

Evacuation plan ISL
School year 2022-2023



When the alarm goes off, evacuate immediately and calmly.

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1.1 Introduction and purpose

The evacuation plan consists of two parts. The first part is this plan, which contains a detailed description. The second part consists of a plasticised map in which the steps of the evacuation plan are briefly included. These maps are located in all rooms and have a yellow color.

Purpose of this plan

The purpose of the evacuation plan is that in the event of a (serious) calamity, all persons present leave the school as quickly as possible in a safe and orderly manner and gather in a common place (see page 9). All teachers are expected to have taken note of this plan. The emergency response officers are expected to be able to implement this plan.

1.2 General information

CBS Joppensz

Van Vollenhovenkade 15

2313 GG Leiden

Phone 071-513 09 58

E-mail: directie@joppenszleiden.nl

Director: Mrs Anneke Verheij

ISL

Van Vollenhovenkade 15

2313 GG Leiden

Phone 071-517 34 64

E-mail: admissions@isleiden.nl

Director: Deon du Plessis

1.2.1 First responders

Joppensz

Anneke Verheij

Janine Dubbelaar

Coen van der Keur

Kleine Urt

Cynthia (First Aid)

ISL

Ali

Deon

1.2.2 School hours:

Joppensz

Monday to Friday (all groups)

08.30 – 14.00 hrs.

In school hours, it should be noted that in the morning ten minutes before the start, the children are allowed to come in.

1.2.4 Materials

In all classrooms there is a yellow colored evacuation plan (with floor plan) with student lists of the group in question. These evacuation plans are in a plastic cover.

The first aid kit hangs at the kitchen unit downstairs and the dishwasher has a first-aid kit.

Next to the kitchen hangs an AED. When turned on, the device automatically indicates what needs to be done. In principle, the AED can also be used by someone who has not had CPR training.

The school has a central alarm system. Through this system, an evacuation signal can be given.

The school has four manual alarm buttons: two on the ground floor and two on the first floor (see the floor plan). This can be pressed, triggering the alarm. On these locations hang also the fire hose reels and extinguishers, type A-B. In addition, the school is equipped with an escape route signal.

Gas main switch: in the closet upstairs behind the toilets.

Main installation alarm: at the main entrance and meter cupboard downstairs in the kitchen area.

Electric main switch: outside at concierge entrance.

The school has a Wi-Fi connection.

1.2.5 Pupils and teachers

The Joppensz has 1 group and has 18 students. The ISL has currently 2 groups with +/- 20 students.

The number of staff present may vary daily. In addition, there is a varying number of parents, hired workers and interns present in school.

The building houses the Kindergarden, Kleine Urt . They have their own evacuation plan.

2.0 Skills and responsibilities of the emergency response officer

- Being able to act correctly in the event of an accident or fire
- Be aware of all escape routes and their use
- Emergency services can warn and provide information; an emergency response officer takes care of the emergency services outside
- Being able to lead and coordinate an evacuation. Evacuation is done first at the place where the calamity is located
- Know where switches, main gas tap and alarm system are located
- Knowing the evacuation plan and its purpose
- Following in-service training courses
- Organise and evaluate evacuation exercises 2 times a year
- Regularly check whether escape routes and spaces are kept free
- Control electrical switches and gas switches
- Once a year a round through the school for explanation of main taps gas and electricity and operation central alarm system

2.0.1 Tasks of the head of the emergency response officer

- Monitoring the evacuation process
- Keeping the evacuation plan up-to-date
- The coordination during an evacuation
- Ensure that an evacuation exercise is held twice a year
- Takes care of the evaluation of the evacuation exercises and identifies bottlenecks

2.0.2 Teachers' responsibilities

- Have knowledge of the evacuation plan/card and be able to carry out the steps on it
- Ensure that there is an evacuation plan, evacuation card, floor plan and address list of the students in your class
- The teacher discusses the evacuation plan with their students

If there is no emergency response officer (nearby), they must agree who checks what

3.0 Alarm procedure

3.0.1 Emergency services warning

If the police, ambulance or fire brigade (112) are called, please mention: International School Leiden, in Leiden, main entrance accessible via **Van Vollenhovenkade 15**.

Furthermore, it must be indicated what happened (nature of the calamity) and the person who calls must give their name and telephone number (telephone number of the school **+31 (0)71 - 517 34 64** . It should also be stated whether there are any injured persons and how many.

3.0.2 Evacuation

- Evacuation takes place on behalf of the fire brigade or BHV.
- Evacuation always takes place in the event of an evacuation alarm.
- Evacuation takes place in the event of smoke, large fire, gas leakage or other threatening situations.

In the event of calamities, someone from the emergency response must always be warned. Choose the one closest. He or she assesses the situation and determines whether the evacuation signal should be given. Furthermore, the emergency response officer determines whether the emergency services must be warned.

When the alarm signal/evacuation signal is given, the emergency response officers ensure that their class is taken over by the teacher or teachers of the adjacent room. The chief emergency response officer must take care of the coordination. The emergency response officers communicate with each other via their own mobile phone. The emergency response officer who contacted the emergency services is waiting for these emergency services at the main entrance (Van Vollenhovenkade 15). Make sure you are recognisable by a vest.

When an emergency response officer is called away, someone else must take over his or her group. That is usually the teacher of the adjacent classroom, but it can also be the director or ib-er or another adult who is available.

3.0.3 How to act in the event of an evacuation alarm

When the evacuation signal is given, the following tasks must be done:

- Bring people who are in the classroom to safety. Choose the most logical escape route. If this exit is closed, look in school where the calamity is located and then choose the safest way out.
- If possible, close the windows. Always close the door.
- Turn off your IWB, if appropriate to do so.
- Turn off your computer screen, if appropriate to do so.
- Take the student list and class folder with you, if applicable.
- Go to the meeting place (see page 9) Check there on the basis of the student list whether all children are present. Hold up the signal card visibly. Green card: complete. Red card: not complete
- In case of smoke, keep your head as close as possible to the floor and leave the room as soon as possible.
- An emergency response officer ensures that his or her class leaves the class as soon as possible. Transfer the class to the teacher of the adjacent classroom or, if necessary, another teacher close to them.
- Grab your yellow vest from your class, so that you are visible outside to all students

The fire-resistant doors must always be closed!

3.0.4 Assembly point

When the evacuation signal is given, all groups should evacuate to the indicated place. If the duration of the evacuation is long and the school can no longer or may no longer be entered (and depending on the weather conditions), we will move to the gym of primary school St. Joseph, Oppenheimstraat 8, 2313 JE Leiden.

The groups gather on the playground:

ISL: via the ISL exit, between the fence and the Rietbaan

Joppensz: via Joppensz exit across the street (Scholtenstraat)

Children are handed over to the group teacher.

In case of evacuation of the entire school grounds, we will move to the gym of the Joseph school.

4.0 Other tasks

These tasks are done by the concierge and or (an) emergency response officer(s), after your group is safely outside and has been handed over to another teacher. From this moment on, the emergency response officers maintain contact with each other via their own mobile phone. On the spot, it must be seen who does what.

1. Close the doors and windows of the common areas
2. Shut off the main tap of the gas supply. This faucet is located in the cupboard at the top of the stairs (inside the toilets).

3. Switching off electrical equipment in the vicinity of the kitchen. The main switch is located outside at the concierge entrance.
4. Check if there are people present in the teachers' room, ib-room and in the multipurpose rooms.
5. Take care to keep the entrance and hall of the building clear for the emergency services.
6. Walk past the groups that are outside to see if all students, adults are present and if medical help is needed.

5.0 Siren/Air alarm/alert via mobile

When the general air raid alarm, the siren, is given, act as follows:

- When we are outside, go inside immediately
- Close windows and doors
- Listen and/or watch regional station Omroep West (via mobile, computer, radio or IWB)

6.0 Organisation

CBS Joppensz is part of the Stichting Confessional Onderwijs Leiden (SCOL). SCOL includes the Bonaventuracollege and the Visser 't Hooft Lyceum and the Roman Catholic primary schools in Leiden, Leiderdorp and Zoeterwoude, as well as the Protestant-Christian primary schools.

Visiting address:

Mariënpoolstraat 4, 2334 CZ Leiden
Postal address: P.O. Box 4049, 2301 RA Leiden
Phone: 071 – 517 55 51
Email: info@scoleiden.nl

Attachments:

Evacuation schedules as they apply to the classes

Evacuation group ISL - Early Years

- Close windows and doors
- Turn off lights
- Check the toilets
- Side door street
(leave the outside door wide open)
- Take along class folder with absentees and student data
- Gather between the fence and the Rietbaan

Evacuation ISL - Milepost 1 and 2

- Close windows and doors
- Turn off lights
- Check the toilets next to the media room
- Side door Street (leave the outside door wide open)
- Take along class folder with absentees and student data
- Gather in front of the barn on the kindergarten

Evacuation group Joppensz

- Close windows and doors
- Turn off lights
- Check library
- Via side doors emergency exit
(leave the door wide open)
- Take along information folder with absentees and student data
- Gather at Scholtenstraat across the street

Evacuate concierge

- Closing windows and doors
- Turn off lights
- Through the main exit corridor (leave the door wide open)
- Take telephone
- Report to head of emergency response

Evacuating team room

- Close windows and doors
- Turn off lights
- Through the main exit corridor (leave the door wide open)

Evacuation office room 1st floor

- Close windows and doors
- Turn off lights
- Via emergency exit (leave the door wide open)
- Return children to the teacher

Evacuation office room ground floor

- Close windows and doors
- Turn off lights
- Through the main exit corridor (leave the door wide open)
- return children to the teacher

Evacuation of the BSO

- Close windows and doors
- Turn off lights
- Via the main exit (leave the door wide open)