
 - a. When you hear the emergency announcement, stay calm, walk briskly and DO NOT RUN NOR SHOUT!
 - b. Quickly get the Emergency Rope, Emergency Whistle and the Daily Register.
 - c. Using the Emergency Rope, calmly and quickly line the children up, one at each knot.
 - d. Count the children as they line up.
 - e. Walking briskly, exit the room with the children.
 - i. NO RUNNING!
 - ii. The children walk close to each other.

Commented [ATS19]:

1. Insert the class names
2. Insert the maximum number of children you enroll in that class

- iii. Assist children or adults who stumble or fall.
- f. Proceed to your designated Assembly Point.
- g. Report any missing child.
- h. When your children are secured, if necessary, assist in any other task given to you.
- i. Do Not's:
 - i. Don't return to the building unless it has been declared safe.
 - ii. Do not interfere with persons performing Emergency Services duties.

Fire, External / Bush Fires

If a bushfire is approaching, the safety of children and other occupants is the highest priority. In these situations we will:

1. Report the fire to EMS and establish the danger to the Primary School.
2. Prepare the evacuate the children to the Safe Room.
3. Fill all available containers with water.
4. Close all windows, doors and turn off the air conditioning.
5. Remain inside with the children until the main fire front has passed or until EMS says that we can leave the Safe Room.
6. When instructed to do so by EMS, evacuate the building to the Off-Site Assembly Point.

Procedures To Be Followed During The Fire Season

1. On a weekly basis, Fire Marshals will activate the sprinkler system and hose pipes to ensure appropriate operation. This check will take place on a monthly basis during times of severe drought.
2. Practitioners will run the sprinkler system, during hot weather, at their discretion for the purpose of dampening down the building, except during times of severe drought.
3. Bi-annually the Emergency Team Leader will ensure that the emergency mobile phone is up-to-date with current :
 - a. External and Internal Emergency Team contact numbers.
 - b. Contact numbers for the parents and their designated emergency people.

Flooding /Severe Storm

1. If flood warnings are predicted, turn on radios to monitor the situation.
2. If heavy rainfalls are predicted, monitor the situation.
3. Take the children inside when the severe storm gets closer.
4. Close the doors, windows and curtains/blinds.
5. Do not attempt to evacuate the building unless it is necessary.
6. Stay inside the building and keep the children calm and entertained.
7. If parts of the building start to overflow, move everyone to higher or dryer classrooms.
8. Contact the Principal/owner, Emergency Services or SAPS if help is needed.
9. The necessary arrangements will be made to look after children on the premises especially after hours as some of the parents will also be affected in traffic congestion and will be late to collect children.
10. Make sure that everyone is always accounted for.

Gas Leak / Explosion

1. Remain calm.
2. Turn off the gas and electricity at the mains immediately.
3. Contact EMS and the Principal/owner immediately.
4. Assist those who are injured until the first Aid Team arrive. Be careful not to cause further injury.
5. Evacuate immediately with the safest and quickest route to the designated Assembly Point.
6. Assist your emergency team/management team in accounting for missing persons.
7. Remember the following: - strange smells, colour of smoke, number of explosions etc.

Explosive Hazards And Dangers:

1. Unexploded explosives.
2. Secondary explosive devices.
3. Flammable material.
4. Toxic gasses.
5. Structural damage.
6. Live electrical wires.
7. Toxic fluid.
8. Debris such as broken glass and other obstacles.

Intruders

An intruder is an unauthorised person with intent to do harm or theft who has entered the Primary School property.

Intruders / Criminal Act

1. Ask another member of staff to accompany you before approaching the guest/intruder.
2. Politely greet guest/intruder and identify yourself.
3. Ask guest/intruder the purpose of his/her visit.
4. Inform guest/intruder that all visitors must register at the Primary School office and sign the Visitors Log.
5. If the intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.
6. If the intruder refuses to leave:
 - a. Warn the intruder of consequences for staying on Primary School property.
 - b. Press the security alarm button.
 - c. If intruder still refuses to leave, dial SAPS or the Armed Response Unit and give a full description of the intruder (keep intruder unaware of call for help, if possible).
7. Walk away from intruder if he/she indicates a potential for violence.
8. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc.)
9. Maintain visual contact with the intruder from a safe distance.

Intruder / Hostage Situation

1. Remain calm.
2. Notify Primary School management if you see an intruder. Contact SAPS.
3. Management may announce the Lockdown and Hide or a Lockdown and Go emergency.
4. Practitioners and staff will implement the Lockdown procedures.
5. Management will give control of the scene to SAPS and the hostage negotiation when they arrive.
6. If the hostage taker is unaware of your presence, do not intervene.
7. Everyone should remain in Lock Down until given the "All Clear" or if directed in person by a uniformed law enforcement officer.

If taken hostage

1. Try not to panic.
2. Calm the children if they are present.
3. Follow instructions of hostage taker.
4. Treat the hostage taker as normally as possible.
5. Be respectful to the hostage taker.
6. Ask permission to speak and do not argue or make suggestions.

Medical Emergency

All teaching and management staff are First Aid and CPR Certified.

1. Quickly assess the situation and make sure it is safe for you to approach. Examples of danger include, but are not limited to:
 - a. Live electric wire.
 - b. Gas leak.
 - c. Building damage.
 - d. Animal threat.
2. Immediately notify the ambulance service, EMS and SAPS.
3. Contact the Principal/owner immediately.
4. Contact the parents immediately.
5. Use protective clothing to protect yourself against contact with body fluids (blood borne pathogens), i.e. use a face mask and rubber gloves.
6. If the victim is not breathing or there is no pulse, begin CPR until help arrives.
7. Administer first aid according to your level of training until help arrives.
8. Comfort and reassure the victim.
9. Do not move the sick or injured unless the scene is unsafe.
10. When the ambulance arrives assign a staff member to go with the injured person to the hospital in the ambulance.
11. Ensure that child/staff medical information from administrative records is sent to the hospital.
12. Develop and maintain written documentation of the incident.

Telephonic/Verbal Threats

1. Remain calm!
2. Contact the Police and the owner/Principal.
3. Adhere to all the instructions you are given.
4. Evacuate when instructed.
5. Evacuate in an orderly manner to the designated assembly point. DO NOT RUN!
6. Keep calm and wait for further instructions.

Service Interruptions

Electricity/Power Failure

1. Check that you have definitely paid your electricity bill. If yes:
2. Check that the mains have not tripped at the circuit box.
3. Check if all the switches are in the ON position.
4. Check if the neighbours have electricity.
5. Contact the power department at your Metropolitan Municipality.
6. Ask if there is a general power failure
7. Report your power failure and obtain a reference number and contact person from the Metropolitan Municipality.

Water Contamination / Supply Failure

1. Check that you have definitely paid the water bill. If yes:
2. Check that the water supply has not been turned off at the mains. The water mains are often situated at the outside of the northern boundary of a property, near the main gate.
3. Check if the neighbours have water supply.
4. Contact the water department at your Metropolitan Municipality.
5. Ask if there is a general water failure.
6. Report your water outage and obtain a reference number.

Communication with the Media

If, after an emergency, Growing in Grace Christian Primary School |needs to communicate with the media, the following is taken into account:

Commented [A20]: Insert ECD Center name

1. Growing in Grace Christian Primary School | balances the need for clear and effective communication with the privacy rights of those involved.
2. Where a critical incident involves issues of a sensitive nature, the Governing Body, Emergency Team and Management will agree on:
 - a. Whether an interview should be given to the media.
 - b. The information which can be disclosed and that which should only be disclosed on a need to know basis.
3. The Principal/Owner communicates with the media.
4. The location for communication; whether it should be on-site or off-site.

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Business Continuity

After a dire emergency situation the normal day-to-day business of Growing in Grace Christian Primary School | will continue as soon as EMS, the Environmental Health Practitioner and Social Development have given the go-ahead.

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List of Forms To Use With This Policy

1. Emergency Risk Assessment
2. Emergency Fire Drill Practice Record
3. External Emergency Team Contact Details
4. Internal Emergency Contact Details
5. List of Staff With First Aid and CPR Training
6. Emergency Building Plan/Layout
7. Primary School Profile
8. Indemnity Form for each child – included in the Admissions Contract
9. Allergy List and Dietary Requirements Form
10. List of People with Special Needs Form
11. Current photographs of all the children
12. Emergency Medical Forms for Staff
13. Emergency Medical Forms for Children
14. Attendance Register, Children
15. Attendance Register, Staff
16. Fire Equipment Inspection Form
17. Visitors Log
18. The Bomb Threat Checklist
19. Missing Child/Abduction Form
20. Emergency Incident Register and Report

Filing

1. **Emergency File** - Add a filled in copy of the following:
 - a. Emergency Risk Assessment
 - b. External Emergency Contact List
 - c. Internal Emergency Contact List
 - d. List of staff With First Aid and CPR Training
 - e. Emergency Floor Plan/Layout
 - f. Primary School Profile
 - g. Allergies List and Dietary Requirements Form
 - h. Enrolled Children With Special Needs Form
 - i. Latest Fire Equipment Inspection Form
 - j. Emergency Medical Forms for Staff and children
2. **Emergency Policy File** - Please add:
 - a. A copy of the Emergency Policy

- b. 1 x blank copy of all the forms
- c. 1 x copy of your building plans or layout showing everything that is listed in the Building Plans/Layout Form.

3. **Attendance Register, Children** - The practitioners/Fire Wardens bring their registers with them.
4. **Attendance Register, Staff** - The Emergency Evacuation Team Leader (the office) brings this register.
5. **Visitors Log** - The Emergency Evacuation Team Leader (the office) brings this register.
6. **Bomb Threat Checklist** and **Missing Child Abduction Form** – These forms will be in use at the time of the emergency so the keep a blank copy in your Daily File close at hand.

This policy was adopted on At, and is in full force and effect at Growing in Grace Christian Primary School . Where necessary all the parents have been informed of this policy. All our employees have a good understanding of the contents of this policy and if at any time any of the clauses in this policy are contravened, normal disciplinary sanctions, as per the Basic Conditions of Employment Act, will be taken.

Name and Signature 1: Lungile Hazel Shange

Name and Signature 2:

References:

Special thanks to Mr Casper Keulder - Small Talk Nursery School, Pretoria

<http://www.tusla.ie>

<http://www.presbyterianearlylearningcenter.org>

<https://www.decd.sa.gov.au/sites/g/files/net691/f/bushfire-and-your-childs-school-or-preschool-brochure.pdf>

Safeguardingchildrenadvice@sheffield.gov.uk

www.toolsforschool.net