

NADI SANGAM **PRIMARY SCHOOL**

DISASTER **MANAGEMENT AND** **EMERGENCY** **EVACUATION PLANS**

PREPARED BY
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OCCUPATIONAL HEALTH AND SAFETY POLICY

NADI SANGAM PRIMARY SCHOOL **HEALTH AND SAFETY POLICY**

Nadi Sangam Primary School management is fully involved in the protection of its workers (teachers), students, visitors and all the stakeholders associated to the school.

1. The School Management shall provide and always maintain a safe working place, infrastructure, grounds, compound and classrooms conducive to learning.
2. Ensure that all the safety rules are displayed where ever required.
3. Provide ample information on health hazards if any to all the stakeholders entering the school premises.
4. Provide assistance to all – students, workers, visitors, parents, health officers, representatives of Government Departments and the school community.

The School Management is accountable and responsible for the safety of all the teachers, parents, children and visitors with the community.

- i. Follow the Health Safety procedure.
- ii. Avoid any irresponsible act that may result in injury to themselves and others.
- iii. Be responsible and report all Health hazards to the Heads of the Institution, the Manager or the OHS rep.

Our Management will consult all the stakeholders concerned on any changes to the school structure or grounds and ensure that the alterations do not affect anyone.

The Management is fully committed in supporting the OHS regulations binding this institution in carrying out their responsibilities.

The policy will be reviewed, whereby necessary and will be notified.



HEADTEACHER

07.05.18

DATE

DISASTER MANAGEMENT PLAN

INTRODUCTION

The primary focus of disaster management is to prevent the impact of disasters. Everyone in this school should be prepared for emergency situation such as potential evacuation due to natural disaster or any other reason that could lead to unrestful.

This plan is developed to ensure the safest and the most efficient evacuation time of all students, teachers and parents of the school during the course of a natural disaster or any other reason that may lead to evacuation.

The definition of evacuation to Nadi Sangam Primary School's context would mean to leave the classroom, buildings and move to the assigned area within the schools compound. I.e. playground.

REASONS FOR EVACUATION

Evacuation may be carried out before, during or after any natural disasters during after any natural disasters such as:

1. Hurricane/ cyclone
2. Earthquake
3. Tsunami
4. Fire

Other reasons for evacuation can be divided into the following stages:

1. Detection

Confirmation of the natural disaster or hazard and how intense it is.

2. Decision Making

The decision for evacuation depends on the Head Teacher or anyone nominated. Notification to the Ministry of Education is final unless the school thinks otherwise.

3. Whistle/ Alarms/ Siren

This is the means of communication within the school through a siren for a long time.

4. Reactions

This is the most important aspect of evacuation sequence. This stage includes a quick and proper head count and also the dismissal of children from the classroom to the assigned area.

5. Movement to the playground

Everyone in the school knows his or her whereabouts in the school and is able to move from point A to point B. i.e. Classroom to the ground.

6. Transportation

During the course of the disaster, parents are to make it their priority to pick their children as soon as possible.

TEACHERS PREPARATION

All teachers of various classrooms to be alert at all times during their working hours. Listen to the signal from the O.H.S Teacher and lead the children out of their classrooms to the playground.

STUDENTS ACTIVITIES

Students are to leave everything behind and follow the instruction of their leader or teacher or anyone in-charge of the drill being nominated .Take head counts.

OTHER CLASSROOM ACTIVITIES

If you are inside the building and caught up with a disaster such as fire or earthquake then do as being instructed:

A. FIRE

STOP! DROP! And ROLL!

B. EARTHQUAKE

To get under or take shelter under a desk or table to prevent from falling objects.



NAVNEET NILESH KUMAR – HT

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EMERGENCY EVACUATION PLAN

EMERGENCY EVACUATION PROCEDURES

PURPOSE:

- A. To understand evacuation procedures.
- B. To carry out quick evacuations during disasters
- C. To prevent injury and loss of life.

All stakeholders of the school i.e. teachers, students and parents through training and consultations should understand their roles and responsibilities within the plan to minimize confusion and prevent injuries during emergencies.

EVACUATIONS PROCEDURES

If an earthquake strikes:

In the event of an earthquake occurring during school hours, all stakeholders of the school should be familiar with the procedures to be followed.

Steps to be taken are:

1. Stay inside the building.
2. Don't attempt to run outside.
3. Take cover under a strong support.
4. Stay away from windows.
5. Team leader to direct and control.
6. Movement to safe evacuation area.

ASSEMBLY AND EVACUATION POINT

1. Gather everyone at the designated point i.e. playground
2. Assemble them in class.
3. Roll Call – find out who's missing.
4. Treatment to casualties.
5. Report missing children.
6. Handover the control to the emergency team prior to the time they arrive at the scene.

REQUIREMENTS

- All teachers to remind children what to do – have classroom drills.
- Have earthquake drills 2 times per term.
- Follow the safest path to the playground.

HURRICANE/ CYCLONE

In the event of a hurricane or cyclone, parents are advised to adhere to precautionary measures and warnings. They would be informed by the Ministry of Education through the media regarding the opening of schools. If in school, advise the children to be calm and secure them and later inform parents.

TSUNAMI

Incase of Tsunami, children are to move to the higher ground near the Nadi Police station- executed by National fire authority and town council. While moving they need to be calm and class teachers to follow the correct procedures and later assemble and head count.

REQUIREMENTS

1. Call for the siren.
2. Evacuate to the open ground/ higher place – take head count immediately.
3. Move to the high ground immediately in a good manner. Walk smartly.

FIRE – ACTION PLAN

In the event of a fire in a classroom, designated personnel in the classroom are authorized to use portable fire extinguishers. The most of the children in that classroom are to:

1. Immediately walk in an orderly manner towards the playground.
2. All other children in the other classroom must evacuate classroom immediately when the whistle goes, they must:
 - i. Stand in two lines.
 - ii. A quick head count.
 - iii. Walk in an orderly manner towards the hard court (playground)
 - iv. Take your head count.
 - v. Wait for instructions.

FIRE ORDERS

1. Attack fire with fire extinguishers.
2. Assist those in danger.
3. Remain calm. Do not run.
4. Crawl if smoke is thick.
5. Evacuate to the playground.
6. Take head count per class.

If you are caught in a fire during the school hours:

A FIRE SAFETY ROUTE

STEP 1

- Crawl Under smoke to the door.

STEP 2

- Feel door to see if it is hot.

STEP 3

- Open door slowly if it is cool.

STEP 4

- Crawl out of the room.

STEP 5

- Crawl to outside.

STEP 6

- Close the door behind.

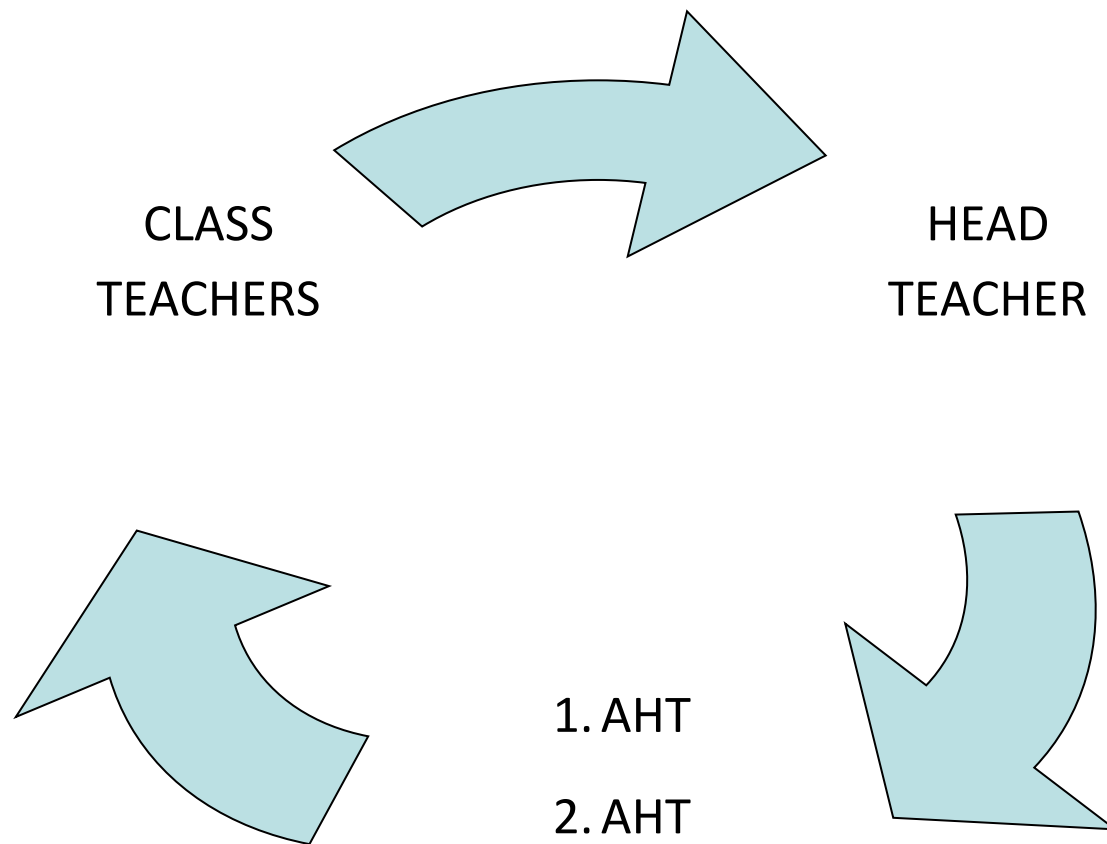
STEP 7

- Run to the meeting place (playground).

REQUIREMENTS

1. Frequent reminders and practice of fire drills in the classroom (on class basis).
2. School fire drills two times per term.
3. Training of personnel to handle fire extinguishers.
4. Fire extinguishers must be inspected, tested and maintained.

ORGANISATIONAL CHART – ROLES AND RESPONSIBILITIES



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SCHOOL SAFETY MAP

