



PRETORIA BOYS HIGH SCHOOL

CONFIDENTIAL

EMERGENCY PLAN FOR PRETORIA BOYS HIGH SCHOOL (2015)

1. CIVIL DEFENCE CO-ORDINATOR:

Headmaster (has two-way radio).

DEPUTY CIVIL DEFENCE CO-ORDINATOR:

Secretary / Second Master

2. CONTROL POINT:

Headmaster's Study in liaison with Room 11. Alternative Venue:
School House / Solomon House or Rissik House.

3. WARNING SYSTEMS:

1. Intercom System
2. School bell - electric
3. Air raid siren – manual x 2

4. COMMUNICATION:

4.1 **INTERNAL:** Intercom system, internal telephone system or portable loudspeaker or hand bell.

4.2 TO THE OUTSIDE:

BODY CONCERNED	TELEPHONE NUMBER
4.2.1 Local chief of Civil Defence	(012)427 7111
SA Ambulance Services	(012)310 6400/6300
Fire Department (Toll Free 10177) OR	(012)310 6400/6300
Flying Squad	10 111
Police (Brooklyn)	(012)366 1700
Steve Biko Academic Hospital	(012)354 1000
Hatmed Medical Centre	(012)362 7180
Little Company of Mary	(012)424 3600
Poison Centre and Information	(012)0800 111 229
Electricity	080 111 1556
Dr Pieter Grey	(012)460 8804 (w) (012)809 1999 (h) (012)346 8710 (cell)

**5. MODUS OPERANDI:
ALARM, DECISION AND IMPLEMENTATION OF EVACUATION**

- 5.1 In the event of any threat, the Headmaster, or Second Master:
- Takes control and gives instructions to sound the relevant alarm.
 - Phones police
 - Phones Civil Defence
 - Phones medical facilities
 - Instructs support action groups to perform tasks
 - Having made all possible arrangements for the protection of property, and lives, the Headmaster or Second Master is the last to leave the school.
- 5.2 The School Secretary is responsible for sounding the relevant alarm signal, in addition to the manual sirens (operated by Mr C McBride and Mr A de Kock) after which Mr C McBride takes charge of the evacuation operation.

5.3 MESSENGERS:

Mr M Smith
Report to Room 11 and assist Ms D van Wyk with notices and collecting any missing information.

5.4 SUITCASES AND BAGS:

Must be taken and kept with pupils and staff all the time unless stated otherwise. Do not allow pupils to dump or store suitcases and sport bag at any point inside or outside the building, except in the locked bag room. Everything must be taken down to the relevant assembly points by the pupil and staff. Strange looking objects and parcels not to be touched.

6. EVACUATION TO RELEVANT ASSEMBLY POINTS IN THE EVENT OF:

- Suspicious packages
- Fire
- Bomb Scare
- Bomb explosions
- Natural Disasters
- Unrest
- Illegal occupation of buildings

6.1 EVACUATION ROUTES:

6.2 EVACUATION ROUTES TO HOFMEYR FIELD:

Alarm: _____ (Series of short rings and or manual siren)

Classrooms west of the Dome - western exits and down along pool steps.
Classrooms east of the Dome - eastern exits and down along Suicide.
Administrative staff - via main entrance past fish pond and down along suicide.
Classrooms at Pollock take route across Hill Athletic Oval.
If threat is in front of school, West and East exits to continue behind Rissik House and then on to Main Drive and down S-Bend to assemble on Hofmeyr Oval.

NOTE: Should there be congestion at the pool steps in front of Rissik, then any staff member can direct some of the pupils from there to use Suicide Drive.

6.3 NON-EVACUATION: Assault with weapons.

Alarm: _____ (Long continuous ring and or manual siren)

6.3.1 **ACTION:**

- a. Teachers and pupils take cover under desks.
- b. No movement in front of doors and windows.
- c. The teacher in the classroom is in charge of the pupils. He/she averts panic and maintains morale and applies first aid as best possible if necessary.

6.3.2 **LIAISON:**

- a. The Headmaster contacts the police and the Civil Defence organisation.
- b. The Headmaster / Second Master communicates with those involved by means of the intercom system or a portable loud-hailer kept in Room 11.

6.4 **EVACUATION ROUTES TO ABERNETHY OVAL**

Should pupils be assembled or in the process of assembling on Hofmeyr Field and need to be assembled elsewhere due to initial unforeseen threats, then Abernethy Field will be used as an assembly point. Pollock Campus will move along Jacaranda Drive. The top school will move along Main Drive. If already assembled on Hofmeyr Field then all will move along Jacaranda Drive. The top school will move along Main Drive. If already assembled on Hofmeyr Field then all will move across the rugby fields of Shalang, Dorey Near and Dorey Far to Abernethy Oval.

NOTE: The instruction to evacuate / reassemble on Abernethy Field will come from the Headmaster, Second Master or Mr C McBride.

6.5 **EVACUATION TO KOPPIE STAFF VILLAGE (SEE ATTACHED MAP):**

[Intercom or Messenger Instruction]

All pupils and staff between the main entrance and the West Tower retreat via the West Fountain Quad and West Quadrangle rear passing between the boy's toilets and General Purposes room, up the stairs to the concrete corridor in front of the Koppie classrooms. From here they proceed east and take the pathway leading up to the Koppie staff village. Path starts between Room 46 and 45.

All pupils and staff between the main building and the East Tower retreat via the East Fountain Quad and East Memorial Quadrangle onto the tarred road leading up to the Headmaster's residence. From here they proceed up the pathway leading to the Koppie Staff Village (Path just beyond workshop area).

Pupils and staff from Pollock Campus are to proceed along Jacaranda Drive towards East Gate, then proceed up Suicide and turn left into Main Drive. Proceed into the road that leads up to the Headmaster's house, passing Solomon House on the right. Continue up the road and once at the back of Mr Vermeulen's house, turn right taking the paved walkway up to the Koppie Staff Village.

6.6 **EVACUATION TO ABERNETHY HALL:**

[Intercom or Messenger Instruction].

Classes and staff all move to Abernethy Hall as for a normal assembly.

6.7 **EVACUATION FROM HALL:**

[Instruction from Senior Staff-member].

As per usual dismissal after Assembly.

6.8 **TOTAL EVACUATION:**

On advice from Police, Security Forces, Civil Defence, or at the Headmaster's discretion, the pupils will leave the estate and go home. If need be, boarders will accompany day boys.

6.8.1 **IN CHARGE:**

Headmaster: Mr AD Reeler

Assisted by, Second Master: Mr J Illsley

7. ASSEMBLY POINT FORMATION:

7.1 HOFMEYR FIELD:

In front of the main pavilion in House Form Classes with Form 1 furthest (north) and Form V nearest (south) **AND** in Houses with Abernethy furthest (north followed by Arcadia, Armstrong, Hofmeyr, Matheson, Rissik, School, Solomon, Sunnyside and Town nearest (south).

NOTE:

Houses must assemble in complete units eg.

Arcadia F1, F2, F3, F4, F5.

Hofmeyr F1, F2, F3, F4, F5 and so on.

Pupils must be seated in alphabetical order. Staff must ensure that there is adequate spacing between Houses [at least 5m]. This will ensure easier access for staff taking the roll call.

7.2 The same format will apply on **Abernethy** Field.

7.3 At the Kopje Staff Village form up in House Form Classes with Form 1 nearest west and Form V nearest east, and in Houses with Abernethy furthest (west) followed by Arcadia, Armstrong, Hofmeyr, Matheson, Rissik, School, Solomon, Sunnyside and Town furthest (east).

8. ROLL CALL:

Pupils fall in line according to House, Form, Classes. Tutors assisted by House Prefect take roll call. All slips to be handed to Mr C McBride by the following co-ordinators, Ms D van Wyk to supply list of absentees.

9. FIRST AID:

9.1 IN CHARGE:

San Sister and Sr C Stockwell - Responsible for briefing and co-ordinating First Aid teams responsibilities. (Has two-way radio)

9.2 CONTROL POINT:

9.3 FIRST AID TEAMS:

TEAM A: Leader: San Sister

TEAM B: Leader: Sr C Stockwell

TEAM C: Leader: Mrs D Albers

10. MORALE:

All tutors assist by keeping pupils calm and re-assuring them of their safety.

11. GROUND STAFF AND ACADEMIC STAFF FAMILIES:

IN CHARGE: Mr P Vermeulen (has two-way radio)

Mr Vermeulen warns the relevant people who retreat to the decided assembly points.

12. NOTE TO ALL STAFF:

Staff not allocated a specific task are on reserve and can be requested, at any time, to assist with any requirement.

CA McBRIDE

MIC: EMERGENCY DRILL