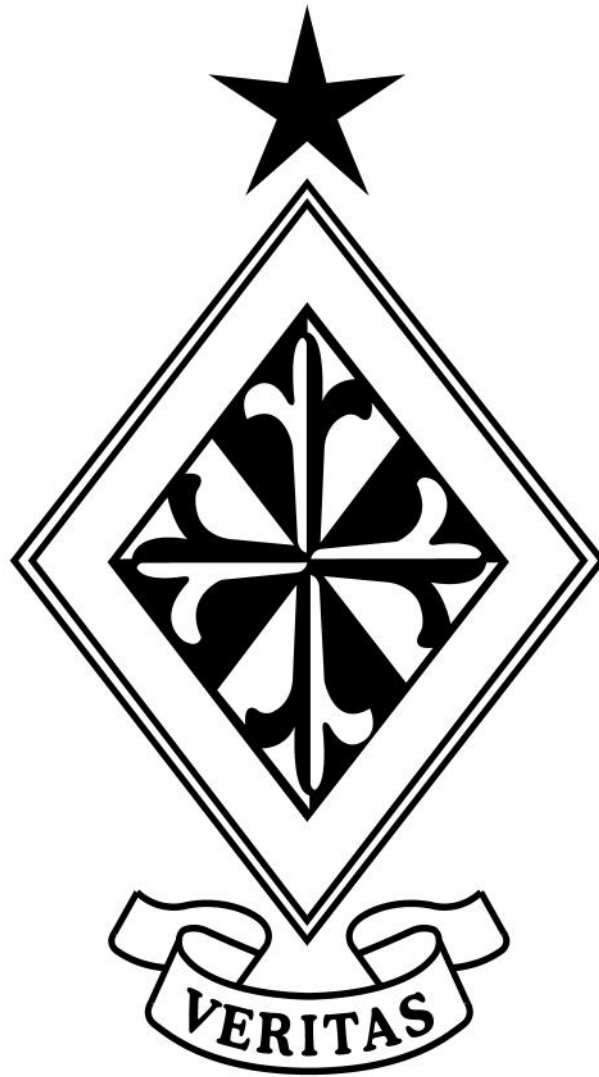


St Catherine's School



*Learning today,
Leading tomorrow*

SAFETY AND SECURITY POLICY

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1. ALARM SIGNAL

There are emergency alarms in Mrs Rodrigues' and Mrs Crosby's offices. In drill sessions Mrs Rodrigues / Mrs Crosby will sound the alarm. In a REAL situation any teacher who is aware of fire, bomb etc. must immediately report to either Principal in order for them to sound the alarm. In such an emergency, the teacher must tell their neighbour where they are going and must return to their class immediately. **Never send a pupil with such a message.**

- | | |
|----------------------------|-----------------------------------|
| ▷ Evacuation | ONE long continuous blast / ring |
| ▷ Remain in class; shelter | THREE short staccato rings/blasts |
| ▷ All clear signal | Ringling bell |

(Pre School to be alerted telephonically in case of an emergency)

2. GENERAL INSTRUCTIONS

- Always be aware of the number of pupils in your class.
- Be aware of who is out of the class e.g., absent on the day; toilet, errands, etc.
- Do not allow pupils to panic – do not panic yourself. Speak with urgency / authority and never hysteria.
- Make pupils practice reacting instantly and calmly.
- Homeroom teachers must ensure that their registers are returned to the phase secretary after homeroom each day so that in the case of an emergency, she can take them with her when the school evacuates.
- All staff should have class lists available (for all the classes they teach) with their evacuation procedure.
- Evacuation maps and routes must be prominently displayed in class.

3. DRILL IN THE EVENT OF A GUN / GRENADE ATTACK

- Pupils must immediately lie flat on the floor.
- Pupils must move on their stomach away from open doorways or the centre of the room.
- Always try to lie along safe walls. If there is insufficient space for everyone near a wall they would be safest lying flat in the aisles.
- Pupils should cover their heads with their arms.
- DO NOT stand up until the all clear has been given.

4. EVACUATION DRILL FOR BOMB OR FIRE

- If there is time, close windows and door on leaving the room.
- Do a head count.
- Evacuate the class you are with.

- Learners leave their bags behind.
- The teacher must take the register and/or class-lists and walk behind their class.
- Follow the routes as detailed on the evacuation maps.
- Be aware of the route to be used from every classroom that you normally use.
- Assemble at the predetermined Assembly Points in an orderly fashion.
- Check your register, check in and report any absentees to your phase head a.s.a.p.
- Phase heads to report any staff absentees to Mrs Wilson.

5. EVACUATION ROUTES (*See Maps*)

- Mrs Crosby: Check upstairs is clear, then evacuate through main entrance.
- Mrs Rodrigues: Check downstairs is clear, then evacuate through main entrance.
- All cleaning staff to check the rooms on their floors as they evacuate the school and then report to Mrs Wilson on the field.
- Mrs Wilson to make a note of all staff members as they arrive on the field.
- Mrs Cruz to inform Mrs Wilson of Staff absentees.
- Support staff (including Mr le Roux), Admin staff and Coaching staff to report to Mrs Wilson on the field.
- Coaching staff is responsible for bringing the first aid kits to the assembly point.
- First aid area to be set up at soccer post on Grace Avenue side.

6. ON REACHING THE ASSEMBLY POINT

- Walk your class to the edge of the field (near wall).
- Find your class number/name.
- The pupils must form their lines and sit down facing the school.
- The grades will line up in order from the Grace Avenue side starting with pre-grade – Grade 7 near the cricket pitch.
- Grade 8 – 12 will line up in classes from the cricket pitch towards Piercy Avenue.
- Check your class with the register and/or class list.
- See to any First Aid requirements.
- Should teachers be in pool area, or on the field, they must immediately assemble at the appointed emergency venue on the small soccer field.
- Should they need shelter, the teacher must check the class and immediately take cover in the hall in the fountain quad.
- Once your Primary Task is completed, KEY PERSONNEL report to posts.

5. EMERGENCY NUMBERS

- SAPS EMERGENCY 071 675 6860/1
(Sector 4 – Lambton; Hazel Park; Denley; Klippoortjie; Parkhill Gardens, Hazeldene)
- FLYING SQUAD 10111
- LIFE THREATENING EMERGENCIES 10177
- AMBULANCE/ FIRE BRIGADE 011 458 0911
- ELECTRICITY/ WATER (24HRS) 086 054 3000
- SECURITY COMPANY (GARY) 079 941 6607
- MRS J. CROSBY (SENIOR SCHOOL) 083 701 8232/ext 6306
- MRS S. RODRIGUES (PREP SCHOOL) 082 828 9695/ext 6312
- MRS C. STEWART (PRE SCHOOL) 084 582 2524
- MS T. BEUKES (OHS) 083 462 5750
- MRS T. FRAME (SPORT) 079 492 4846/ext 6310
- MISS L. HUNTER (RECEPTION) 011 827 4102/ext 6301
- MRS G. HEARNshaw (PREP SCHOOL) 072 318 3110/ext 6307
- MRS J. POWELL (SENIOR SCHOOL) 083 282 0993/ext 6305
- MRS LOMBARD (PRE SCHOOL) 073 695 6977/ext 6309

