



STANDARD EVACUATION DETAILS

Our Health & Safety Policies and Practices contain detailed guidance for emergency evacuations, drills and necessary procedures to keep all community members safe.

1.1. Emergency Evacuation Procedures

IST has a detailed plan for the evacuation of students and staff from the school buildings in the event of an emergency. Students at IST regularly take part in emergency drills for fire and earthquake. If a building emergency requires evacuation, teachers and students will follow evacuation procedures posted in each classroom and on each floor. If, following an evacuation of the building, it is necessary for students to leave the campus, teachers will remain with their classes, while teacher assistants and school support staff notifies parents for pick-up.

If it is necessary for students to leave the campus without delay, they will be evacuated by school bus to the school's off-campus safe haven, the Tianjin International School (TIS). Parents will be then contacted to collect their children from the TIS campus. IST has developed an emergency contact system, which utilizes an Emergency Telephone Tree so that parents can be contacted immediately. It is essential that parents submit a current emergency contact form to the school office, upon request. Parents must inform the school of any subsequent change to their telephone number without delay.

1.1.1. Fire Evacuation Plan

SHOULD THERE BE A FIRE IN AN AREA OF THE SCHOOL

- *A staff member should proceed to the nearest fire alarm and activate it.*

SHOULD THE FIRE ALARM SYSTEM FAIL, THE STAFF MEMBER SHOULD REPORT TO THE SECURITY OFFICE TO ACTIVATE THE MAIN ALARM SYSTEM.

- *Maps of escape routes and the locations of fire alarms, gongs and hydrants are on display in classrooms and around the school.*
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WHEN THE ALARM SOUNDS:

- *All members of the school community must respond to all fire alarms.*
- *If inside classrooms*
- *Close all windows.*
- *Do not turn off air conditions or computers.*



- *Exit the room.*
- *Close the door.*
- *Proceed to the main soccer field and track (adjacent to the sandy play area) via the designated escape route.*
- *If the escape route is blocked, take the nearest safe route*
- *If outside classrooms but inside the building (This includes recess and lunchtimes)*
- *Proceed to the evacuation site via the route that allows quickest evacuation from the building.*
- *Students without a teacher or TA should join with another evacuating class.*
- *Adults must check rooms and corridors en route in order to ensure that all children have been evacuated.*

IF OUTSIDE THE BUILDING

- *Proceed directly to the evacuation site.*
- *Do not re-enter the building.*

BEHAVIOR WHEN EVACUATING

- *Talking is not permitted when proceeding to the evacuation area and while registration is occurring. All students, staff and visitors must remain silent at these times. A signal will be given when talking is permitted.*
- *Classes should proceed to the evacuation site in single file.*
- *When proceeding to the evacuation site, keep away from the buildings.*
- *Any visitors, children separated from their class or other individuals should be collected by an evacuating group and taken with them to the evacuation site.*

IN WINTER

- *Students in elementary classrooms should, on a daily basis, leave their coats in a box in their shared room. In an emergency they should evacuate the room directly with their teacher and the TA for that room will evacuate via the shared room, collect the box and take it to the assembly point.*
- *Secondary students should not make special efforts to get coats. In an emergency they should evacuate the building directly. A supply of thermal blankets is stored in a secure container beside the track and alongside the exterior wall of the 'Tang' facilities building.*
- *A designated staff member will distribute the blankets.*

EVACUATION SITE

- *The evacuation site is located along the length of the main 100m straight of the running track (adjacent to the sandy play area and basketball courts) and facing the soccer field. Reporting stations numbered #1-50 are marked on the edge of track, with #1 located at the southern end of the track (the start of the 100m straight) and #50 towards the northern end (100m finish line/long-jump pit).*



- *Homeroom classes assemble in descending grade level order along the 100m straight (starting with Grade 12 at reporting station #1), and on through the various reporting groups towards the 100m finish line/long-jump pit.*
- *Reporting station numbers are re-assigned annually and are recorded on the Emergency Evacuation Check List. Should this area of track be deemed unsafe, the evacuation site will move to the far side of the main soccer field, or alternatively, to the 7 a-side soccer field in the south-western corner of the campus.*
- *When classes reach the evacuation site they must line up in front of their reporting station, facing the field, in homerooms, and in alphabetical order by surname. Adults line up in reporting groups and in alphabetical order by first name.*

MARKING OF ROLLS

- *Homerooms are assigned reporting station numbers, starting with one of the Grade 12 homerooms at #1. IST typically has 28 homerooms (therefore #1-28).*
- *There are 10 reporting groups and corresponding stations for adults, typically running from #29 to #38; however, the exact designation of each reporting group will vary from year to year relative to the actual number of homeroom classes.*
- *The front desk secretary will deliver the Emergency Attendance Sheets to the identified Key Person for each of the 12 groups. The Elementary Principal and Secondary Principal and their secretaries will oversee the circulation of attendance sheets to homeroom teachers and teacher assistants.*
- *Homeroom teachers and Designated Key Person for each group marks the roll and accounts for all members.*
- *Teachers report status of their classes by displaying a green card if all are accounted for, or a red card if further assistance is needed.*

The following 6 reporting station group leaders directly inform the Director of the status of their group attendance:

1. *Secondary Principal (Secondary homerooms and assigned TAs);*
2. *Elementary Principal (Elementary Homerooms and assigned TAs);*
3. *Elementary Non-Homeroom & Part-time Teachers;*
4. *Secondary Non-Homeroom & Part-time Teachers;*
5. *Non-Homeroom TAs;*
6. *Office Staff -Sweepers and Blockers.*

The following 6 reporting station group leaders firstly inform the Front Desk Secretary of the status of their group attendance, who then reports to the Director:

1. *Maintenance and Gardeners;*
2. *Bus Ayis;*
3. *Cleaners;*
4. *Drivers;*
5. *Cafeteria;*



6. Guards and Visitors.

Once attendance is completed the Director will note any people who cannot be accounted for and, in a real evacuation, this information will be passed to the Fire and Rescue Service on arrival. The Director will advise those assembled of what to do next (e.g., issue space blankets; return to class; etc.)

STAFF ASSIGNMENTS:

The Director

- *Bring a bullhorn to the evacuation area.*
- *Bring a mobile telephone/walkie talkie to the evacuation area.*
- *Coordinate all activities at the evacuation site.*
- *Receive status reports from the Principals and Designated Key personnel.*
- *Make emergency phone calls as needed.*
- *Coordinate all action plans, including any decision to evacuate to outside safe haven (TRIS).*

Secondary Principal/Deputy Director

- *Bring a mobile telephone/walkie talkie to the evacuation area.*
- *Collect rolls and status cards.*
- *Distribute rolls and status cards to homeroom teachers.*
- *Report status of secondary school to the Director.*
- *Perform the roles of the Director in the event of his absence.*

Elementary Principal

- *Bring a mobile telephone/walkie talkie to the evacuation area.*
- *Collect rolls and status cards.*
- *Distribute rolls and status cards to homeroom teachers.*
- *Report status of elementary school to the Director.*
- *Also perform the role of the Secondary Principal/Deputy Director, if the Director is absent.*

Nurse

- *Bring a first aid kit and stretcher to the evacuation area.*
- *Bring emergency kit (student list, phone numbers and medical details, key for the kitchen, key for the storage hut) to the evacuation area.*
- *Coordinate the care of injured people.*

Front Desk Secretary/Receptionist

- *Bring class rolls, status cards, daily roll, pencils and information folders to the evacuation area.*



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Office Manager

- *Bring backup keys and emergency information to the evacuation area.*
- *Assist the Nursery-Pre Kindergarten class during their evacuation.*

Security Guards

- *Close the campus to all vehicles, except emergency vehicles.*
- *Maintain the security of the campus.*
- *Take attendance for Group 11 (Visitors and Guards)*

1.1.2. Evacuation Response: Sweeper/Blocker Procedure

EMERGENCY RESPONSE PERSONNEL (ERP'S) SHOULD BE TRAINED IN

- *emergency life saving techniques*
- *evacuation and sweep procedures*
- *location and use of fire extinguishers, and how to fight small fires.*

ERP SWEEPERS ARE VOLUNTEER PERSONNEL WHO HAVE THE RESPONSIBILITY OF

- *sweeping designated areas,*
- *evacuating all personnel,*
- *locating and assessing the emergency (if in their area), and*
- *closing doors as they evacuate the building.*

ERP BLOCKERS ARE VOLUNTEER PERSONNEL WHO HAVE THE RESPONSIBILITY OF:

- *Assisting people as they leave the building and direct them to proper evacuation location.*
- *Prevent individuals from re-entry of building or disaster area.*