

EMERGENCY PLANS AND PROCEDURES

Policy Introduction:

This policy has been formulated by Carmel Convent School to assist the pupils with emergency plans & procedures and ensure the safety of all.

Emergency Plans and Procedures, Risk Assessment and Management is a must for all. EVERY MINUTE COUNTS!! Each Carmelite is apprised of the basic emergency plans and procedures.

This policy document comprises plans and procedures for assessing and managing the various emergencies that may be faced by the school community. Though there are preventive measures taken to avoid various disasters, this policy document elaborates the various steps to be taken in case of an emergency.

Preventive Measures:

- The walled Campus is accessible only to the members of the school community.
- All entries and exits are documented through Identity Cards and the Biometric system (Staff). The entire campus is under CCTV surveillance which is constantly recorded and monitored by the concerned authorities.
- Strong security - provides round-the-clock (24 * 7) guard and check the people and vehicles that move in and out of the school premises.
- A list of safety instructions is displayed in appropriate locations throughout the campus and first aid kits, fire extinguishers are available in these locations. Evacuation plans are placed in all rooms including corridors.
- Regular health checkups for students and staff.
- Regular maintenance of electrical and gas related equipment.
- Intercom facility which connects the whole school community through the Reception Desk.

An emergency can arise in case of the following emergencies:

- Natural Disaster
- Intruder (human/animal)
- Bomb Threat
- Suicide Attempt
- Accidents (fire, sports, vehicle, outbound activities, in laboratories)
- Medical

Response to an Emergency (natural disaster, human intruder, fire accidents)

- Notify the reception by dialling 20 on the intercom.
- The Reception notifies the Disaster Recovery Representative (DRR) team.
- The DRR assesses the nature of the risk and decides for the next step.
- The relevant decision is made available to all the members through the use of the public address system.
- The high-risk area(s) are sealed off.
- Members of the school community assemble at the safe assembly point if it is not a lockdown procedure.
- Headcount of all members is taken.
- In the case of Lockdown, entry to rooms is secured by the DRR team members and members do as per instructions on the PA system.
- Wait for code GREEN (after the resolution of the issue) announcement.

During an Earthquake:-

- Stay calm.
- Stay put. If you are indoors, stay there. If outdoors, stay there. Take cover. If indoors, then do a “drop and cover” under a desk, table, or bench, or stand alongside an inside wall, in an archway, doorway that does not have a door or corner.
- Avoid windows, doorways with a door, bookcases, hanging fixtures, or outside walls until the shaking stops.
- If no protection is available, drop to the floor and cover your head with your hands. Make sure students are in “drop and cover” positions.
- Do not be surprised if the electricity goes out.

Before any emergency (Natural or Accidental) there will be an emergency Alarm (Bell) placed at the back of the main stage of the school.

After an Earthquake:

- Keep students safe and relaxed. Carefully evaluate the situation.
- Use caution when moving students and staff to a safe area(s).
- Take headcount and account for all members of the school community.
- Do not move the seriously injured unless they are still in danger.
- Administer first aid, if necessary, wear sturdy shoes in areas near fallen obstacles and broken glass.
- Check natural gas, water, and electrical lines for damage.
- Do not use the telephone, light switches, matches, candles, or other
- Open flame unless you are certain there is no gas leaking.
- Do not touch electrical power lines or broken electrical equipment.
- Be prepared for aftershocks.

Suicide Attempt

- Verify information
- Call 20. Notify the DRR Team.
- Try to calm a suicidal person.
- Try to isolate the suicidal person from other students and staff.
- Stay with the suicidal person until professional help arrives. Do not leave a suicidal person alone.
- The principal may schedule a meeting with parents and school psychologists to determine the course of action.

Bomb Threat

- On receiving a message that a bomb has been planted in the school:
- Ask where the bomb is located, the duration of the blast, the materials used in the bomb, the identity of the person calling, and why the purpose of the caller intimates the message.
- Listen closely to the caller's voice, speech patterns, and background noises.
- After hanging up, immediately dial 20 to inform the DRR team.
- DRR Team determines whether a lockdown or evacuation is the appropriate course of action. The Core team orders based on determination.
- The Core team notifies the Police.

- If lock-down is ordered, use the procedure in the lock-down section of this checklist.
- If evacuation is ordered, follow these procedures: DRR Team member alerts to staff and students. Do not mention the term “Bomb Threat.”
- Use standard fire drill procedures to evacuate school building(s) unless evacuating into the reported bomb location.
- Students and staff must be evacuated to a safe distance away from the school.
- After consulting with the DRR team students move to a primary relocation centre.
- Teachers should take roll calls of students following evacuation.
- No one should re-enter the building(s) until declared to be safe by fire or police personnel.
- The DRR team notifies staff and students when an emergency is terminated.
- Resume normal operations.

Intruder / Hostage

Intruder: “An unauthorized person who enters school property.”

- Notify DDR Team members through Reception.
- Until help arrives, politely greet the intruder and identify yourself.
- Ask the intruder the purpose of his/her visit.
- Inform the intruder that all visitors must register at the main office.
- If the purpose is not legitimate, ask the intruder to leave.
- Accompany the intruder to the exit.
- If the intruder refuses to leave, warn of the consequences of staying on school property.
- Inform the intruder that the police will be called.
- Notify security if the intruder refuses to leave.
- Provide the full description of the intruder.
- Walk away from the intruder if he/she indicates potential for violence (be aware of actions, location, weapons, or packages, etc.)
- DRR team members may issue lockdown procedures.
- Hostage situation: If the hostage-taker is unaware of your presence, do not intervene. Dial 20 immediately. Provide details of the situation, ask for assistance. Seal off the area near the hostage scene. Notify a DRR Team member; the DRR team member must notify security personnel/police.

Animal Attack

Wild monkeys, stray dogs and cats, snakes, bison, bees and other stinging insects

- Dial 20 to inform the location of any of the above.
- In the case of wild animals like monkeys and bison, the security personnel and the forest department will be informed immediately.
- Cordon off the area and do not disturb the animal in any way
- Wait for the action from the security personnel and the forest department.
- In the case of bees, remain still and cover your face, or lie face down on the ground. Inform the location of the beehive/bee attack and report to the hospital for first aid.
- In case of a snake bite, keep the person calm and at rest, remaining as still as possible to keep the venom from spreading and shift the person with minimum movement to the hospital. Inform the security personnel about the location and describe the snake.
- In case of stray dogs and cats inform the security personnel the location of these animals without disturbing the animal.
- Dial 20 immediately. Provide details of the situation, ask for assistance. Seal off the area near the hostage scene. Notify a DRR Team member; the DRR team member must notify security personnel/police.

Accidents (fire, sports, vehicle, outbound activities, in laboratories) and Medical please refer to the First Aid

- Handbook.
- Risk Assessment Procedures for outward bound activities.
- Risk assessment during

School Trips:

- The following information is to be provided to the head of school before the journey
- Nature of activity
- Location of Activity
- Mode of transportation
- Number of students – the balanced ratio of students & teachers

Medical Care

- First Aid Kit
- The nearest hospital should be identified
- Risk Assessment
- Water sports - Sea Cadet Corps training, IAYP, CAS activities
- Busy traffic, road crossing
- Exposure to crowds
- Boarding and alighting from the vehicle
- Attendance and headcount at every entry & exit
- Food & Water
- Cell phones
- Plan routes
- Know the neighbourhood
- Proper clothing – prepare for rain, cold weather, sunstroke
- Before embarking on a trip – instructions to be given to each
- Student, e.g.: Don't run, stay with the group, obey traffic laws, and listen to Chaperones, don't talk to strangers.
- Research the location-specific areas of repeated accidents, children missing etc
- Buddy system – pair up children – responsible for each other
- One adult for 5 children
- Chaperones should be aware of the medical background and specific
- Allergies and ailments of the students if any
- Each child should have:
- School contact numbers(For Any Emergency) **Contact No:- 6005053434 , 0191-2480717**
- Aware of any medical allergies
- Camping Trips
- Camping – Departure from School
- Vehicle check
- Loading
- Headcount
- First Aid Kit
- Anti Malarial tablets to prevent Malaria

Camping – On the way

- Vehicle break down
- Accident

Camp - arrival at the venue

- Aligning
- Headcount

Camp- Minor injuries

- First Aid Kit
- Inform RMO for advice

Camp- Major injuries

- Camp- Major injuries
- Fall
- Drowning
- Snakebite
- Food poison
- Fever & other illness
- Allergy
- Camp - Major injuries
- Assess & First Aid
- Inform school hospital
- Can be brought to school if the student can travel

If the student cannot be brought to school, inform the local health services available nearby Govt. /Pvt. Hospital

1. GMC, BAKSHI NAGAR
2. GMC, GANDHI NAGAR
3. JK MEDI CITY, CHANGI-HIMAT

Maheshpura chowk , Bakshi Nagar -180001

Contact No:- 0191-2584234, 2582355

Gandhi Nagar, 180004

Contact No:- 0191-2430041, 2454698