



## SAFETY AND SECURITY

### DEFINITION OF SAFETY AND SECURITY :

The control of recognized hazards in order to protect all the individuals at school from any level of risk or harm.

### HEALTH AND SAFETY OFFICERS :

- Mrs. L van Deventer – Qualified health and safety officer
  - Mrs. C Smit
  - Mrs. A Goosen
  - Mrs. S Rossouw
  - Mrs. J Fourie
  - Mrs. R van der Berg
- } First Aid training

### PRINCIPALS :

#### • SIGNALS

- 1 long siren with hand sirens – **Risk from outside**
  - Siren 1 – Senior quad (Sulize Rossouw)
  - Siren 2 – High School quad (R v d Berg & C Smit)
  - Siren 3 – Junior quad (J Fourie)
  - Siren 4 – Skills quad (A Goosen)
- 4 long rings with school bell – **Evacuation**
- Instructions on megaphone by health and safety officer
- Use of hand bell in case of electricity failure
- Messengers – staff or learner leaders (preferably staff)
- Cell phones – messages or whatsapp.

#### • RESPONSIBILITIES OF STAFF

- Keep the safety plan behind the door in a plastic sleeve in each class.
- Keep class list of every class you teach attached to the safety plan.
- Make sure all children know the procedures and signals in order for them to follow the instructions if no teacher is present at the time.
- Staff member accompanies her class with evacuation.
- If a specific task is allocated to you and you cannot accompany your class, arrange with another staff member to be responsible for your class.
- After seeing that you class is safe, make sure to remove your vehicle should it be in the way of the fire truck.
- Appointed and trained staff will handle the fire extinguisher.
- Staff has to make sure that children evacuate without taking books or school bags with them.
- Staff **HAVE TO TAKE** class list and cell phone – leave all other unnecessary bags or books.
- Staff has to close the class' door.

#### • SPECIFIC TASKS :

- Should a teacher report a child missing from her class at the collection point, the safety team will appoint someone to search for the learner.
- First Aid Mrs. Van Deventer and first aid team.
- Bomb scare : Will be reported to nearest safety officers. Procedures included.

#### • REACTIONS TO SIGNALS :

- **1 long hooter with hand hooters:** **Risk from outside** school building e.g. armed attack
  - Armed attack from outside – NOBODY leaves the building – EVERYBODY down on the floor – all doors closed.
- **4 long rings with school bell:** **Risk from inside** school building e.g. fire or bomb scare
  - All staff and learners evacuate the school calmly and orderly. NO SHOUTING OR SCREAMING
  - All staff and learners evacuate the school on the appointed routes closest to gathering points as indicated on the school maps.
  - Gathering points as far away as possible from the building.
  - All learners stay calmly and orderly in their class groups that will then be checked for lost children by the staff member.
  - Everybody stays outside until further orders are given by the Health and Safety officer.
  - The conductor of assembly, at that stage, will give orders on evacuation of the hall.
  - Horse trainer (J Stander) and farm workers (Patric, Lennox, and Cedric) will lead horses out from paddocks on leashes available for each horse in each paddock.

• FIRST AID POINTS :

- At points indicated with a red cross in the school building for normal first aid.
- In front of the classes at the gathering points with evacuation.
- Gathering point in the front – (First Aid Officials – J Fourie, S Rossouw, L van Deventer)
- Gathering point at the back – (First Aid Officials – A Goosen, Rialet v d Berg, C Smit)
- Injured individuals must be taken to the closest First Aid point.
- Serious injuries must be reported to Mrs. V Deventer who will then notify the emergency services.
- Emergency numbers are visible at critical points.

• FIRE MANAGEMENT :

- All classes with fire extinguishers must bring it along to the gathering point with evacuation.
- The fire extinguishers will then be utilized, managed and used by the fire team.
- Fire extinguishers and / or fire blankets are installed at critical points to be used in case of an emergency by the responsible teacher.
- All fire equipment are inspected and certified as in proper working order by a professional company.

• BOMB SCARE QUESTIONAIRE :

- LISTEN !!!
    - stay calm
    - Be polite
    - Don't interrupt
    - Try to ask the following questions :
- ❖ When will the bomb explode? \_\_\_\_\_ Current time \_\_\_\_\_ How much time left? \_\_\_\_\_
  - ❖ What kind of bomb is it? \_\_\_\_\_
  - ❖ Where is the bomb? \_\_\_\_\_
  - ❖ What is the reason? \_\_\_\_\_
  - ❖ Do you realize that people are going to get hurt? \_\_\_\_\_
  - ❖ How do you know so much about the bomb? \_\_\_\_\_
  - ❖ Where are you now? \_\_\_\_\_
  - ❖ What is your name? \_\_\_\_\_

HOW DOES THE BOMB PLANTER SOUND?



- ❖ Male  Female  Adult  Minor
- ❖ Estimated age in years : \_\_\_\_\_
- ❖ Origin of call : Locally  Long distance  Public Phone  Intern
- ❖ Voice :

Soft		Fast		Slow		Afrikaans		English		Accent	
High Pitch		Deep		Clear		Distorted		Outstanding		Good	
Pleasant		Crackling		Stutter		Nasal		Swearing		Broken	

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ by \_\_\_\_\_

\_\_\_\_\_  
NAME

SIGNED AND CONFIRMED

	
Mrs. M L Stander	Mrs. S van Zyl
Managing Director / Owner	Principal