



## RBK EVACUATION PROCEDURE

In the case of an emergency, whereby all staff and pupils are to evacuate the school, the following procedure is to occur:

1. Fire alarm will be heard throughout the school
2. Emergency Team will automatically activate and take charge in leading the evacuation procedures
3. Area Fire Marshals will communicate safe escape routes/exits and assist teachers with evacuation
4. Pupils will be quickly briefed, aligned, counted and accompanied/assisted out of the premises to the designated assembly point in an orderly manner
5. HRT will take the daily attendance sheet with them as they leave the room
6. Receptionist will take the staff sign-in file as she leaves the reception area
7. All administrative and auxiliary personnel will assist with children evacuation at the key points (stairways, gates, crossing the road)
8. Area fire Marshall will sweep the assigned building to close all windows, doors and ensure no one is left behind
9. All staff and students will gather at the emergency assembly point (across the street at the mosque) and regroup per classes. HRT will account for their students and the Admin Head for all staff and inform the Incident Commander of the outcome.
10. The return to the school premises or sending students home is going to be done as per the circumstances.
11. Return to school will be cleared by the Incident Commander.

Emergency Team will have the following makeup:

1. Incident Commander: Ioana Irani
2. Marshall 1: Reinhardt Retief (Villa A)
3. Marshall 2: Nathan Winter (Villa B)
4. Communication Officer: Samira Rizk
5. Security Officer: Osey Nyametse

## EMERGENCY ROUTES AND EXITS TO FOLLOW

The routes and exits below have been identified as the shortest and easiest to follow in an emergency provided they are safe to use. In case where any of these routes/exits are not safe for evacuation, the Fire Marshalls will advise alternative safe routes/exits according to the situation.

### Villa A

FLOOR	ROOM	PROCEDURE
Ground Floor	Hydroponics Centre	Depart through the Reception area and adjacent gate (main entrance/exit)
	Reception Area	Depart through the adjacent gate (main entrance/exit)
	Snowdrops	Depart through the side exit leading directly into the Reception area or through the other classroom towards the main door, then leave through the main gate (adjacent to the Reception area)
	Sweet Peas	Depart through the side entrance/exit closest to the classroom (R side when exiting), once outside move R towards the main gate (adjacent to the Reception area)



	Admin Office	Depart through the main door and the main gate (adjacent to the Reception area)
	Health Clinic	Depart through the side entrance/exit closest to the clinic, once outside move R towards the main gate* (adjacent to the Reception area)
First Floor	All staff and students on the first floor.	Move calmly down the stairs, departing through the main door and leave through the main gate* (adjacent to the Reception area)
Second Floor	All staff and students on the second floor.	Move calmly down the stairs, departing through the main door and leave through the main gate* (adjacent to the Reception area)

#### Villa B

FLOOR	ROOM	PROCEDURE
Ground Floor	Gym Area	Depart through the side exit along Villa A. Once outside turn L and leave through the gate* in front of the entrance to Daisies.
	Daisies	Depart through the class' dedicated exit and leave through the gate* facing the classroom exit door
	Dining Area +wash rooms	Depart through any safe and less crowded exit, preferable towards the front gates (gym area or Daisies' classroom). Leave through the gate* in front of the entrance to Daisies.
	Kitchen area	Depart through any safe and less crowded exit, preferable towards the front gates (gym area or Daisies' classroom). Leave through the gate* in front of the entrance to Daisies.
First Floor	All staff and students on the first floor.	Move calmly down the stairs and depart through any safe and less crowded exit, preferable towards the front gates (gym area or Daisies' classroom). Leave through the gate* in front of the entrance to Daisies.

**Note:** To facilitate fast and safe movement of children from the time the pupils leave their classrooms until the point of crossing the street it is recommended that pupils move in a straight line holding a rope.

Procedure to move from the gates, across the road and to the mosque:

- Security staff will block the traffic temporarily so the children can cross the street safely.
- Children will be encouraged to cross the street side by side holding hands rather than in a long line.
- Once at the assembly point each class will line-up and pupils will be accounted for.