

Emergency Evacuation Plan



Staff Population: approx. 70

Student Population: approx. 500

An evacuation drill is held every term.

The drill is announced beforehand to one and all.

1. During a drill or if the need to evacuate the school arises:

- The Head of school or
- anyone directed by him, or
- any adult who notices a real threat and doesn't find it easy to inform the Head

should either

a. tell the Secretary, Ms Christine, who is the person who should sound the alarm which is found near her office. She can be contacted on number 402. If Christine is not present. Josephine takes this charge. She can be contacted on 453 from any class; or

b. do so himself by pushing the button available in the main corridor on each floor (near the Secretary's Office on Ground Floor, and round the corner near the Head's and Assistant Head's office, first and second floor respectively).

1.1 If an evacuation drill is planned, the school is to inform the CPD about it a few hours before. This will avoid any unnecessary false alarms received by the CPD (Tel: 2393 0000).

In a real case scenario, the secretary/school clerk will phone up emergency No. 112. The call must

- be concise, precise and clear when informing what happened;
- state whether emergency service is required;
- state the nature of the incident.
- The secretary must not hang off but waits for any questions / instructions which may be issued by the CPD.

2. Upon sounding the alarm

The Head of school is to ensure that evacuation has commenced. Ms Saliba is to proceed with other staff members towards the two assigned Assembly Points (APs). Furthermore, the Head will meet and she is to liaise between the squad and pupils/staff.

- 2.2 If the alarm goes during break, or when they are out of class, staff and pupils are to go directly to respective Assembly points in School Street in an orderly manner. If someone is in the School Auditorium, he must exit onto School Street from the nearest of the two exit doors in the hall.

Mr Peresso, Assistant Head, is in charge of Assembly Point 2 and Ms Abela is in charge of AP 1. If one of them is not present, the third Assistant Head will take over.

3. Two school exits will be used

- 3.1 Exit 1: between Year 1 classes onto Hal Niklusi Street (in front of JJ). Exit 1 is to be used by Kinder 2 classes, Yr 1, 2, 3, 6, according to the arrow signs in the corridor.

- 3.2 Exit 2: School Hall Foyer onto School Street, is to be used by Kinder 1 classes, Yr 4, Yr 5.

Arrow signs in corridor show the way.

- 3.3 **Assembly Points** are both in School Street, exactly opposite exits.

- Assembly Point 1 is opposite Hal Niklusi Street
- Assembly Point 2 is opposite Foyer door and Hal Xluq Street.

4. When you hear the alarm, please follow the following instructions.

4.1 Minor staff should open the exit doors, preferably wide open (both parts of the door) that lead to Assembly points.

Caretaker 1 (Brian / Godwin) should open foyer door onto School Street for Kinder, Yr 4 and Yr 5 and take out cones and close School Street for traffic from Hal Xluq Street side.

Caretaker 2 (Manuel) should open exit door onto Hal Niklusi Street for K2, Yr 1,2,3,6 and take out cones and close School Street for traffic corner with Hal Niklusi side. Traffic passing from Hal Niklusi Street straight ahead or turning to the left, should not be hindered.

Unless dangerous to do so, minor staff members are to check for any remaining pupils in the building (toilets, activity rooms, corridors, etc).

Any pupils found in these areas are to be accompanied (not sent) to their assigned Assembly Point.

Caretaker 3 (Angela / Rita) is to check all of second floor, including pupil toilets, staff toilets, library and subject rooms.

Caretaker 4 (Laura / Agatha) is to check all of first floor, including staff room, pupils and staff toilets.

Christine and Josephine are to check the ground floor and close the main door after they exit the premises.

Everyone, including minor and clerical staff, should gather at their assigned Assembly Point when the above mentioned duties are over.

4.2 School Senior Management Team (SMT)

4.2.1 Mr Peresso is to double check the second floor on the Yr 4, Yr 5 side including library and special rooms. Then proceed asap to Assembly Point 2.

4.2.2 Ms Abela is to double check the second floor on Yr 3, Yr 6 side including subject rooms and proceed to Assembly Point 1 asap.

- 4.2.3 Ms Mizzi is to see to the first floor on Kinder side, including all rooms and toilets, then check the School Hall, kitchen and proceed to Assembly Point 2.
- 4.2.4 Ms Saliba is to take charge of first floor on Yr 1 side, including Kinder II classes on that side and board room and proceed to Assembly Point 1.
- 4.2.5 Officers in charge of Assembly Points are to:
- Help classes assemble and keep order;
 - Gather attendance reports from all class teachers;
 - Report all findings to Ms Saliba asap.

4.3 **Class Teachers**

- The teacher is to lead the group and proceed to the AP in single file – this is to be done in quiet and without any running; the way is shown by the arrow signs in the corridors; The evacuation plan for each of the three floors is also exhibited on every floor adjacent to the main offices.
- With older pupils, teachers may also train 2 pupils per class (such as class prefect) to cover the same roles of that of the class teacher;
- If it does not hinder the efficiency of evacuation, turn off any classroom electrical apparatus (please note that this is not a priority);
- Where applicable, gas appliances should be turned off. Where gas leaks are suspected, electrical equipment should not be switched on/off;
- Have a copy of the class list / attendance register readily available to be taken onto the Assembly Point;
- Ensure that all pupils exit the room and where practicable, the last one out closes the room door (this will also help to ensure that all pupils have vacated the room);
- Check class attendance at Assembly Point (roll call);
- Report to the AP officer (Assistant Head) whether all class members are present; should the teacher notice any missing pupils, he/she is to report this to the AP Officer immediately;
- Remain with their class pupils at all times throughout the evacuation and AP, even in the event of missing pupils.

5. **Pupils** should:

- Leave any belongings, satchels, books, etc in class, and assemble in single file outside the classroom;
- Follow their teacher in an orderly manner (no running to be permitted);
- DO NOT re-enter the building without instructions from the school authorities.

6. **General Instructions.**

6.1 Everyone should follow instructions given by the Head of School during a drill.

In a real case scenario the Civil Protection Department (CPD) is to assume overall control of the situation. All those gathered at the AP, are to proceed as per instructions issued by the CPD incident commander.

6.2 When the situation returns to normal, the Head of school (after consulting with the CPD) will give instructions for all to return back to the classrooms. This should be done in an orderly manner.

