



St George's College

Founded 1898

EVACUATION POLICY & PROCEDURES

Reviewed and approved Jan 2023

Next review Jan 2024

ST GEORGE'S VISION MISSION AND VALUES

VISION STATEMENT

St George's College is a private, non-profit, bilingual, co-educational, learning institution with a long tradition in providing a well-rounded and demanding education. It delivers an international curriculum of high standards, which seeks to develop strong ethical values and character integrity, in order to allow its students to become useful and successful citizens.

MISSION STATEMENT

Our mission is to provide students, between the ages of 3 and 18, with a bilingual education that integrates the Argentine and international curricula. We strive for the continual improvement in the quality of the teaching and learning, management and school resources in order that the students may develop their potential to the full. Our environment nurtures individual development, independent thinking, sportsmanship and an extensive and close interaction with the community.

STATEMENT OF VALUES

Since its foundation in 1898, St George's College has been based on values adopted by its Christian founders, drawn from the best ones stemming from British tradition. These values are centred upon the following:

- Uphold honesty, integrity and truth.
- Demonstrate fortitude in terms of energy, initiative, courage and responsibility.
- Exercise good manners and respect towards people, rules, institutions, and the environment.
- Commitment and loyalty to the College, its people and society at large.
- Actively develop the concept of duty, caring and leadership through example.
- Apply perseverance and fair play in behaviour, work and play.

The College strives to uphold these values through its Governors, Staff, Parents and Students, adding to the best traditions established by its Founders.

INTRODUCTION

All staff should make sure they have read and understand the information contained within the following evacuation procedures. The school will ensure they are a part of every new member of staff's induction.

In the event of discovering a fire or an emergency situation

Anyone discovering an emergency situation must, without hesitation

- Sound the fire/emergency alarm by operating the nearest alarm call point.
- Evacuate their immediate vicinity

- The security team must immediately seal the campus not allowing anyone off or on until instructed by the Headmaster or Shared Services Manager
- The PA to the headmaster will also ensure the Emergency response kit is available.

Evacuation procedure

On hearing the emergency alarm, pupils must be instructed to leave the building in a calm and orderly manner following the evacuation signs. This should be done as quietly and calmly as possible so everyone can clearly hear instructions if necessary.

- Pupils and staff should not stop to collect personal possessions, nor should they carry bags.
- No one should use the elevators.
- Anyone not in class when the alarm sounds must go immediately to the assembly point and find their tutor group or class.
- The objective is to clear the buildings in less than 3 minutes.

Time-keeping will be the responsibility of the Headmaster or Shared Services Manager

The following people should ensure that bathrooms and corridors are clear:

Kindergarten: Head of Kindergarten

Prep School: Head of Prep, Prep Director and Deputy Head-Pastoral

College: CMT

Sports Department: Any member of the PE department who is not teaching at the time.

Science Block: Any member of the science team who is not teaching at the time.

Residents: HR assistant 2

Throughout the school there are signs that indicate the nearest route.

Pupils who have impaired mobility

Provision should be made for children or staff with mobility issues. This is the responsibility of the Head of each section to ensure procedures are in place.

Lifts are out of bounds during an evacuation. Therefore all pupils must be evacuated via the stairs, being carried by members of staff if necessary.

Teachers with a pupil in their class who has impaired mobility (leg brace/crutches) must wait with their pupil in the classroom until all the other pupils have left the room.

The teacher will be responsible for helping the pupil down the stairs after all other pupils have left the building and the stairs are clear.

Teachers may need to ask another teacher to assist them in helping the pupil down the stairs.

Pupils in wheelchairs

If a pupil is in a wheelchair, the teacher must arrange for the pupil to be taken to the nearest emergency staircase.

Examination and study leave

In the event of an external examination, the invigilators should ensure the candidates are escorted out of the examination room and the candidates should be told not to talk to each other. Invigilators should do their very best to ensure the integrity of the examination is maintained and candidates are kept together as a group at the designated assembly point, until directed elsewhere.

ASSEMBLY POINTS

Kindergarten and Guardaria: On the synthetic hockey pitch.

The **rest of the school** should congregate on the main rugby pitches in front of the Boarding house, in the following order (nearest to the boarding house first):

- Residents
- Maintenance
- Cooks
- Admin
- Prep
- College

REGISTERING

The process of registration is crucial and should be conducted efficiently and rapidly.

Pupils

The objective is to register all pupils within six minutes of the alarm sounding.

Pupils must assemble **in silence** in their tutor groups, or by class in Kinder and Prep, in the designated area on the field. Tutors should ensure that pupils know where to assemble.

Tutors must collect registers from the section secretary teams and once completed should be returned to the Head of Section

Heads of section must then confirm full attendance, or any unaccounted for absences, with the PA to the Headmaster

The PA to the headmaster will coordinate the following:

- *All Permission to Leave Slips*
- Staff signing in/out books and the visitors log

Staff

Staff should be registered as follows:

Administration: HR assistant 1

Maintenance: Facilities manager

Residents: HR assistant 2

Cooks: Head of HR

General instructions

Throughout this process the following should be strictly followed.

- Nobody should re-enter any building unless given clear instructions to do so.
- The fire alarm should remain active until instructions to turn it off have been given by the Headmaster, or in their absence, the Shared Services Manager.
- No movement from the assembly point should occur until instructions are received from either the Headmaster, or in their absence, the Shared Services Manager.
- In the event that an emergency message (either SMS or e-mail) needs to be sent to all parents, this should be arranged by a member of SLT only.

Following any evacuation a full review should be conducted and stored in the leadership folder. The review should include the following information

- Time taken to fully evacuate
- Time taken from the alarm sounding to a full roll call taken and checked.
- Feedback from staff regarding the effectiveness of the alarm system and evacuation procedures.
- Feedback and suggestions for improvement.