

## EMERGENCY-, HEALTH- and FIRE PROCEDURES

HPP School, October 2016

### EMERGENCY INFORMATION AND PROCEDURES

The school is connected to Deep Blue Security and has two panic buttons: one in the main office and one on the caretaker. The teachers have an emergency number list in their classrooms in case of an emergency.

Each class is equipped with a fire extinguisher and a trip switch. The staff have been shown how to use the fire extinguisher as well as the fire hoses in the corridor.

<b>GENERAL EMERGENCY</b>	<b>107</b>
AMBULANCE	10177
HOUT BAY MEDICAL CENTRE	021-790-3120
CONSTANTIABERG MEDI-CLINIC	021-799-2196 or 021-799-2911
<b>DEEP BLUE SECURITY</b>	<b>021 790 7901 or 061 498 7814</b>
WATCHCON	021 790 9333
HOUT BAY POLICE	021 791 8660
<b>HOUT BAY FIRE STATION OR FROM A CELL PHONE</b>	<b>021 791 7960 021-480-7700</b>
POISON INFO	021 931 6129
<b>SNAKES</b>	
Grant Spooner	083 590 0808
Michael Bowen	076 604 0485
Guido Lamberty	072 4111 077
Garth Loots	076 909 4624
LOCKSMITH	021-790-5568 or 083 790 5568

### HEALTH AND SAFETY PROCEDURES

**Hand washing is the MOST IMPORTANT WAY of preventing disease.**

- Children are taught to wash their hands after visiting the toilet and before eating.
- Hand washing is encouraged after touching bodily fluids and playing in the garden.
- Children are taught to maintain ongoing personal hygiene in class and at home.

#### Sun Protection

- All children to wear a sun hat when outdoors.
- Sunblock is to be applied at home during the summer months.

#### Outings and Transportation

- Outings take place during the year to enrich the children's learning experiences and are an important aspect of education.
- As part of the application form, signed consent is compulsory by parents for the school to take the children on outings.

## **FIRE PROCEDURES**

### **FIRE EVACUATION PLAN**

**PROMPT: Fire Alarm signal**

**(Fire alarms and fire extinguishers in classes)**

#### **ROLE PLAYERS**

Principal	: Mrs Karen Temlett (Mrs June Arn in the absence of Mrs Karen Temlett)
Teachers	: Mrs June Arn, Mrs Yusrah Petersen, Mrs Marieta Erasmus
Class Assistant	: Ms Siddika Adams, Ms Lanthea Pokpas
Fire Marshalls	: Lance Volkwyn, Llewellyn Frans (Caretakers)

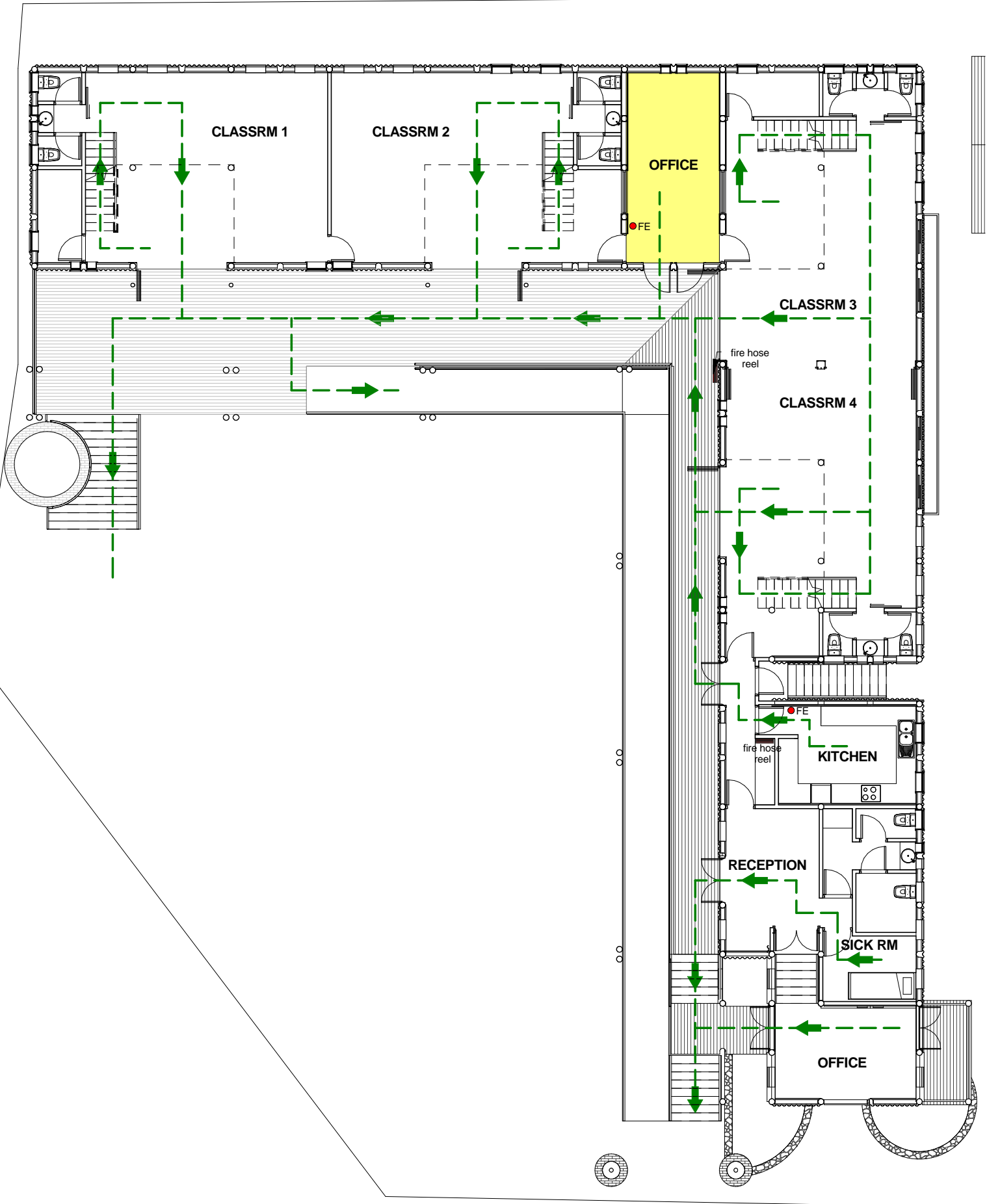
#### **ACTIONS: By the Principal**

1. Sound the Fire Alarm.
2. Call the Hout Bay Fire Department:
  - a. From a Telkom line 021-791-7960 or 107
  - b. From a cellphone 021-480-7700.
3. Instruct the Fire Marshalls to tackle the fire with the fire extinguishers located in each room.
4. Ensure main gate is opened to allow access to emergency vehicles.

#### **ACTIONS: By the Teachers and Assistants**

In the event of the alarm being sounded, class teachers or assistants must immediately carry out the following actions without hesitation.

1. Check the immediate vicinity for the children under their care and gather them together.
2. If it is safe to do so, collect the daily class register and take it with.
3. Ensure that the children under their care are taken to the evacuation area which is located in the open area in front of the fence of HPP School on Sentinel Primary School's play area. In the event that is unsafe to go to the evacuation area then go through the HPP School gate, through Sentinel School's main gate, and turn right and remain on the pavement area on Atlantic Skipper Road (opposite "die trappies").
4. Once the children are in a safe place the teachers and/or assistant must check that each child is present.
5. In the event that a child appears to be missing, cross check with the other teachers/assistants in order to locate the missing child/children.
6. Report any child/children who appear to be missing to the principal without delay.



# FIRE ESCAPE ROUTES