



Mt. Zaagkam International School

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MZIS EMERGENCY PLAN

**Kuala Kencana
2011-2012**

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1.0 INTRODUCTION

1.1 AIM:

This plan is designed to set out the prior arrangements to be made and the responsibilities to be exercised by or on behalf of the **Mt Zaagkam International School** Principal/Designate and staff during an emergency at the Mt Zaagkam International School. In case of emergencies, the school will maintain up to date student and parent contact information, will ensure that Phone tree procedures are in place and known by all parents and staff, and the school will hold regular practices and drills

1.2 NAME OF THE PLAN:

The plan shall be known as the Mt Zaagkam International School - Emergency Plan. There are two sites and both sites will have an Emergency plan in place, respectively named: MZIS Emergency Plan - KK and MZIS Emergency Plan – TPRA.

1.3 REVIEW OF THE PLAN:

The plan shall be reviewed and approved annually as outlined in Appendix G.

1.4 PLAN CO-ORDINATOR:

The Superintendent is appointed as the Emergency Plan Co-ordinator and is responsible for monitoring, reviewing and updating the schools emergency preparedness for both sites as required.

1.5 THREATS:

The threats that could result in an emergency at the Mt Zaagkam International School include;

- ◆ Fire,
- ◆ Earthquake,
- ◆ Volcanic Activity,
- ◆ Storm,
- ◆ Flood,
- ◆ Chemical Spillage and Industrial Accident.
- ◆ Civil Unrest or External Threat

1.6 PREMISES MAP:

A premises map showing the school grounds, emergency assembly areas, buildings, rooms, the location of all services and the main shut off position of services can be found as **APPENDIX A** of this plan.

1.7 EMERGENCY CONTACTS:

Emergency contact details can be found as **APPENDIX B** of this plan.

1.8 PARENT RESPONSIBILITIES:

When parents first enrol their child, the school will provide the family with a copy of the Emergency Plan. Parents should review the plan thoroughly and

- ◆ provide details of contacts and custodians to be used in an emergency. *(Included on enrolment form).*
- ◆ regularly check and update the school's information management system with as many contact details as possible; including email (other than fmi) and mobile phone numbers. (This list is to be kept up to date electronically by the school secretary, a copy kept on the Principal's computer and hard copies be available in the staffroom, photocopy room and in each of the Principal and Secretaries offices.)
- ◆ contribute further to the schools emergency preparedness and their child's safety by establishing their own home emergency plan and threat preparedness. This should include knowledge about safety houses children should go to if caught up in an emergency while outside playing or while moving around the township.
- ◆ notify the school and/or neighbours, friends, spouses where they may be contacted at anytime during any school day.

Parents should be encouraged to nominate more than one emergency custodian to collect the children, and wherever possible nominate people who live or work near the school. As many means of contact must be given to the school for communication purposes in the case of an emergency.

1.9 COMMUNITY SIREN:

Kuala Kencana specific:

The siren system does a self-test every **Wednesday at 11:30 AM**. If you hear the siren on Wednesday at 11:30AM, there is no reason to be alarmed or to take action. If you hear the siren at any other time, you should take the following steps:

- ◆ Please secure yourself indoors quickly – in your office, home, or public facility with controlled entrances, whichever is closest.
- ◆ Remain calm and immediately report any suspicious activities to the **Command Center** at 540-4888.
- ◆ Monitor communication channels for detailed information about the situation. These include email, Freeport Bulletin Channel (FBC), and the phone information hotline at 540-2010 (Bahasa Indonesia) or 540-2011 (English).
- ◆ In the event that you require an immediate security response phone the Security Hotline at 543-4444 (LL) 540-4444 (HL) .

Knowing how to respond during an event is a critical component to keeping you and your family safe. For your and your family's safety and as part of national safety month, we encourage you to keep these phone numbers on hand and review this information with your family.

2.0 EVACUATION ROUTES at MZIS

The **Primary** evacuation route shall be from the classrooms, along the hall way, and out to the front of the school in the car park area. (Teachers are to take Attendance Registers to the Emergency Assembly Area).

The **Secondary** evacuation route shall be exiting classrooms, moving along the hallway, through the main office and along the hallway to the covered basketball area.

Should these not be available, evacuation is the closest means of escape. Evacuation of the school will be signalled by the emergency alarm system or direct instructions from the site Principal and/or his/her designee.

3.0 EMERGENCY ASSEMBLY AREA

The primary emergency assembly area for MZIS KK students and staff will be in the parking area in the front of the school. If conditions determine it, the covered basketball area may also be used as an assembly area.

Procedures:

At the Emergency Assembly Area Teachers must immediately conduct a role call and account for all students.

In the event that a student cannot be accounted for and there is no apparent immediate risk by fire or other hazard security and teaching staff must instigate a search of the premises to locate the missing student.

In the event that that there is an immediate risk by fire or other hazard, inform security and appropriate Emergency Services who will conduct an immediate search of the premises to locate the missing student.

Definitions

- Emergency Assembly Areas - designated safe geographical locations where students and staff will be assembled for initial processing in the event of an emergency.
- Emergency Assembly Area Manager – the KK Principal/designate who is responsible to arrange for orderly and a safe flow of students from the arrival at the Assembly Area to the transfer of Parents/Custodians or other safe location

4.0 EMERGENCY SHELTER

A crisis situation may not warrant a full evacuation if the crisis period is considered to be short term. In some cases it may be safer for students and staff if they “lockdown” at an Emergency Shelter rather than attempt to leave the premises. This decision will be made by the Principal or their delegate and communicated accordingly.

In the event that there is a direct threat to the safety of students and MZIS personnel, the Principal/Delegate will order the movement of personnel to the store-room/toilet area in the main administration building (shelter in place area), “lockdown” and contain personnel in this area until confirmation that the threat has passed or directed by security/emergency personnel to relocate to another location.

If it is decided that the MZIS should be used as an Emergency Shelter, for whatever reason, Option 1 will be initiated. If the school buildings are deemed to be unsafe, staff and students will remain in class groups in the emergency assembly area, while Emergency Shelter option 2 is initiated.

Primary Shelter; Option 1: The School Library:

- a) Check that building is safe.
- b) Move students into library, in class groups by the safest route.
Teachers will remain with classes and teachers without classes provide assistance – especially to the younger groups.
- c) Students sit in class groups, on the library floor. Teachers will keep students calm and secure.
- d) Students may be released to caregivers according to **APPENDIX D “Student Release Guidelines”**.
- e) Water will be available to maintain an overnight wait, for students waiting to be collected.
- f) Toilet facilities will be checked for safety and possible use.

Secondary Shelter; Option 2: The Kuala Kencana Recreation Centre:

In the event that the school or library is unsafe for re-entry the Principal/Delegate will direct staff to relocate the students to the Recreation Centre via the interconnecting jungle path (Security personnel should be directed to accompany the group and remain with the group at the centre).

- a) A decision will be made by the Principal/Designate regarding the safety of the school or library for re-entry.
- b) If deemed to be unsafe, staff will be informed and students will move from the assembly area, in class groups with their teachers, in an orderly fashion, to the recreation centre.
- c) The contact numbers at the Recreation Centre are 543-4097 and 543-4756.
- d) Teachers without classes will attach themselves to the group and provide assistance to class teachers and organisers.
- e) Students may be released to caregivers according to **APPENDIX D “Student Release Guidelines”**.
- f) In the event of an overnight stay for students who have not been taken home, emergency sustenance may come from:
 - Supplies held by Pangansari in Kuala Kencana. Contact person: John Rumende or Sarwono (at LIP). telephone 542-2070/542-2063 (John Rumende) and 542-2061/5422071 (Sarwono) or the Kuala Kencana Clinic, Contact Telephone: 543–4712.
 - Rations supplied through the Security Organisation. Telephone: 543–4444. Radio Contact 3330 808.

- g) Bathroom facilities and water are available on site, bedding arrangements and other support equipment will be requested through the Kuala Kencana Clinic (543-4712) or Security Organization.

5.0 EMERGENCY PROCEDURES

5.1 FIRE:

All staff and students shall:

On hearing a continuous ring of the school's fire alarm, carry out emergency procedures:

- ◆ On teacher's order, movement from the classroom should be quick and orderly to the assembly area as per the fire exit maps located in each classroom.
- ◆ Teachers are to bring a class list and have a roll call at the assembly area.
- ◆ Office staff and Superintendent/Principal to check library, spare rooms and toilets.
- ◆ Office staff and Superintendent/Principal will go to the assembly area and check that all classes and students are accounted for.
- ◆ In the event of an evacuation of any type it is the responsibility of the duty receptionist to take the Trunking Radio to the Emergency Assembly Area.
- ◆ **All Specialist Classes - keep the class they have** and proceed to the assembly area. When you arrive at the assembly area, take your students to their **Classroom Teacher** who will be at the assembly area. Make sure the "hand over" is quiet and orderly. Specialist teachers are to remain with the class teacher until the drill/emergency is over.
- ◆ The MZIS KK Principal will manage the coordination of groups at the Emergency Assembly Area and the orderly and a safe flow of students to Parents/Custodians or other location in the event of an evacuation or transfer.
- ◆ When the emergency is over the Principal/Delegate will direct Security/Emergency Personnel/Specialist Teachers to conduct a visual search of the premises and confirm that the emergency has passed and that the premises appear safe. When this is confirmed, collect your students and return to regular classes or follow the directions of Superintendent/Principal or emergency personnel.

Notes:

- ◆ Follow the directions of emergency response team or security personnel at all times.
- ◆ Keep students as quiet, orderly and calm as possible.

➤ Staff not involved in the evacuation of students:

- ◆ Other staff to double check toilets, rooms, walkways on their way to the assembly areas (delegate specific duties to individual members or this will not occur).
- ◆ School Secretary to carry out:
 1. emergency services notified - **540 7777** from a cell phone 0901-40-7777
 2. take cell phones to gathering area
 3. doors and windows closed
 4. assistance with student management provided

Should it be unsafe to re-enter any school buildings the Emergency Phone tree will be initiated and students will be collected by their parents/guardian or taken to Emergency Shelter 2 until parents or the emergency custodian collects the student.

Fire Wardens

- Lukas Ranggatau is the designated Fire Warden for MZIS and will work in tandem and cooperatively with the YPJ School Fire Wardens. In the event of a fire, the Fire

Warden will activate the alarm, ensure that the Emergency Response Team has been called, and coordinate with the Emergency Response Team Leader, once they arrive.

5.2 EARTHQUAKES:

- ◆ At the commencement of an earthquake instruct the students to “duck and cover” - shelter under their desks, turn their backs to the windows, tuck their heads into their knees and hold their hands over their heads, clasping firmly behind the neck. Stay away from windows, shelves and heavy objects likely to fall.
- ◆ Staff should open the exit door and stand in the doorway, or climb under their desk in the same way as students.
- ◆ Children in the toilets are to crouch or lie on the floor in the same crouching position as described above.
- ◆ Students in the library are to crouch in the middle of the floor area, preferably under the round tables.
- ◆ If outdoors crouch, as described above, away from any equipment or the buildings – look around to check the dangers.
- ◆ Following the earthquake, move students outside to the assembly point and wait for instructions from the Principal.

When evacuating the building following an earthquake, staff should:

- ◆ check that all rooms have been evacuated,
- ◆ if possible, turn off appliances and services,
- ◆ take the attendance record or current class list with them,
- ◆ supervise the orderly evacuation of their classrooms to the emergency assembly area,
- ◆ take roll call of their class and advise the principal of missing students, staff or other occupants,
- ◆ Wait for advice and instructions from security or emergency personnel.

Should it be unsafe to re-enter any school buildings the Emergency Phone tree will be initiated and students will be collected by their parents/guardian or taken to Emergency Shelter 2, until parents or the emergency custodian collects the student.

5.3 STUDENTS ON SCHOOL BUS:

- ◆ If an earthquake occurs while students are travelling on a school bus, the driver is responsible for the student’s safety until they reach their destination.
- ◆ The bus driver should proceed with caution and avoid potential hazards.
- ◆ If the bus is immobilised in an unsafe position, it should be evacuated.
- ◆ Bus drivers have communication systems available and will notify the control centre and await assistance from emergency services.

5.4 OTHER EMERGENCIES:

For all emergencies, there are common and specific procedures to be followed.

MZIS will:

- ◆ act on any emergency warning.
- ◆ make every effort to ensure the health and safety of students and prepare for possible evacuation of the site if it is unsafe to remain at school.

Staff Should:

- ◆ contact the nearest control centre, if necessary (Emergency: **540-7777**, Security Hotline: **543-4444** from a cell phone 0901-40-7777 or 0901-43-4444).
- ◆ regularly check email, website or FBO (Channel 18) television for instructions from the control centre.
- ◆ reassure students and keep them as calm as possible.
- ◆ liaise with the Principal/Superintendent regarding the possibility of evacuation.
- ◆ if evacuation is necessary check that all school rooms have been evacuated.
- ◆ if possible, turn off appliances and services (power).
- ◆ take the attendance record or current class list with them.
- ◆ supervise the orderly evacuation of students to the emergency assembly area.
- ◆ call the roll at the emergency assembly area and advise the Principal/Superintendent of any missing students, staff or other occupants.

5.5 STORM-FORCE WIND AND CYCLONES

School staff should:

- ◆ secure loose items such as rubbish tins, outdoor furniture and play equipment.
- ◆ stick tape across large windows, ensure students stay inside the strongest part of the building – library.
- ◆ keep students away from windows and doors.
- ◆ if possible, open windows on the side of the building away from the wind to reduce the possibility of the roof lifting.

In the event that storm-force winds or cyclones are forecast the Principal/Delegate will assess the situation and may determine that the school should be closed. The Emergency Phone Tree will be initiated and students will be collected by their parents/guardian or taken to Emergency Shelter 2 until parents or the emergency custodian collects the student.

5.6 ELECTRICAL STORMS

School staff should:

- ◆ if inside, ensure students stay away from metal and electrical fixtures, as these can act as lightning conductors.
- ◆ if outside ensure that students stay clear of trees and position themselves as low as possible to the ground - look for a hollow.
- ◆ Move to a safe area as soon as practicable.

5.7 VOLCANIC ACTIVITY

There is little chance of any volcanic activity occurring in this region. The monitoring systems that are in place should give adequate advance warning of the possibility of eruptive activity should this occur. It is therefore unlikely that the Mt Zaagkam International School would be open during any major eruptive activity.

However to ensure that an appropriate volcanic activity response is included (although its activation is most unlikely) within this plan the following will apply:

During any eruption:

- ◆ if heavy ash is falling, do not shelter in any school buildings with flat or low pitched roofs, as these could collapse under the weight of ash build-up.

If instructed to move out of the School buildings staff should:

- ◆ ensure that students head and body are covered with substantial clothing,
- ◆ students and staff should breath through a handkerchief or cloth,
- ◆ carry a torch, even in daytime,
- ◆ move the students away from the eruption as quickly as possible,
- ◆ avoid streams and rivers.

5.8 CHEMICAL OR INDUSTRIAL ACCIDENT

Emergency Response Services are the first responders to any chemical or industrial accident scene, therefore the Mt Zaagkam International School Principal/Superintendent would be advised on the appropriate action to be taken by Fire Service personnel, Security and/or the Emergency Response Services personnel.

The action that may be appropriate could include:

- ◆ ensuring that all students and staff remain indoors,
- ◆ the direction of any evacuation of the school would be dependent on the type of emergency and the wind direction at the time.
- ◆ A mass evacuation from school premises may include movement from a potentially toxic/hazardous location to a safe location either inside or outside the Contract of Works, this will be determined by the Emergency Response and PTFI Crisis Management Team (CMT).
- ◆ The Emergency Assembly Area Manager will manage the coordination of groups at the Emergency Assembly Area and the orderly and a safe flow of students to Parents/Custodians or other location in the event of an evacuation or transfer.

5.9 CIVIL UN-REST or EXTERNAL THREAT to the SCHOOL

There are two stages to follow in any event which involves a civil unrest situation, or a threat to the school which may jeopardise the safety and well being of the students.

Step 1. Ascertain when any known civil unrest is going to impact on the school and ensure students are evacuated safely to their homes in plenty of time.

- Follow evacuation procedures outlined at 7.5 below - “Sending Students Home.”

Step 2. If the school cannot be safely evacuated, the Principal may choose to protect students and faculty by instituting a school “**lockdown**” which is a short-term measure (measured in minutes or hours, not days) that uses a facility and its indoor atmosphere to temporarily separate people from a hazardous outdoor environment. In a lockdown, school personnel will secure building entrances to make sure that no unauthorized individuals enter the building. Students will be monitored closely by staff to ensure that no one leaves the safe area.

- On the sounding of a series of short sharp bursts of the school bell all students will return to their classrooms where teachers will immediately check names to determine that all are present. Any student not accounted for will be notified to the Superintendent/Principal immediately and a search initiated.
- Teachers will then lead students in a controlled and orderly manner past the library and into the washroom area where students will be calmed, reassured and settled. This must occur quickly so the time spent in the hallway is limited, yet without alarming students. Turn off lights and shut doors to the hallway.
- The PTFI emergency number **540 7777** (from a cell phone 0901-40-7777) **or Security Hotline 543 4444** (from a cell phone 0901-43-4444) will be called to notify security, the emergency response team, and to seek assistance.
- The Principal/Designate will activate the “Emergency Phone Tree” as outlined in Appendix F, to inform parents of the situation.
- Until the arrival of security personnel, who will assume charge of the situation, no-one will be permitted to enter or exit from the building unless they are clearly identified and/or it is safe to do so.

Parents should advise their children on what to do to protect themselves if they are outside the school area should an incident arise. Possible actions would be:

- Move rapidly away from trouble spot
- Seek shelter at a known safe place (houses, offices, shopping centre)
- Go to a security guard

If the security situation deteriorates to such a condition that warrants a mass evacuation, security matters and advice will take precedence over other considerations. The SRM department, in conjunction with Indonesian security forces, will be the lead agency in conducting the mass evacuation. They will provide the necessary advice, recommendations and preferred method of operations to the CMT. The CMT is ultimately responsible for the conduct of the mass evacuation.

5.10 UNACCOUNTED STUDENTS/ STUDENT ABDUCTION

Where a student is unaccounted for or has been, or thought to have been, abducted or kidnapped, the following actions will take place.

1. Immediately notify security and/or police by fastest means possible (**Security Hotline: 543 4444** from a cell phone 0901-43-4444).
2. Account for remaining students.
3. Locate and notify parents of the child concerned of the situation.
4. Via the "Phone Tree," notify all other parents which child is affected in order to alleviate possible fears regarding their own children.
5. Prepare picture and personal description details, including what they were wearing and provide this information to security and/or police on their arrival and send same information to security via email.
6. Request parents attend school and meet investigating officers; or arrange for an alternative meeting place.

6.0 RESCUE PROCEDURE

The Rescue of trapped children or staff will be undertaken by the Emergency Response Services, it shall therefore be the responsibility of the Principal/Designate to contact Emergency Response Services **by telephoning 540 7777** (from a cell phone 0901-40-7777) **and asking for the Fire Service or Emergency Response Team.**

7.0 POST EMERGENCY PROCEDURES

7.1 Re-occupation of the Buildings:

The re-occupation of buildings after an emergency evacuation should not commence until the Principal/Superintendent and/or safety and security personnel are satisfied that all rooms are safe for immediate re-occupation. Should re-occupation not be advisable, the students will be taken to the second assembly area and the Emergency Phone tree will be initiated.

7.2 Health and Safety Checks:

Following and incident emergency, security and school staff will check

- ◆ for obvious cracks in any walls.
- ◆ for dislodged bookcases or fittings which could fall in any earthquake aftershocks.
- ◆ for leaks in water and gas pipes.
- ◆ for breaks and or blockages in sewage drains and fittings.
- ◆ for breaks in electric wiring (these can cause fires).
- ◆ for any fires which have not been completely extinguished.

7.3 Conservation of Water

Water is precious in an emergency and should be conserved. Save water in any tanks, basins and cisterns, and if possible, turn off the water mains to prevent water loss from any damaged mains.

7.4 Building Inspection by Engineers

If there appears to be any structural damage to the school buildings, the principal/superintendent shall arrange for a qualified professional person to inspect the buildings to determine whether they are safe for immediate re-occupation.

7.5 Sending Students Home

Any decision to send students home following an emergency (or prior to a notified civil unrest) must be made by the Principal/Designate in consultation with PTFI management, emergency services and/or security personnel. *In reaching this decision consideration shall be given to the following:*

- ◆ Students should not be released until it is safe to travel.
- ◆ Following an earthquake roads may be impassable making it difficult for students to reach their homes.
- ◆ Students should be kept at school until collected by a parent, guardian, or caregiver, or they could be grouped according to their home locations and escorted home by an adult. Students will not be left to find their own way home.
- ◆ Accurate records need to be kept of student's names and the name of the person assuming responsibility for that student.
- ◆ If a bus has been organised to escort students home, a teacher, with a school list and the hand held radio, must accompany them to supervise their dispersal. A record shall be kept of students travelling on buses and the location of delivery for each child. The teacher will ensure that parents or a supervising adult, such as a pembantu, are home before a child is left. If there are no parents at home, the child can be left with a neighbouring adult, or neighbouring family friend, if the child is familiar with, and comfortable to remain with them.
- ◆ Young students whose parents or guardians are not available to collect them shall be kept at school until arrangements for their safe departure can be made.

8.0 EMERGENCY RECOVERY PROCEDURES

Following an emergency it is important that the school is able to return to a level of normality as quickly as possible.

8.1 Alternative Accommodation

If following an emergency some or all school buildings are damaged to the extent that they are unusable, temporary alternative accommodation for school will be found.

8.2 Keeping People Informed

Parents and guardians should be informed about where and when students are to report for the resumption of classes. This could be through the normal PTFI communication channels, by newsletter or by telephone.

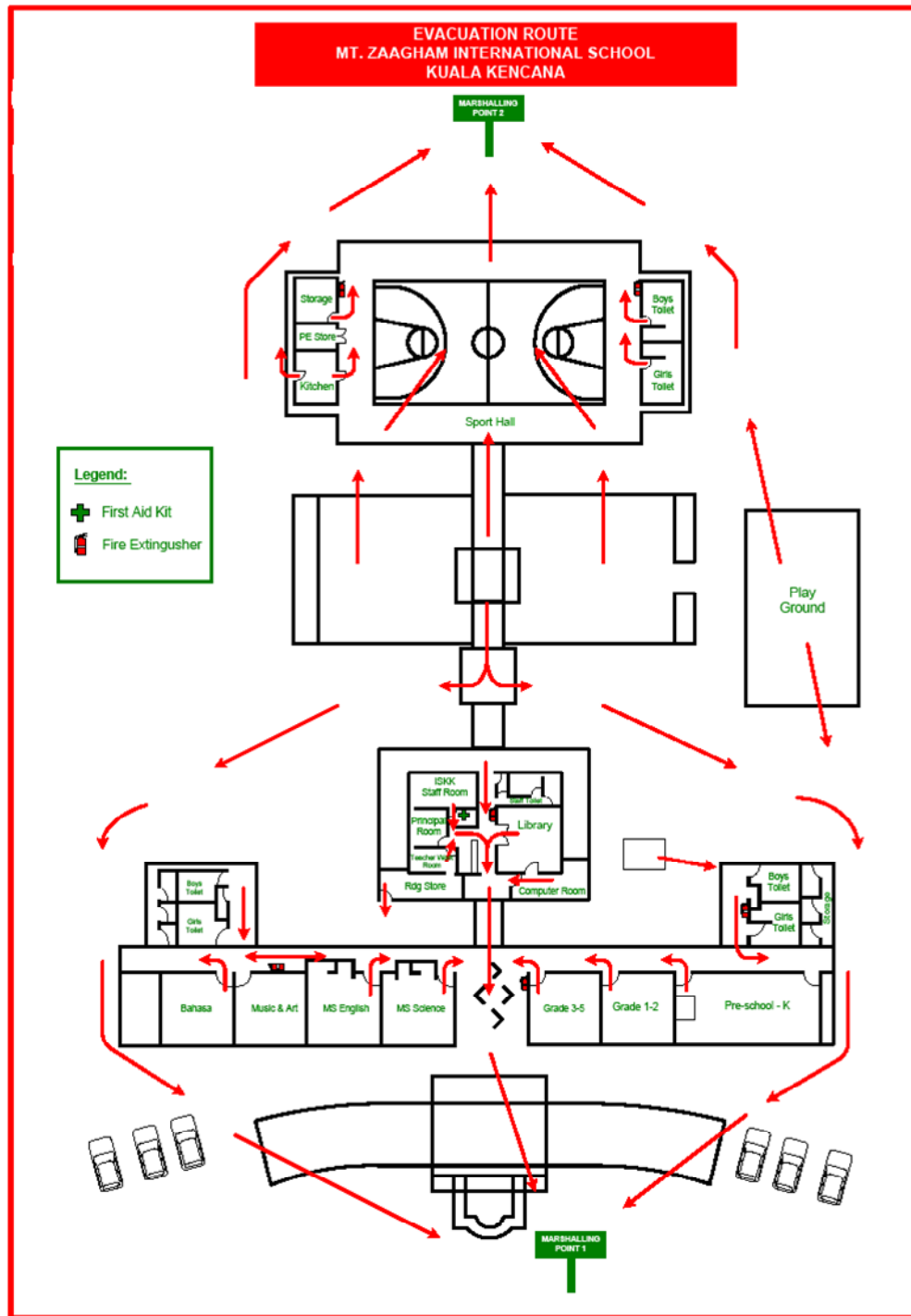
8.3 Recommencing Classes

The return of students to the school should be delayed until all damaged areas have been made safe, and any remaining dangerous areas have been adequately sealed off.

The Principal/Superintendent in consultation with the head of emergency services, head of health and safety and PTFI management, is responsible for deciding when the school will re-open.

APPENDIX A

Plan of School and grounds showing assembly area.



APPENDIX B**EMERGENCY CONTACT DETAILS****Emergency Response**

Fire, Accident, Serious Injury, Security	540-7777
Security Response	543-4444
Command Centre	540-4888
Ridge Camp	541-2791
Mine	541-7766
Mile 38	542-3333
Kuala Kencana	543-4010/4012
Portside	542-5353

Medical Emergency

Tembagapura Emergency Room	540-7677/540-4900
Kuala Kencana Emergency Room	543-2222/ 301-111
Grasberg First Aid	541-7331 / 541-7321
GBT First Aid	541-6973/ 6322
Mile 74 Clinic	541-8009 / 541-8010
Ridge Camp Clinic	541-2501 / 540-2066
Mile 38 Clinic	542-3022/3023
Base Camp Clinic	542-4200
Portside Clinic (Amamapare)	542-5222/542-5555
Malaria Control Kuala Kencana	544-2298
SOS Jakarta Alarm Centre phone	+62-21-750-6001
SOS Singapore Alarm Centre phone	+65-6338-7800
SOS Sydney Alarm Centre phone	+61-2-9372-2400

IF CALLING FROM A CELL PHONE, DIAL 0901, DROP THE 5 AND DIAL THE #

Medical Services

Name	Location	Working Hours	☎
Highland			
Grasberg FAS	Open Pit Mine Area	24 hours	541-7331 / 541-7321
GBT First Aid Station	Mine Area Tunnel	24 hours	541-6973 / 6322
MLA First Aid Station	Mile 74	24 hours	541-8009
Ridge Camp Clinic	Mile 72 Ridge Camp	24 hours	541-2501
Tembagapura Hospital	Mile 68 TPRA	Emergency: 24 hours	540-4900
Lowland			
Otomona Clinic	Mile 38	0700am to 5.00pm	52-3221 / 23
Kuala Kencana	Kuala Kencana	0700am to 5.00pm	543-4222 / 9-301-111
Base Camp Clinic	Base Camp	0700am to 4.00pm	542-4200, Pager No: 486
Bulahari	Portside	0700am to 5:00pm	542-5222

Medical Officers

Name	Function/Title	Office	Home	Mobile
Dr. Darma Irawan	<i>Chief Medical Officer (CMO)</i>	540-7652	9-351505	811975004
Dr. Sumartono	<i>Deputy CMO</i>	540-7622	9-352814	8124020309
Dr. Emil Bohme	<i>Medical Advisor, Highland</i>	540-7650	9-351441	811493173
Dr.	<i>Medical Advisor, Lowland</i>	544-2213		811490911
Dr. Tim Nunn	<i>Senior Medical Advisor</i>	540-7126	540-7105	811491071
Dr. Jerry Strohkorb	<i>Public Health Tech. Advisor</i>	543-4164	530-2277	811490403
Peter Mangles	<i>Gen. Manager - Tech Advisor</i>	540-4569		
Inggriani Setiawan	<i>Deputy General Manager</i>	9-301487	9-301801	811496298
Wilda Ongso	<i>Administration Manager</i>	540-7691		
Sandra Van wyk	<i>Nursing Technical Advisor</i>	540-3229	9-351214	811491493

Security Management (Lowlands)

- Danny Mansawan 543 4605 (H)
 543 4002 (W)
 081 24008 648 (Mobile)

IF CALLING FROM A CELL PHONE, DIAL 0901, DROP THE 5 AND DIAL THE #

RATIONALE:

It is vital that all staff have a set of guidelines to follow when dealing with an emergency and that the main priority is to ensure the safety of students and staff.

PURPOSE:

- (1) To establish procedures for staff and students to follow in the event of an emergency that might affect the safety of any person involved.
- (2) To facilitate efficient evacuation of buildings
- (3) To establish an efficient safety lockdown procedure.
- (4) To establish a system of accounting for individuals after an emergency evacuation.
- (5) To ensure that all procedures are practiced regularly.
- (6) To ensure that emergency equipment is maintained in working condition.
- (7) To reduce risk and provide the best opportunity for recovery after an emergency.

GUIDELINES:

- (1) Emergency evacuation and lockdown drills will be held quarterly.
- (2) A comprehensive, current and easily accessible data base of parent contact information will be kept by the school. This is to be regularly updated.
- (3) A continuous ring of the fire alarm bell will signal an emergency evacuation.
- (4) A series of short sharp bursts on the bell signals a shut down and lock up situation.
- (3) Staff and students will be reminded on a regular basis of emergency procedures.
- (4) Designated areas will be set aside as the assembly point for all emergencies.
- (5) Fire safety and emergency equipment will undergo a maintenance check regularly.
- (6) In an emergency, teachers are expected to check names against their attendance records or a current and up to date class list.
- (7) Teachers will ensure that emergency exits are kept clear at all times.
- (8) Students will be advised about the advantages of knowing where “safe houses” are located should an emergency arrive when they are outside playing during out of school time.

APPENDIX D

STUDENT RELEASE GUIDELINES

- 1) When an emergency occurs, the school remains responsible for students, until they are released to their caregivers.
- 2) Students may be released from classrooms/library, emergency evacuation areas or emergency shelters.
- 3) Teachers remain with classes at all times. Teachers without classes are to assist with class management and crisis management.
- 4) Teachers may release students to caregivers, after all checks have been made, and authorisation has been given by the Principal/Delegate, security or the emergency services.
- 5) **Each Student Release Must be Recorded.** This is the class teacher's responsibility.
- 6) When releasing students from a class, the remaining students must stay grouped together and under firm control. Teachers without classes are to assist with this.

APPENDIX E

RESPONSIBILITIES OF SCHOOL STAFF DURING EMERGENCIES

- 1 This staff requirement applies to **TEACHERS and SUPPORT STAFF.**
- 2 The primary duty of all staff members during an emergency is the safety and welfare of students and fellow staff members.
- 3 Emergency evacuation procedures must be fully followed, including the taking of attendance records or current class lists and the Trunking Radio to the designated assembly area.
- 4 Class teachers must assume quiet but assertive control of their classes.
- 5 Personnel without classes must take the groups they are working with to join the class, and the class teacher. They are then expected to check the evacuation is complete, and join with class teachers to assist with student management and care.
- 6 At the **STUDENT RELEASE** stage (*See APPENDIX D*), personnel without classes must assist to ensure that all releasing of students to caregivers is recorded.
- 7 **ALL STAFF MEMBERS ARE EXPECTED TO PLACE THE WELFARE OF THE SCHOOL STUDENTS AHEAD OF THEIR OWN, UNTIL THE EMERGENCY SITUATION IS FULLY UNDER CONTROL.**
- 8 Where staff members need to leave, authority from the Principal/Delegate will be required.

