





	<b>EVACUATION, EMERGENCY AND RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01



# CRAIGHOUSE SCHOOL

## EVACUATION, EMERGENCY AND RESCUE PLAN

<b>Proposed by:</b> Alan Pérez M. Risk Prevention and Security Coordinator		Date: 01/08/2023
<b>Revised by:</b> César Pino B. Head of Maintenance		Date: 01/08/2023
<b>Approved by:</b> Jorge Cabargas M. Legal representative		Date: 01/08/2023
<b>Approved by:</b> Patrick Lyons Head of School		Date: 01/08/2023

CHANGE TRACKING			
Edition	Date	Section	Changes to previous version.
0	28/08/2019	---	Initial revision.
1	18/08/2020	6 6.3	Social distancing indications are added. "HEALTH EMERGENCIES" section is added.
2	04/01/2021	6 Security zones	Location after evacuation is maintained and teacher informs section (without moving pupils). Security zones A and B are created. Z.G. A Pupils and staff located on 1 <sup>st</sup> floor. Z.G. B Pupils and staff located on 2 <sup>nd</sup> floor.

 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>		GENERAL SERVICES MANAGEMENT		
			PL	PR	01

3	20/10/2021	3 4.1 9	Responsibilities are modified and added. AED location plan is added. Specific emergency plans for each section are added. Some responsibilities are modified and others added.
4	01/04/2022	Cover 4 Appendix	The title of the document is changed; the word "RESCUE" is added. "RESCUE PROCEDURE" section is added. New changing rooms. Specific plans are updated.
5	21/04/2022	Roles and Responsa-bil ities	Modification of some roles and responsibilities
6	10/08/2023	2.2 Procedure in case of earthquake	It is mandatory to sound the evacuation siren after every earthquake. The item emergencies of health type is deleted entirely

7	26/08/2023	2.2 Procedure in case of explosive device	The time to evacuate and the meeting and exit points immediately following the report of an explosive device are modified
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	<b>EVACUATION, EMERGENCY AND RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

## 1. OBJECTIVE

The main objective of this Evacuation, Emergency and Rescue Plan is to protect the lives of Craighouse School pupils and other people, both staff and visitors. Additional objectives are:

- To prevent and minimise the environmental impact of emergencies.
- To minimise material loss in cases of unwanted events, such as emergencies.
- To assess and identify risk in any condition or potential cause in order to control, prevent or minimise harm to people or accidents.
- To detect an emergency and give early warning to the community, to take control and react promptly and timely in cases of natural emergencies which are unmanageable due to their condition.

## 2. SCOPE

This Evacuation, Emergency and Rescue Plan applies to all Craighouse School pupils, staff, suppliers, contractors and guests, and must be known by internal workers and subcontractors.

## 3. RESPONSIBILITIES

### GENERAL RESPONSIBILITIES

- **Head of School and legal representative:** manage and facilitate the correct implementation of this plan. In cases of serious or fatal accidents, they will be in charge of talking to regulatory agents and authorities who arrive at the site of the incident. They will be the only people authorised to make statements regarding an accident. If special measures are taken to ensure continuation of activities, they will be in charge of evaluating and assigning resources.
- **Head of maintenance:** analyse accident reports; inform the business manager, the Head of School and heads of section of the results of the investigation; make recommendations and request their execution. In cases of serious accidents, he will provide the necessary resources for the rescue. He is also in charge of dealing with the regulatory agencies in cases of serious or fatal accidents.
- **Risk prevention and security coordinator:**
  - Lead and coordinate infirmary work in case of a work accident.
  - Check work accidents that take place at Craighouse School and inform Management. In cases of serious or fatal accidents, he will be in charge of coordinating rescue and transportation, communicating with authorities, dealing with the regulatory agencies and conducting an investigation of the accident.
  - Lead and assist with the attention, evacuation, rescue and transportation of the victim to a health care centre.

Revision	7	August 2024				Page 3
----------	---	-------------	--	--	--	--------

 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

- **Head of section or area:** follow the procedure, inform the staff in his/her area about the procedure and instruct staff to support the victim if he/she needs to be taken to a health care centre.
- **Nurse:** provide first aid and assist with the evaluation of victims.
- **Staff:** Follow this procedure if they suffer or witness a work accident or professional illness.

#### RESPONSIBILITIES DURING AN EMERGENCY

POSITION	SUBSTITUTE	ACTIVITY DURING EMERGENCY
Head of School (or his or her replacement)	Bursar	General monitoring of Craighouse School campus using security cameras.
Academic Director	Academic Records Officer	Counting visitors who may be on the Craighouse School campus at the moment of the emergency
Communications Director	Communications Officer	Counting pupils and staff on the second floor of the Darling Hall.
Head of Primary	Deputy Heads of Section, each one in their patio	Monitoring of Primary Section.  Note: In the event that the Head of Primary is absence, the Preprimary <i>School Life Advisor</i> will be in charge of collecting the information and pass it on to the Head of School
Head of Middle	Deputy Head of Section	Monitoring of Middle Section.
Head of Senior	Deputy Head of Section	Monitoring of Middle Section.
Bursar	Director of Formative Area	Main vehicle access, post 1.
Director of Formative Area	Educational needs specialist	Main vehicle access, post 1.
Director of People	Head of Remuneration and Benefits	Monitoring of volume 9 and collaboration with nursery.

	<b>EVACUATION, EMERGENCY AND RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

Bursar's Manager's assistant	Head of People	Counting pupils and staff on the first floor of the Darling Hall and the court opposite the Darling Hall.
Head of Maintenance	Sports fields officer	Monitoring of sports fields.
Security and Risk Prevention Coordinator	Head of Maintenance	Call in external emergency agencies

#### 4. REFERENCE DOCUMENTS

- **Labour Code**
- **Law no. 16,744:** Regulations regarding work accidents and professional illnesses.
- **Law no. 21,156:** Obligation to have portable automated external defibrillators available.

#### 5. DEFINITIONS

- **Work accident (Law no. 16,744 art. 5):** Any injury suffered by an employee due to his/her work, which causes disability or death.
- **Emergency:** Unforeseen combination of circumstances which may result in uncontrolled risks for human lives or property damage. It can also be defined as a situation that results from an unforeseen combination of circumstances requiring immediate action, or the period when there is an alteration in the normal activities of an area or building due to an accident.
- **Threat of fire:** Incipient fire which is discovered early and suffocated without major complications.
- **Environmental damage:** All significant loss, decrease or damage to the environment or to one or more of its components.
- **Staircase:** Part of the circulation path of a building, consisting of a series of horizontal stairs or steps placed at regular vertical intervals.
- **Evacuation:** The process of vacating premises or a building where a fire or another type of emergency has been declared. Evacuation is a safety procedure by which an enclosure or area threatened by a collective risk is vacated totally or partially. An evacuation takes place if there is real risk or threat, through or towards areas with lower risk exposure. By means of training and knowledge people are moved, and thus the probability of accidents due to inappropriate reactions is lowered, ensuring quick and orderly control of the emergency.
- **Escape route:** Expeditious, continuous and safe route that leads to a secure place from any habitable spot in a building.
- **Fire (*incendio*):** Large fire that causes harm to people and facilities.

Revision	7	August 2024				Page 5
----------	---	-------------	--	--	--	--------

 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

- **Danger:** Source, situation or action that could potentially cause harm to people or health deterioration, or a combination of both.
- **Procedure:** Specific way to carry out an activity or a process.
- **Rescue:** Emergency safety procedure carried out by external professional institutions, such as Police, firefighters, SAMU, etc.

## 6. PROCEDURES

What follows is a description of how to act appropriately in case of emergency, with a series of steps which are generic, regardless of a person's position:

- If during the control of the emergency or as a result of the emergency itself a worker suffers an accident, it will be treated as a **work accident** in accordance with procedure PO-02 HOW TO ACT IN CASE OF ACCIDENT.
- If an emergency were to happen when an event is taking place (parents meeting, bingo, etc.), whoever is directing the event will have to issue instructions to parents, pupils, guests, staff, etc.
- If the emergency occurs when people are in the art or music blocks and/or in one of the labs, they must head to the security zone mentioned in this plan. Once evacuated, people must head to the corresponding area and the teachers in charge must inform their section about the pupils' state.
- The member of staff with highest rank will be responsible for ensuring that all workers in his/her area and contractors are in the correct security zone.
- The People Area will assist the nursery in following this plan.
- At the time of the emergency, the infirmary will have to inform via radio (channel 2) when in need of assistance to evacuate pupils who are in the infirmary at the time.
- The contingency team will have to remain in the school until the last pupil and staff member has been evacuated.
- **Members of staff who are also parents of Craighouse School pupils must ensure that the pupils in their care or workers who report to them are safe as described in this plan, before going to check on their children.**

### GENERAL PROCEDURE FOR INTERNAL EVACUATION

- When the alarm goes off, staff members in charge (teachers, dinner ladies, etc.) will give instructions to begin the evacuation immediately. If pupils are in break time or in another activity where the teacher is not present (except Primary), they must head immediately to the corresponding security zone depending on where they are at the time.
- Teachers in charge of a group of pupils in an enclosed space must ask the pupil nearest to the access door to open it immediately.
- Teachers or staff in charge must abandon the place immediately and in an orderly manner, together with their pupils.

Revision	7	August 2024				Page 6
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 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

- Walk along hallways and staircases quickly, calmly and carefully.
- Evacuations must be carried out with a fast, firm pace, without running.
- Evacuations must be carried out in silence in order to listen to any instructions that may be given over the loudspeakers or a megaphone.
- Personal and/or educational objects are not to be carried during an evacuation.
- It is strictly forbidden to return to search for forgotten objects.
- Evacuations must be done towards the corresponding security zone.
- Each teacher must make sure that all pupils in his/her charge are present. For this purpose, he/she **must** carry the class book or class folder to call the roll.
- After roll call the teacher will hold up a green card to indicate that all pupils are with him/her, or a red card if a pupil is missing. In this latter case, evacuation assistants will proceed to look for the missing pupil(s).
- People can only return to their place of origin when the instructions to return have been issued.
- During an emergency, the security area will have to close all school accesses in order to prevent staff or parents from entering or leaving the school.
- The guard stationed at the entrance will have to keep free access for any emergency vehicles.

**Note 5:** Each head of section will be responsible for ensuring that the aforementioned cards are available in all classrooms.

**EMERGENCIES CAN BE CLASSIFIED ACCORDING TO THEIR ORIGIN, IN THREE GROUPS:**

**1. TECHNICAL EMERGENCIES**

**1.1 PROCEDURE IN CASE OF WATER OUTAGE**

Craighouse School has two drinking water tanks with enough water for two days of normal activities.

Water outages may occur due to either of these two causes:

**1.1.2 WATER MAIN OR PIPE BREAKS**

- Evacuate the affected area.
- Cut off supply in the affected area.
- If it is not possible to cut off the water supply in the affected area, the main water supply must be cut off.
- Place at a higher level any objects, supplies and other materials which may be affected by water.
- Attempt to contain the water so as to prevent the flood from spreading.
- Contact the head of maintenance to inform him of the situation.

 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

- If the water leakage cannot be controlled quickly, the level of the water tanks must be monitored every hour.
- If the level of one of the two water tanks drops below half, all three sections and particularly the Sports area must be contacted and informed that showers should not be used until the leakage is under control. The purpose of this measure is to prioritise toilet evacuation and drinking water.
- If the water level is not enough to ensure basic needs, the school must be closed, and pupils must be handed over to their parents or other authorised adults as described in Appendix 1.

### 1.1.3 WATER OUTAGE FROM SUPPLIER

- Inform the head of maintenance of the situation.
- If the leakage cannot be controlled quickly, the level of the water tanks must be monitored every hour.
- If the level of one of the two water tanks drops below half, all three sections and particularly the Sports area must be contacted and informed that showers should not be used until the leakage is under control. The purpose of this measure is to prioritise toilet evacuation and drinking water.
- If the water level is not enough to ensure basic needs, the school must be closed, and pupils must be handed over to their parents or other authorised adults as described in Appendix 1.

## 1.2 PROCEDURE IN CASE OF POWER OUTAGE

Craighouse School has two engine generators whose objective is to provide power for the emergency circuit, which serves the following:

- Strategically placed hallway lighting.
- Evacuation signs.
- Drinking water pumps (for toilets).
- Middle and Senior dining hall.

When there is a power outage the engine generators will automatically begin transmitting power to the aforementioned areas.

Depending on the time of the outage and weather conditions (cloudiness) the school will have to decide whether or not normal activities should continue.

If the lights backed by the emergency generator set are not bright enough to ensure normal operations, the school must be closed, and pupils must be handed over to their parents or another authorised adult, as described in Appendix 1.

Revision	7	August 2024					Page 8
----------	---	-------------	--	--	--	--	--------



	<b>EVACUATION, EMERGENCY AND RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

### 1.3 PROCEDURE IN CASE OF A GAS LEAK

- Pupils will be evacuated towards the security zones as described in the general evacuation procedure.
- If there is a gas leak the area must be restricted and cordoned off immediately.
- Cut off power and call the gas supplier's emergency number (Gasco: 600 600 77 99)
- In the area surrounding the leak people should not light matches, turn on lights, use mobile phones or carry out any other action that may ignite a spark.
- During the emergency, the security area will have to close all school accesses in order to prevent staff or parents from entering or leaving the school.
- The guard stationed at the entrance will have to keep a free access for any emergency vehicles.

### 1.4 PROCEDURE IN CASE OF AN EXPLOSIVE DEVICE

- If an explosive device is reported to have been placed in the school, the Head of School or whoever is in charge of the institution in his absence must be informed.
- During the emergency, the security area must close all entrances to the school, preventing staff or guardians from entering or leaving the school. Except *Carabineros*, Firefighters or security personnel of the Municipality.
- The Security Coordinator will call 1405 and *Carabineros* requesting support to control the situation.
- In case of evacuation, pupils and staff must evacuate to the following points:  
 Primary: Pitch No. 6  
 Middle: Central main square  
 Senior: Hockey pitch  
 In the case of pupils and staff who are participating in sports classes, they must remain on the sports fields.
- The evacuation must be carried out expeditiously and in order through the centre of the internal streets. (north, south and Craigway for Primary and south).
- The different sections will come out of the different volumes according to the following table:

SECTION	OUTING
Primary Section	Craigway to platform No. 6
Middle Section	Main gate
Senior Section	Suppliers gate (Between M/S dining hall and Platform No. 7)

	<b>EVACUATION, EMERGENCY AND RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

Administrative staff Darling Hall Administrative staff Bursar and People Sports Department Carpentry Aliservice Cleaning Company Nursery Infirmary	Main gate
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- If it is decided to carry out a total evacuation of the school, the Security Coordinator will call *Carabineros* and 1405 requesting support for the massive arrival of the representative (blockade of Pie Andino Street).
- The Communications Department will inform parents of the full evacuation.
- The medium to be used to publicise this information will be:
  - Through the Craighouse App with a notification to the celular phone number of the representatives of the entire community
  - A formal communication via email and
  - Through the WhatsApp groups of the courses, through the delegates of the Parents Association.
- The school will remain closed until the Head of School, or whoever replaces him in his absence, indicates that operations are normalised, following a report from *Carabineros*.

## 2. ENVIRONMENTAL EMERGENCIES

### 2.1 PROCEDURE IN CASE OF FIRE

- In case of a fire outbreak the internal (intermittent) alarm must be activated. Ancillary staff will inform and evacuate all people in the section where the fire is, so that everyone can quickly proceed towards the security zone, **as described in the general evacuation procedure**. School Life Advisor and assistants will be in charge of informing staff in each section.
- Please pay attention to the state of hallways and security zones. If there is smoke or fire in the escape route, choose an alternative route towards a different security zone.
- As well as activating the internal alarm, the Head of School, the person replacing him or the staff member with highest rank at the time of the emergency must be informed of the situation so that he/she can call the fire department.
- Trained staff will try to suffocate the fire using the school's fire extinguishers and fire hose, wearing the corresponding personal protective equipment at all times and prioritising staff's physical integrity.

Revision	7	August 2024				Page 10
----------	---	-------------	--	--	--	---------

 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

- If the fire cannot be extinguished, the staff must evacuate towards the security zone.
- Do not open more doors than necessary; after leaving a room the door must be closed.
- If normal activities cannot continue due to the emergency, the school must be closed, and pupils must be handed over to their parents or other authorised adults as described in Appendix 1.
- During the emergency, the security area will have to close all school accesses in order to prevent staff or parents from entering or leaving the school.
- The guard stationed at the entrance will have to keep a free access for any emergency vehicles.

### 2.1.2 PROCEDURE IN CASE OF FOREST FIRE

- In case of a forest fire in the area surrounding the school, the place of the fire must be clearly identified, as well as the direction it travels and the direction of the wind (call *Seguridad Comunal* on 1405). If the fire is within 500 m of the surrounding streets and/or if the smoke is invading the buildings, the evacuation procedure must begin towards platform no. 2 (natural grass field located beyond the hockey fields).
- Additionally, in case of a forest fire the sports fields will be used as evacuation zones, and all staff and pupils must head in that direction. If the campus needs to be evacuated completely, this is where pupils will be handed over to their parents or other authorised adults as described in Appendix 1.
- The escape route to reach platform no. 2 is Craigway.
- During the emergency, the security area will have to close all school accesses in order to prevent staff or parents from entering or leaving the school.
- The guard stationed at the entrance will have to keep a free access for any emergency vehicles.

### 2.2 PROCEDURE IN CASE OF EARTHQUAKE

Please note that for different reasons (location, activity at the time of the earthquake, personal perception, etc.) it is likely that not everyone will feel an earthquake in the same way. Therefore, this procedure applies every time an earthquake is in fact perceived.

#### During the earthquake

- In case of a real earthquake the alarm will not go off.
- Teachers must remain calm and warn the pupils.
- Seek protection under tables or desks. If there are none, protect your head with your hands and watch out for any falling objects.
- Stay away from windows, because vibrations might cause the glass to break.

Revision	7	August 2024					Page 11
----------	---	-------------	--	--	--	--	---------

 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

- The evacuation cannot take place during the earthquake.

### After the earthquake

- If possible, once the earthquake has stopped the bell will be rung to begin the evacuation towards the security zones.
- If five minutes after the earthquake the bell does not ring, the evacuation should still begin towards the security zones.
- The person nearest to the door should open it.
- The person opening access doors to classrooms, hallways, offices and other rooms should place a door stop to keep them open.
- The evacuation will be carried out towards the security zones, as described in the general evacuation procedure. Teachers in charge of pupils or a group of adults should lead the evacuation.
- Each teacher must carry the class book or class folder to call the roll. After roll call the teacher will hold up a green card to indicate that all pupils are with the teacher, or a red card if a pupil is missing.
- In this latter case, evacuation assistants will proceed to look for the missing pupil(s).
- The section's assistant will count the section's staff and then inform the head of section, who in turn will inform the person in charge of the school. If someone is missing, the head of section must inform via radio.
- Everyone must remain in the security zones until the Head of School or whoever he designates gives instructions to return to classrooms and offices.
- In case of a big earthquake, after it has stopped and if it is not possible to continue with normal activities, the school will be closed and pupils will be handed over to their parents or other authorised adults as described in Appendix 1.
- During the emergency, the security area will have to close all school accesses in order to prevent staff or parents from entering or leaving the school.
- The guard stationed at the entrance will have to keep a free access for any emergency vehicles.

### 2.3 PROCEDURE IN CASE OF THUNDERSTORM

- In case of a thunderstorm while the pupils and teachers are in class, they must remain in the classroom or in the facilities, but not in hallways. The same applies to school staff.

Note: Sports and COBS & COGS activities must be cancelled.

- If the storm begins during break, teachers and pupils must head to their classrooms and staff to their offices or posts. Ancillary staff should seek shelter in any school office.

Revision	7	August 2024					Page 12
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 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

- If the storm begins when pupils and teachers are in the fields, they must head immediately to the changing rooms and the *quincho*. The same applies to groundsmen and ancillary staff.
- If the storm begins at the beginning of the school day, pupils and staff must head immediately to their classrooms or offices.
- If the storm begins when pupils are leaving, they must head immediately to their usual means of transport and proceed as described in the next paragraph.
- If the storm begins just before pupils leave the classroom, the emergency committee will consider the possibility of delaying departure time for all pupils and staff.
- Once everyone is safe, they should consider the following:
  - Move away from doors and windows.
  - Move away from water taps, iron pipes and any electrical system.
  - Do not answer the phone during the storm, because electric shock can travel along phone lines.
  - Avoid taking a shower, washing dishes or washing your hands.
- During the emergency, the security area will have to close all school accesses in order to prevent staff or parents from entering or leaving the school.
- The guard stationed at the entrance will have to keep a free access for any emergency vehicles.

#### If you are outdoors

- If the storm begins when you are outdoors and you are unable to reach a building or vehicle that could serve as shelter, do not run. Instead crouch with your feet together and your head bent forward, and cover your ears with your hands. Stay at least 5 metres away from other people.
- Avoid being near or touching metal fences.
- Do not seek shelter under a tree.
- Do not use an umbrella, as they are made with metal parts.
- Move away from communications towers, light poles and flag masts.

**Note 6:** Contrary to popular belief, people who have been struck by lightning are not electrically charged. It is safe to touch them and provide medical assistance.

## 2.4 PROCEDURE IN CASE OF SNOW

**Snowfall during the night:** If there are traffic problems down Avenida Paseo Pie Andino the school will follow instructions issued by the Lo Barnechea Municipality and *Carabineros de Chile*. If classes need to be suspended the school will put a notice on the website ([www.craighouseschool.cl](http://www.craighouseschool.cl)) and inform parents via e-mail.

- The General Services officer (or a person designated by him) informs the Head of School that the road is blocked.

Revision	7	August 2024				Page 13
----------	---	-------------	--	--	--	---------

 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

- The Head of School makes a decision and informs his assistant, who contacts the SLT.
- The communications director informs the webmaster and communications officer to upload the pop-up window and send a letter to parents and staff.
- Night watchmen must remain in their positions until otherwise instructed.

**Snowfall during class:**

- If it starts to snow while pupils are in class the Contingency Committee will be called for a meeting to analyse the situation and, if necessary, take a decision of an early leaving.

**2.5 PROCEDURE FOR WHEN IN THE QUINCHO OR CHANGING ROOMS**

- When the alarm goes off, staff members in charge (teachers, dinner ladies, etc.) will give instructions to begin the evacuation immediately. If pupils are on their break time or in another activity where the teacher is not present (except Primary), they must head immediately to the corresponding security zone depending on where they are at the time.
- Teachers in charge of a group of pupils in an enclosed space must ask the pupil nearest to the access door to open it immediately.
- Teachers or staff in charge must evacuate the place immediately and in an orderly manner, together with their pupils.
- Walk along hallways and staircases quickly, calmly and carefully.
- Evacuations must be carried out with a fast, firm pace, without running.
- Evacuations must be carried out in silence in order to listen to any instructions that may be given over the loudspeakers or a megaphone.
- Personal, educational and/or sports objects are not to be carried during an evacuation.
- It is strictly forbidden to return to search for forgotten objects.
- Evacuees must move towards the nearest security zone.
- Each teacher must make sure that all pupils in his/her charge are present. For this purpose, he/she must carry the class book or class folder to call the roll.
- After roll call the teacher will hold up a green card to indicate that all pupils are with him/her, or a red card if a pupil is missing. In this latter case, evacuation assistants will proceed to look for the missing pupil(s).
- People can only return to their place of origin when the instructions to return have been issued.

 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

### 3. HEALTH EMERGENCIES

#### 3.1 PROCEDURE IN CASE OF INFECTIOUS DISEASE

Infectious diseases are caused by microorganisms such as viruses, bacteria, fungi and parasites, which can be transmitted via direct contact with infected pupils and/or members of staff, their blood or their secretions.

Some of the most common infectious diseases in Chile are hepatitis B or C, HIV/AIDS, tuberculosis, meningitis, flu, chickenpox, measles and lice.

If an infection with one of the aforementioned diseases is confirmed, regardless of the time of year (school holidays, weekends and/or bank holidays), the staff member must inform his/her line manager and the infirmary in order to begin the relevant procedures, depending on the disease.

In case of an airborne disease, the line manager will make a detailed list of the people with whom the infected staff member has been in contact, and the areas where he/she has been, in order to alert possible infected people and begin with the disinfection process.

#### 3.2 PROCEDURE IN CASE OF CORONAVIRUS

Symptoms of the coronavirus appear similar to those of a common flu, such as general malaise, fatigue, headaches and/or muscle pain, in addition to fever (usually higher than 38°C), hacking cough and, sometimes, breathing difficulties. Nasal congestion and secretion are infrequent. It is estimated that symptoms of the coronavirus begin between one and twelve days after being exposed to the virus.

If you show one of these symptoms you may be a **suspected case**.

- Acute respiratory disease with fever or at least one respiratory symptom, and having travelled to or lived in a country/region where there has been local transmission of COVID-19 during fourteen days before the onset of symptoms.
- Acute respiratory disease and having been in contact with a confirmed or probable COVID-19 case during fourteen days before the onset of symptoms.
- Acute respiratory infection, regardless of travel history or contact with a confirmed COVID-19 case, with fever (37.5°C) and at least one of the following symptoms: sore throat, cough, muscle pain or breathlessness.
- Serious acute respiratory infection (with fever, cough and breathing difficulty) requiring hospitalisation.

	<b>EVACUATION, EMERGENCY AND RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

If you are a suspected case or have tested positive for coronavirus, the complete procedure of the internal Craighouse School COVID-19 protocol must be implemented.

#### 4. PROCEDURE IN CASE OF RESCUE

There will be a QR code in each access which external rescue teams will have access to:

- Plans of the whole of the Craighouse School campus, detailing accesses, fire equipment, automated external defibrillators (AED), water and power shutoff valves, location of switchboards, security zones, and the updated Evacuation, Emergency and Rescue plan.

##### 4.1 PROCEDURE IN CASE OF AIR (HELICOPTER) RESCUE

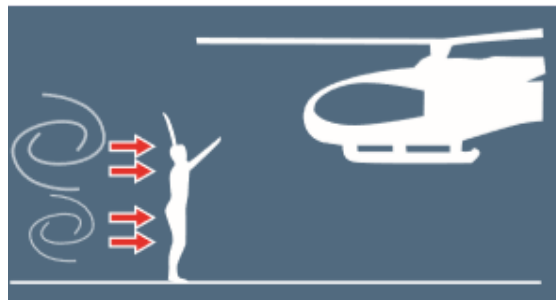
- Do not approach or abandon the helicopter without the pilot's consent, and always remain in sight.
- When getting into or out of a helicopter with its engine running, do so slowly and softly, and only when the pilot has motioned you to do so.
- Do not approach the helicopter while the engine is being started up.
- Bend over when you approach the helicopter to keep maximum distance from the rotor. Hold on to anything that may fly away and never go after an object that has flown away.



- Always carry long objects such as tools at waist height and parallel to the ground.
- People who signal a helicopter must do so with the wind at their back and their arms raised.



	<b>EVACUATION, EMERGENCY AND RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01



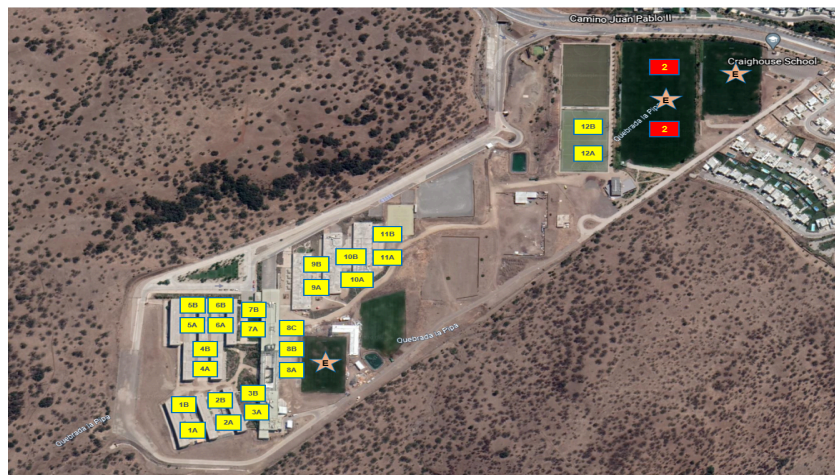
- In the helicopter, adjust your seatbelt and keep it buckled until the pilot instructs you to disembark.

## 5. SECURITY ZONES





All playgrounds and sports fields of the school are security zones.

Each block has a security zone nearby. The evacuation should be done via the staircases and ramps at the ends of each block. The security zones for Primary are the playgrounds at the same level. The stairs should not be used.

In order to ensure physical distancing (COVID-19 preventive measure), pupils and staff members on the first floor should evacuate towards security zone A, and those on the second floor should evacuate towards security zone B. In both security zones, people must stand in line from the end to the meeting point.

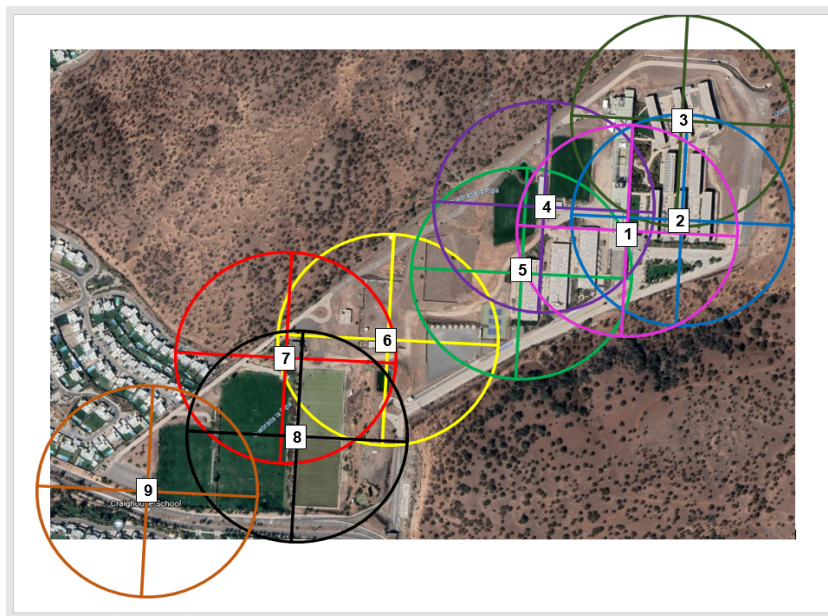


	<b>EVACUATION, EMERGENCY AND RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

SYMBOL LEGEND	
	Security zone for pupils and staff members on the <b>first floor of the nearest volume</b> (Primary).
	Security zone for pupils and staff members on the <b>second floor of the nearest volume</b> (Primary).
	Security zone (Senior).
	Zone authorised for air (helicopter) rescue.

### LOCATION OF AUTOMATIC DEFIBRILLATORS

The image below shows the location of the nine AEDs in the Craighouse School campus, which are no more than 150 metres apart.



### Detailed locations

1. Infirmary.
2. Volume 8, 1<sup>st</sup> floor, outside the head of Middle's office.
3. Volume 3, 1<sup>st</sup> floor, outside the head of Senior's office.
4. Changing room of platform 6.

Revision	7	August 2024				Page 18
----------	---	-------------	--	--	--	---------

	<b>EVACUATION, EMERGENCY AND RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

5. Volume 12, 2<sup>nd</sup> floor, outside the Years 3 & 4 School Life Advisor's office, Primary.
6. Platform 4, west side of the groundsmen's storeroom.
7. *Quincho*, 1<sup>st</sup> floor, main access to the changing rooms.
8. Platform 3, between the hockey fields, east side.
9. Guard booth, post 2.

## 6. PREPARATION AND RESPONSE IN CASE OF EMERGENCY

In order to verify compliance with this plan, at least one yearly drill should be carried out. The emergency situation to be drilled will be chosen based on the emergency situations of the previous year.

ITEM	ACTIVITIES	STAFF CHARGE	APPLICATION FREQUENCY	RECORD
1	Create and circulate emergency plan	Joint Committee Risk Prevention	Whenever necessary Whenever a new activity is incorporated to the plan	Record of training attendants
2	Write circulars and letters to staff, visitors and authorities	Joint Committee Risk Prevention	Whenever necessary	Free format
3	Check communication elements	Maintenance Area	According to their programmes	Free format
4	Implement support elements for emergencies and contingencies, such as fire extinguishers, rescue implements, emergency lights, etc.	Joint Committee Risk Prevention advisor	Monthly inspection	Free format
5	Train staff in emergency issues	Risk Prevention <i>Mutualidad</i> Joint Committee	Yearly training plan	Record of training attendants

### EMERGENCY NUMBERS

- ACHS RESCUE NO. 1404
- ACHS Hospital 2 2685 3333
- Serious or fatal accident 6000 360 77 77
- Ambulance 131
- Fire Station 132
- 19 Cia de Bomberos Lo Barnechea 22 178 926
- *Carabineros* 133
- 22 922 810
- Gasco emergency number 600 600 77 99
- Clínica Alemana emergencies 22910 991
- Emergencies Lo Barnechea 1405

Revision	7	August 2024				Page 19
----------	---	-------------	--	--	--	---------

 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

## CRISIS COMMITTEE

Once the emergency is under control, the crisis committee will have to evaluate the emergency using checklist FOR.PL-PR.02 to establish whether it is safe to resume normal activities. This committee is made up by the following people:

1. Head of School/ acting head of school
2. Members of the SLT
3. Infirmary
4. Joint Committee on Health and Security representative
5. General Services officer
6. Security officer

**Note:** Led by the Head of School.

## 7. FILES

All records will be kept for a minimum of three years in the filing locations assigned to the Maintenance Area. Heads of this area will be responsible for these files.

## 8. RECORDS

- FOR.PL-PR.01 Evacuation drill report.
- FOR.PL-PR.02 Head of School / emergency leader checklist.

<b>Revision</b>	7	August 2024				Page 20
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	<b>EVACUATION, EMERGENCY AND RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

## 9. Appendixes

### APPENDIX 1

#### DELIVERY AND WITHDRAWAL OF PUPILS IN EACH SECTION

In there is an emergency that forces the school to close and if the institution has informed the community via the official communication channels, tutors should head to the following meeting points where pupils will be delivered:

PRIMARY SECTION	PLACE	PERSON IN CHARGE
General supervision		Head of section
Little Darlings Playgroup	Their own classroom	Deputy head of Preschool
Prekinder & Kinder	Their own classroom	Prekinder & Kinder <i>School Life Advisor</i>
Years 1 & 2	Music room, block 1	Deputy head / <i>School Life Advisor</i> Years 1 & 2
Years 3 & 4	Primary dining hall, block 2	Deputy head / <i>School Life Advisor</i> Years 3 & 4
MIDDLE SECTION	PLACE	PERSON IN CHARGE
Years 5 to 8	Inquiry centre, Darling Hall	Head of section and deputy heads of section
SENIOR SECTION	PLACE	PERSON IN CHARGE
Years 9 to 12	Middle/Senior dining hall, Darling Hall	Head of section and deputy heads of section

Pupils will be delivered in case of earthquake, fire, gas leak or presence of explosive devices. If one of these events were to happen the school will be closed.

Once the contingency is over and if the school informs it, pupils will only be delivered to their parents or another adult authorised by them through the previously established gates for each section. If the situation is not an emergency, and once the order has been issued, pupils and staff will return to their classrooms and workplaces.

In case of earthquake, fire, gas leak or presence of explosive devices, pupils will be delivered in the following places, as long as it is safe to do so. Otherwise, a new delivery point will be established.

 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

SECTION	PLACE
PRIMARY	Primary entrance
MIDDLE	Middle entrance
SENIOR	Main school entrance

	<b>EVACUATION, EMERGENCY AND RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

## APPENDIX 2: EMERGENCY PLAN - SENIOR SECTION

Internal procedure for the Senior Section in case of earthquake

In case of a drill, please remember that the bell simulates the earthquake. Do not go outside until the bell stops ringing.

If any of you believes that you are unable to lead pupils or other people in this kind of situation, please contact someone from your team to assist you.

- Earthquake during CLASS HOURS:

1. Stay calm.
2. With the help of pupils, close the curtains, turn off the light and open the door.
3. Ask your pupils to protect their heads under their desks.
4. Wait inside the classroom until the earthquake is over.
5. Once it is over, calmly direct your pupils towards the assigned security zone. Make sure you bring a printout or downloaded copy of your class list and your green and red cards.
6. Walk towards the corresponding security zone.
7. The people in charge of each security zone will check classrooms, offices and toilets to make sure that no one has been left behind.

Volume	Person in charge
Vol 1	Deputy head (Ana María Cabrera)
Vol 2	<i>School Life Advisor</i> (Macarena Jarpa)
Vol 3	<i>School Life Advisor</i> - (Nicolás Fortunato)
Vol 4 1 <sup>st</sup> floor labs	Liliana Poblete/Carolina Krell_Middle
Vol 5 Art and Music	Deputy head (Matthew Jones)

8. When you reach the security zone, ask your pupils to stand in line and call the roll. You must stay with them in order until the person in charge of the security zone tells you.
9. Wait for instructions from the person in charge of the security zone.
10. When asked, hold up the red card if there are any missing pupils, or the green card to indicate that all pupils are with you.



 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

### Security zones

- Playground no. 1 - Ana María Cabrera (between volumes 1 and 2): all pupils and teachers in the classrooms in volume 1 of the first and second floors (Spanish, TOK, Philosophy and Psychology, ICT room) must go there.
- Playground no. 2 - Macarena Jarpa and Nicolás Fortunato (between volumes 2 and 3): all pupils and teachers in the classrooms in volume 2 (Math) and volume 3 of the first and second floors (English and Social Studies classrooms) must go there.
- Playground no. 3 - Matthew Jones (between volumes 4 and 5): all pupils and teachers in the Art room, Music room and labs must go there.
- Teachers' area - Fernanda Silva - academic coordinator, Playgroup N° 2 Jimena Pacheco - Academic Coordinator Assistant. Teachers/staff members who are not in charge of pupils must head towards the security zone located opposite the toilets in volume 1 (Psychology, Spanish and Science Departments; multipurpose room; CAS office) or in volume 2 (Head of School office; teachers' room; Math, English and Social Studies Departments; Student Council) as appropriate and stand in line so that the person in charge of the security zone can count them. Then, they must assist teachers in charge of pupils.

### Earthquake during BREAK TIME:

1. Stay calm.
2. Once the earthquake is over, head towards the security zone assigned to your class. With the help of your accompanying teacher, ask your pupils to stand in line in the corresponding security zone.
3. Ask the pupils near you to stand in line in the security zones assigned to your level:
  - Playground no. 1: Year 12 (facing the synthetic grass field).
  - Playground no. 2: Year 11 (facing the synthetic grass field) and 10 (facing the stage).
  - Playground no. 3: Year 9 (facing the Music rooms).

### Earthquake during LUNCH TIME:

1. Stay calm.
2. Pupils and teachers must move away from windows and seek protection under tables or chairs.
3. Wait until the earthquake is over and begin to evacuate towards the nearest security zone:
  - Grass playground opposite the dining hall.
4. When they are told to do so, they should head towards the security zones of the section and each class must stand in line with the help of their accompanying teacher:
  - Playground no. 1: Year 12 (facing the synthetic grass field).
  - Playground no. 2: Year 11 (facing the synthetic grass field) and 10 (facing the stage).



 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

- Playground no. 3: Year 9 (facing the Music rooms).

**A calm attitude during a strong earthquake is critical to keep pupils under control.**

**In case of an accident, please inform your head of area immediately, who in turn will inform the head of section.**

After receiving instructions from the person in charge of their volume, teachers will head back to their classrooms with their pupils and their accompanying teacher.

 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

TUTORS SENIOR SECTION 2023				SUPPORT TEAM
Year level	Tutor	Accompanying teacher	Classroom	
9 A	Claudia Frez	Paz Allendes	Mat1	Mark Cross
9 B	Andrés González	Elba Saa	Mat2	Matthew Jones
9 C	Leonel Henríquez	Angel Fuentes	Mat3	Macarena Jarpa
9 D	Hugo Cisterna	Silvia Meyer	Mat4	Nicolás Fortunato
9 E	Carlos Rañilao	Diego Parada	Mat5	Andrea Alcérreca
9 F	Mauricio Bustos	Angello González	Mat6	Fernanda Silva
				M. Paz Saumann
10 A	Ana María Cabrera	Carolina Valdebenito	Mat7	Constanza Rivera
10 B	Francisco Toro	Danai Tello	Soc5	M. José Montané
10 C	Macarena Andrade	Claudia Figueroa	Soc6	M. Soledad Díaz
10 D	Mercedes Paz	Carla Chávez	Soc7	M. José Maturana
10 E	Ma. Ignacia Méndez	Mario Brito	Soc8	Viviana León
10 F	Sebastián Sanhueza	Pamela Noveroy	Soc9	Felipe Tapia
				José Peirano (PT)
11 A	Christian González	Gabriel Santibáñez	Ing1	Carolina Olivos
11 B	Ana Díaz	Pamela Corrales	Lab7	Patricio Ortíz
11 C	Carolina Albertz	Leyla Alfaro	Ing2	Andrés Moreno
11 D	Brunilda San Martín	Jeannette Toloza	Ing3	Andrés Chacón
11 E	Ricardo Solís	Carmen Habinger	Ing4	Marcela Carrasco
11 F	Douglas Díaz	Camilo Fajardo	Ing5	Martín Gaete
				Consuelo Guitiérrez
12 A	Christian Guzmán	María José Meneses	Len2	Constanza Tike
12 B	Alfredo Calderón	Carlos Videla	Len3	Jimena Pacheco
12 C	Eduardo Riquelme	Allison Soto	Len4	Pamela Dragas
12 D	Sergio Poblete	Michael Hernández	Len5	Gloria Paredes
12 E	Francisca Yunis	Alejandra Zumarán	Len6	Carolina Haffemann (LM)
				Elías Santillán
				Sócrates Aguilera
				Antonia Echeverría
				Gabriela Perina (PT)

- Tutors and accompanying teachers will have to remain in their classroom together with their pupils until the last pupil has been withdrawn by his/her parents, and will wait for instructions on **how and when they can leave**.
- Final count: the head of section checks the attendance of all pupils in each class and teachers as per attendance record.
- Once attendance has been checked, the Head of School is to be informed.
- Once the Head of School has checked that all pupils, teachers and staff are accounted for, he will authorise the withdrawal of pupils.

 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

- Each person in charge will have with him/her the folder with the list of people authorised to withdraw pupils. People in charge of the gates will hand over the pupils to their parents, who in turn must sign the list.
- Senior pupils will not be authorised to pick up younger siblings from other sections, unless they have come to school in their own vehicles and have been authorised by their parents to do so (check on list).
- Tutors and accompanying teachers will remain with their pupils until the last pupil in their class has been withdrawn, and will wait for instructions on how and when they can leave.

### APPENDIX 3: EMERGENCY PLAN - MIDDLE SECTION

In case of a drill, please remember that the bell simulates the earthquake. Do not go outside until the bell stops ringing.

If any of you believes that you are unable to lead pupils or other people in this kind of situation, please contact someone from your team to assist you.

Emergency measures in case of an earthquake

#### Earthquake during class hours:

1. Stay calm.
2. Close the curtains, turn off the light and open the door (if it is closed).
3. Ask your pupils to protect their heads under their desks. At the same time, protect your own head under your desk.
4. Wait inside the classroom until the earthquake is over.
5. Once it is over, calmly direct your pupils towards the assigned security zone. Make sure you bring the folder with a printout of your class list and your green and red cards.
6. Walk towards the corresponding security zone.
7. When you reach the security zone, ask your pupils to stand in line and call the roll. You must stay with them in order until instructed otherwise.
8. Wait for instructions from the person in charge of the security zone.
9. When asked, hold up the appropriate card: green if all pupils are with you or red if a pupil is missing, even if you know where he/she is (infirmary, inquiry centre, toilet, Formative Area, etc.).

#### Security zones

- Playground no. 1 (between modules 1 and 2; Social Studies and Religion classrooms): all pupils and teachers in volume 1 (Years 8 A to 8 F) must go there.

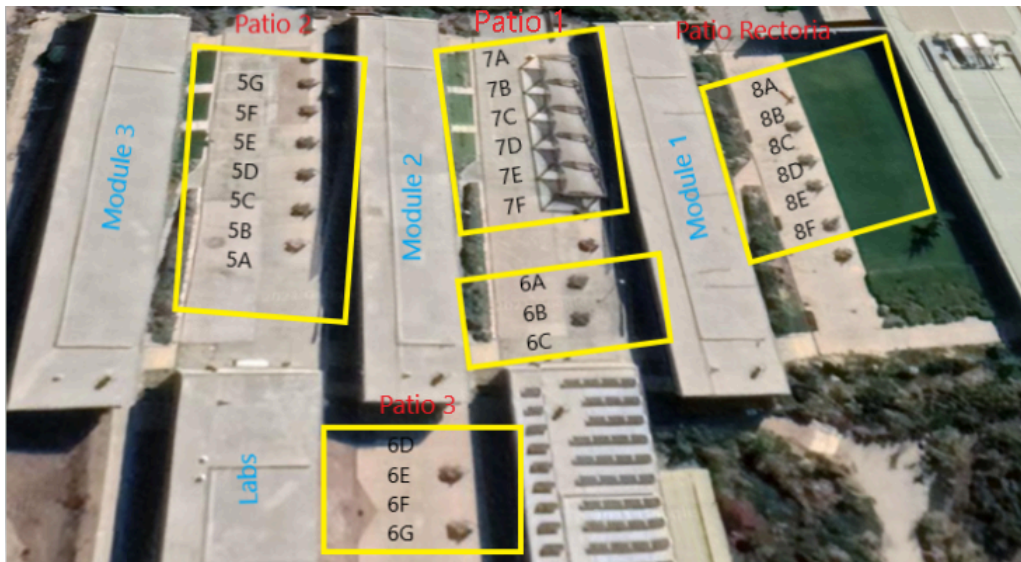
Revision	7	August 2024					Page 27
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	<b>EVACUATION, EMERGENCY AND RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

- Playground no. 2 (between modules 2 and 3; English, Math and Spanish classrooms): all pupils and teachers in the classrooms in volumes 2 and 3 (Years 7 A to 7 F, 6 A to 6 G, and 5 G) must go there.
- Playground no. 3 (between modules 4 and 5): all pupils and teachers in the Art room, Music room and labs (Years 5 A to 5 F) must go there.

The folder in each classroom contains a map indicating the location of the corresponding security zone.

Teachers' area: teachers/staff members who are not in charge of pupils must head towards the security zone located in playground no. 2 and stand in line so that the emergency team can count them, always keeping 1 metre of physical distance.



**PEOPLE IN CHARGE OF CHECKING AND EVALUATING EACH MODULE:**

MODULES	PERSON IN CHARGE
Module 1	Head of section: 1 <sup>st</sup> floor. School Life Advisor: 2 <sup>nd</sup> floor.
Module 2	Deputy head: 1 <sup>st</sup> floor. Deputy head or academic coordinator: 2 <sup>nd</sup> floor.
Module 3	School Life Advisor: 1 <sup>st</sup> floor. Educational needs specialist: 2 <sup>nd</sup> floor.
Module 4 Music/Art	Deputy Head Senior Section

	<b>EVACUATION, EMERGENCY AND RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

Module 5 Laboratories	Psychologists (Formative Area Middle)

#### Earthquake during break time:

1. Stay calm. Ask your pupils to sit on the floor.
2. Once the earthquake is over, ask the pupils near you to form a line in the designated areas for your year level and to sit on the floor, keeping 1 metre of physical distance.
3. Each tutor should head to the designated area where his/her class is gathered.
4. Wait for instructions from the people in charge of security.

#### Earthquake during lunch time:

1. Stay calm.
2. Pupils and teachers must move away from windows and seek protection under tables or chairs.
3. Wait until the earthquake is over and begin to evacuate towards the nearest security zone:
  - If you are in the dining hall you must head towards the grass playground opposite the dining hall. If you are in the roofed terrace you must go to court 7.
4. If you are in court 7 stay where you are.
5. When you are told to do so, you should head towards the security zones of your section. Each class must stand in line.
6. Each tutor should head to the designated area where his/her class is gathered.
7. Wait for instructions from the people in charge of security.
8. A calm attitude during a strong earthquake is critical to keep pupils under control.
  - After receiving instructions from the person in charge of their volume, teachers will head back to their classrooms with their pupils and their accompanying teacher.

Rooms Tutors						
<b>5 A</b>	<b>5 B</b>	<b>5 C</b>	<b>5 D</b>	<b>5 E</b>	<b>5 F</b>	<b>5 G</b>
María José	Alejandra	Florencia	Pilar	Andres	Mariela	Magdalena
Oyazún	Prado	Carro	Forteza	Fernandez	Arias	Orezzoli
M5	M4	M2	M3	M1	L5	L4

 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

<b>6 A</b>	<b>6 B</b>	<b>6 C</b>	<b>6 D</b>	<b>6 E</b>	<b>6 F</b>	<b>6 G</b>
Magdalena	Michelle	Ignacio	Rosa	María Paz	Lisette	Francisca
Soza	Bowen	Quezada	Zapata	Venezian	Alvarez	Vargas
LAB3	T2	LAB2	L3	LAB4	L1	L2
<b>7 A</b>	<b>7 B</b>	<b>7 C</b>	<b>7 D</b>	<b>7 E</b>	<b>7 F</b>	
Marcelo	Andres	Phillip	Luke	Gloria	Leonora	
Escobar	Jeraldo	Rovnak	Cooper	Vargas	Cardemil	
E6	E5	E4	E3	E2	E1	
<b>8 A</b>	<b>8 B</b>	<b>8 C</b>	<b>8 D</b>	<b>8 E</b>	<b>8 F</b>	
Byron	Nicolas	Sofia	Carolina	Paulina	Matías	
Lawson	Lara	Undurraga	Bellei	Saavedra	Stevens	
S3	RS	S2	S1	RN	Drama	

- Tutors will have to remain in their classroom together with their pupils until the last pupil has been withdrawn by his/her parents, and will wait for instructions on how and when they can leave.
- Final count: the head of section checks the attendance of all pupils in each class and teachers as per attendance record.
- Once attendance has been checked, the Head of School is to be informed.
- Once the Head of School has checked that all pupils, teachers and staff are accounted for, he will authorise the withdrawal of pupils.
- Each person in charge will have with him/her the folder with the list of people authorised to withdraw pupils. People in charge of the gates will hand over the pupils to their parents, who in turn must sign the list.
- Senior pupils will not be authorised to pick up younger siblings from other sections, unless they have come to school in their own vehicles and have been authorised by their parents to do so (check on list).
- Tutors and accompanying teachers will remain with their pupils until the last pupil in their class has been withdrawn, and will wait for instructions on how and when they can leave.

 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

### General rules for staff

- While the school is closed, parents will have to wait until the normal leaving time to enter the school, unless an evacuation of the campus has been determined.
- Once the contingency is over and if an evacuation has been determined, parents must come to pick up their children from the meeting points or wait until they are delivered at the gates which have been previously established for each section.
- In case of evacuation and in order to facilitate entry and exit from the campus, the following entrances will be opened:
  - Sports fields entrance towards the *quincho*.
  - Primary parking area.
  - Main school gate.
  - Entry door to the Middle Section.
- The Contingency Committee is made up by the Head of School, the academic director, the director of the Formative Area, the business manager, the General Services officer, the director of People, the communications director and the three heads of section.
- The communications director, the Head of School and the Head of School assistant will be in charge of the general coordination.
- Once the emergency is over, the Head of School assistant will ask Communications to send a letter with instructions to parents and put a notice on the website (closing of the school and, when appropriate, evacuation).
- The same information will be sent to all members of staff.
- All members of staff will have to stay in the school until one of the following occurs:
  - The last pupil under their charge has been delivered/withdrawn.
  - Their workday has finished as per the time established in their contract.
  - They have been authorised to leave by their line manager, after consulting with the heads of section and, if appropriate, with the business manager, the General Services officer, the director of People, the director of the Formative Area, the academic director and the communications director.
- When they leave, members of staff must sign the attendance book, which will be checked by each member of the Contingency Committee, so that in case of a commuting accident the corresponding insurance can be implemented.
- Each member of the Contingency Committee will inform the staff members under their responsibility.
- The heads of section will inform pupils and teachers who are in class at the time of the contingency.

### Teachers:

- In case of an evacuation, teachers will have to follow orders issued by the head of section in order to assist in the delivery of pupils.
- Those teachers who are also Craighouse School parents will continue with their role of teachers and name two people plus the parent so that their children can be withdrawn.

Revision	7	August 2024					Page 31
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 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

- All teachers who are not tutors will accompany tutors in the defined zones and assist in the delivery of pupils. They will have to remain at the service of the head of section.
- Assistants will accompany the heads of section to the meeting points and to the security zones, where they will be required to count the staff members who are in the section at the time. In case of snow, after having recorded staff members, they will return to their section to answer phone calls and take messages for their line managers. If they are in the security zones, after counting staff members they will remain there until they are instructed to return to their work stations or proceed with the evacuation, as appropriate.
- The receptionist will only give out general information as per the letter sent to parents and published on the website. All phone calls will be forwarded to the sections.
- If the school is closed down, the following people will head towards the entrance barrier to act as spokespeople: director of the Formative Area, academic director and business manager. Once the re-opening of the school has been announced and if an evacuation is issued, the director of the Formative Area and the director of the Academic Area will return to the school and stay in reception. The business manager will remain at the service of the head of Primary.
- The business manager's assistant will count the people who work on the first floor of the Darling Hall and inform the communications director.
- The communications director will count all staff members who work on the second floor of the Darling Hall and inform the Head of School. She will also give the heads of section the name and year level of any pupils who are in the infirmary at the time.
- The business manager will inform the Sports Department, COBS & COGS and the Parents Association of any DEYSE plan or any other decision made by the Contingency Committee.
- In case of snow, the General Services officer will inform the paramedic via radio so that he, in turn, instructs the Sports teachers to return to the school and take their pupils to the classrooms or meeting points, as appropriate. He will also be in charge of school guards and ancillary staff.
- The General Services officer will be the school's direct link with the lunch service provider, cleaning staff, school buses and *buses de acercamiento*.
- In case of fire or earthquake, teachers and pupils who are in the sports fields will have to remain in the sports fields security zones.
- In case of evacuation, Middle and Senior pupils who have been released by the infirmary will head towards their meeting points. Primary pupils will have to wait until Primary assistants can fetch them.
- In case of evacuation, Religion teachers will take their pupils to the Middle/Senior inquiry centre. There, the head of section will instruct Senior pupils to head towards the dining hall and will instruct Primary via radio to fetch them.
- This also applies to professionals of the Formative Area and of the Music or Art Departments who have pupils from other sections. They will have to go to the Middle/Senior inquiry centre.

Revision	7	August 2024					Page 32
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 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

- The record of staff count must be filed in the SOS folder of the relevant area.
- The director of People will coordinate the nursery.
- In these circumstances and for safety reasons, no school bus or *bus de acercamiento* will be authorised to carry pupils.
- If the public road leading to the school is closed during school hours, Craighouse School will function as shelter and accommodate pupils and teachers until the contingency is over, in order to protect the integrity of our community (pupils, parents and teachers), until *Carabineros* open up the road and traffic returns to normal.
- The school is prepared with heating systems, food and water to keep pupils and staff inside the premises in cases of contingency.
- Each member of the SLT must have a checklist to be consulted each time there is a contingency.
- The Contingency Committee will use the radio as follows:
  - The sender makes the call twice; for example: “Attention, César. Attention, Enrique”.
  - The receiver acknowledges the call: “Yes, Mr Patrick Lyons”.
  - The sender gives the order: “Please head over to reception”.
  - The receiver answers by repeating the instructions: “Understood, Mr Patrick Lyons. I will head over to reception”, or by asking the sender to repeat the instructions.

 <b>CRAIGHOUSE SCHOOL</b>	<b>EVACUATION, EMERGENCY AND RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

EMERGENCY CHECKLIST - MIDDLE				
		YES	NO	N/A
1	Emergency Committee is summoned			
	Emergency is declared			
	Snow			
2	Earthquake			
	Fire			
	Other			
3	Deputy heads and inspectors are informed			
4	During an earthquake people remain in the same place and protect themselves from possible wall collapses			
5	In case of fire, the alarm goes off and people are evacuated			
6	After an earthquake people are evacuated to the security zones			
7	In case of snow, teachers are instructed to prepare pupils to head to the designated pick-up area			
8	In case of snow, classes are instructed to head to pick-up area			
9	Assistant and inspectors take SOS folder			
10	Security leaders wear yellow vests and take megaphone and radios			
11	All classes are in the security zones			
12	Pupils are counted and attendance is checked; absentees are reported			
13	Staff is contacted and attendance is checked; absentees are reported			
14	Teachers hold up green or red cards			
15	Staff is designated to check hallways, toilets and classrooms			
16	Inspectors look for missing pupils and staff members			
17	All pupils and staff members have been found			
18	Headmaster instructs people to go back to class			
19	Headmaster instructs people to evacuate			
20	Pupils are moved to the general evacuation zone			
21	Assigned staff heads to the access gates			
22	Parents enter the school to withdraw pupils in case of snow			
23	Parents withdraw pupils at the gate in case of closure			
24	In case of snow, parents head to the waiting areas and sign withdrawal after teacher has checked authorisation			
25	Authorisation is checked in SOS folder and inspectors give out passes or stamps			
26	Subject teachers take pupils to the gates			
27	Staff members check passes at all gates			
28	All pupils have been evacuated and handed over to parents			
29	Teachers leave the school after all pupils have left			

 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

#### APPENDIX 4: EMERGENCY PLAN - PRIMARY SECTION

Once the Contingency Committee, made up by the Head of School, the head of Primary, the head of Middle, the head of Senior, the business manager, the General Services officer, the director of People and the communications director, has held a meeting and declared the contingency, each member will return to their area and inform the sub-committee.

Year level	Person in charge	Substitute	Second check	Security zone
Little Darlings Playgroup	Deputy Head Early Years	Corridor Lady PK	Early Years Assistant	School Life Advisor Early Years
Prekinder	Deputy Head Early Years	Corridor Lady PK	Early Years Assistant	School Life Advisor Early Years
Kinder	Deputy Head Primary Section Year 1 & 2	Corridor Lady K	Academic Coordinador Early Years	Assistant Year 1 - Year 4
Year 1	Deputy Head Primary Section Year 1 & 2	Corridor Lady Y1	Academic Coordinator Year 1-Year 4	Assistant Year 1 - Year 4
Year 2	Deputy Head Primary Section Year 3 & 4	Corridor Lady Y2	Technology Coach	School Life Advisor Year 1 & Year 2
Year 3	Deputy Head Primary Section Year 3 & 4	Corridor Lady Y3	Librarian 1	Library Teacher
Year 4	School Life Advisor Year 3 & 4	Corridor Lady Y4	Librarian 2	Library Teacher
Court 6	Head of Primary Section	Maintenance Officer		

 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

The people in charge should:

After the evacuation, check classrooms and toilets so that no one is left behind, check that classrooms and hallways are in condition to be used again, and report back to the person in charge of the section so that people can return.

### 1.1 Procedure in case of earthquake

During the earthquake

- In case of a real earthquake the alarm will not go off. The alarm is only used for earthquake drills.
- Teachers must remain calm and warn the pupils.
- During the earthquake, it is vital to seek protection under tables or desks. If there are no tables or chairs, remain seated and protect your head with your hands.
- Stay away from windows, because vibrations might cause the glass to break.
- The evacuation cannot take place during the earthquake, as it usually leads to accidents.
- The person nearest to the door should open it.
- The person opening access doors to classrooms, hallways, offices and other rooms should place a door stop to keep them open.
- The evacuation will be carried out towards the security zones, as described in the general evacuation procedure; in Primary they are the playgrounds of each level. Teachers in charge of pupils or a group of adults should lead the evacuation.
- Each teacher must carry the class book or class folder to call the roll. After roll call the teacher will hold up a green card to indicate that all pupils are with the teacher, or a red card if a pupil is missing. If a pupil has gone to the infirmary, the teacher will hold up the red card until it can be verified that the pupil is still in the infirmary or has been taken home.
- If case of a red card, evacuation assistants will proceed to look for the missing pupil(s).

There will be a person in charge of each security playground:

Little Darlings Playgroup-Prekinder playground - Tatiana Almendares  
 Kinder-Year 1 playground - Viviana Caro  
 Years 2 & 3 playground - Galia Engel  
 Year 4 playground and volleyball court - Cathy Galmez  
 Court 6 - Miss Criss  
 Court 7 - Bursars' Assistant

- The section's assistant will count the section's staff and then inform the head of section, who in turn will inform the person in charge of the school. If someone is missing, the head of section must inform via radio.

Revision	7	August 2024					Page 36
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 <b>CRAIGHOUSE</b> SCHOOL	<b>EVACUATION, EMERGENCY AND          RESCUE PLAN</b>	GENERAL SERVICES MANAGEMENT		
		PL	PR	01

- Everyone must remain in the security zones until the person in charge of the school, the Head of School or whoever he designates gives instructions to return to classrooms and offices.
- In case of a big earthquake, after it has stopped and if it is not possible to continue with normal activities, the school will be closed and pupils will be handed over to their parents or other authorised adults as described in the contingency plan created by the Joint Committee. No pupils will be allowed to leave the school without their parents.

**NOTE:** This policy may be subject to change or revision due to national contingencies beyond the control of the school.