

Emergency plan for the DSJ



DEUTSCHE
INTERNAT
SCHULE
JOHANNESBURG

- A. Emergency Committee**
- 1. Principal in Committee:** Principal, Deputy Principal, Security Officer, General Manager, Safety Officer
 - 2. First Aid & Communications:** M. Tasker, R. Radusin, K. Peters
- B. Emergency numbers:**
- | | | | |
|------------------------------|-------|-----------------------------|-------|
| Fire Brigade | 10177 | Flying Squad | 10111 |
| Police Station Parkview | | 011 486 5000 | |
| Milpark Hospital Casualty | | 011 480 5910 / 080 011 6616 | |
| Ambulance (Emergencies only) | | 082 911 or 10177 | |
- C. Types of Evacuation and Alarm Signals**
- 1. General evacuation:** Interrupted signal: 3 sec [2 sec] 3 sec [2 sec] (30 sec)
e.g. fire, bomb alarm, all buildings
 - 2. Non-evacuation:** Uninterrupted signal: Until danger has been cleared
e.g. terror attack, danger of amok run
 - 3. Return to building:** Uninterrupted signal: 60 sec All-clear signal
- D. Meeting places**
- 1. Block A, B, H and Aula, Foyer:** LAWN IN FRONT (between driveways) ⇒ (S₁)
Reporting officer: Mrs Wilcox
 - 2. Block C, D and Art Centre:
Gym Hall, Swimming Pool** SOCCER FIELD ⇒ (S₂)
Reporting officer: Mr Cepnich
 - 3. Block E, F, G and Computer
Music, Learning Centre** TENNIS COURT area ⇒ (S₃)
Reporting officer: Mrs Wizemann

The Principal, Deputy Principal and Safety Manager each check a section of the premises as outlined above: Principal ⇒ (S₁), Deputy Principal ⇒ (S₂) and Maintenance Manager ⇒ (S₃)

Substitutes for the three reporting places are Mr. Cameron and Mrs Venter.

E. Proceedings - In case of EVACUATION

1. Close all windows and doors; do NOT lock doors!
2. Leave Bags in the classrooms, unless otherwise instructed.
3. Subject teachers take class book (or course lists) and accompany their classes to meeting places and ensure that class/group remains together and seated, and that no pupil leaves until the all-clear signal occurs.
4. Reporting officers or their substitutes proceed to (S₁), (S₂), and (S₃) respectively. Teachers in charge of classes 8-12 send a pupil to report any missing pupils to the reporting officer. Teachers of classes 0-7 and the Kiga leave their classes under the supervision of a colleague at the meeting place and proceed to the reporting officer with the relevant information.
5. The principal's and the security officer's classes are taken over by Mrs Venter and Mrs Barends respectively. The deputy principal hands over supervision of his class to a colleague at the meeting place.
6. DSJ Café and Learning Centre: the Manager of the DSJ Café and Learning Centre accompany all pupils out of the DSJ Café/Learning Centre to the meeting place. Once assembled at the meeting place, the names of the pupils are noted and given to the reporting officer of the meeting place.

F. Proceedings - In case of NON EVACUATION

1. Remain in class, hide from possible vantage points. All persons outside of building are to return to shelter as fast as possible.