



EMERGENCY RESPONSE PLAN

Facility Address:

Presidential Palace Avenue
1684 Nicosia,
Cyprus

November 2022

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Revision History

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| Revision Date | Prepared by | Summary of Changes | Effective Date of new version |
|---------------|--------------------|--|-------------------------------|
| 19/02/13 | | Initial edit | |
| 12/12/15 | Pantelis Angelides | Changed the contact lists and description of responsibilities. Added other emergency plans | |
| 24/10/16 | Pantelis Angelides | Modifications to emergency organisational structure and protocols to accommodate addition of new buildings to the campus | |
| 07/11/17 | Costas Farsides | Changes on the evaluation areas (version 4) | |
| 11/10/18 | Pantelis Angelides | Modifications of assembly points, clarifications on emergency services approach routes, testing of alarms | 15 Oct. 2018 |
| 14/3/19 | Pantelis Angelides | Changes to escape routes, update personnel list, Newham building, escape plans | Immediate |
| 11/9/19 | Pantelis Angelides | Changes to escape routes, of Main building and Newham building, update personnel list, Main building and Newham building | Immediate |
| 8/11/22 | Andreas Moyseos | Update evacuation team members | Immediate |

Distribution

This document has been distributed to:

| Name | Title |
|---------------------------|------------|
| David Lambon | Headmaster |
| Andreas Moyseos | CFO |
| SMT Members and all staff | |

1. Emergency organisation

Introduction

The Emergency Response Plan describes the process of managing an emergency incident immediately after the existence of the incident and refers to the steps and measures to be taken by the management and staff of The English School, until the incident is brought under full control.

Purpose and objectives

The main purpose of this plan is to ensure the health and safety of the staff, students and visitors while at the premises of The English School. The timely and effective treatment of any emergency incident is of utmost importance to achieve the following objectives:

1. To manage the incident:
 - a. To ensure the health and safety of all people on campus
 - b. To protect the buildings and the School's equipment
 - c. To arrange an effective rescue of human lives and assets where necessary
 - d. To estimate the damage and possible consequences
 - e. To prevent adverse publicity in the media
2. To facilitate the earliest return of the staff and students where this is possible, back to school.
3. To recover the School's operation back to normal levels as soon as possible.

Scope

The emergency plan covers all emergency incidents occurring at the premises of The English School during working time or nonworking time and requires specific actions or measures to handle these incidents. The plan does not include actions to prevent incidents or corrective actions following any incident. The Types of emergencies covered by this plan are:

- I) FIRE
- II) EARTHQUAKE
- III) CHEMICAL SPILL
- IV) BOMB THREAT

The Emergency Response Plan is deployed with the sounding of the alarms and the emergency is terminated only after is instructed to do so by the Emergency General Coordinator.

1.1 Emergency Contact Lists

Personnel Contact List

| Function | Name | Phone Numbers | |
|---|---|--|------------------------------|
| Designated Responsible Official: Headmaster | David Lambon Replacement: Andreas Moyseos | Tel. Mobile Tel. Home Tel. Mobile Tel. Home | 94 040 485 99 568 789 |
| Emergency General Coordinator | Andreas Moyseos Replacement: George Venizelou | 99 568 789 99 820 384 | |
| Assembly Point leaders | South Assembly point: Christina Ioakimidou Replacement: Selma Karayalcin East Assembly Point: Andreas Ioannou Replacement: Yiannos Papaioannou | | |
| Evacuation Team <u>Main Building</u> | | | |
| <u>Ground Floor</u> <u>First Floor:</u> <i>Traffic assistant (to stop cars coming in front of the Main Building):</i> | Stalo Adamou Replacement: Eliza Piyiotou Yiannos Nearchou Replacement: Elena Kazantzi Angela Pericleous | | |
| <u>Sports + Old Head's House/Board Room and Radio Club</u> | Loizos Loizou Replacement: Andreas Ioannou | | |

| | | |
|---|---|--------------------------|
| <u>Lloyds Building and mobile drama room</u> | Charis Charalambous Replacement: Emily Protopapa | |
| <u>Science Building: Basement</u> | Virginia Bakarian Replacement: Nadia Ioannou | |
| <u>Science Building: Ground Floor</u> | Katie Demetriou Replacement: Maria Koutsoudis | |
| <u>Science Building First and Second</u> | Elena Bashiardes Replacement: Despina Lagos | |
| <u>6th/7th form centre</u> | Natasa Ashiotis + Stella Nicolaou + Eva Polyviou + Helen Lockham + Stalo Achilleos Replacement: Christophoros Mannaris | |
| <u>Design and Technology Building</u> | Lilian Tourapi | |
| <u>Newham Building ground floor (including the Canteen), Art, Music, Geography, History</u> | Marios Koupepidis Replacement: Elena Michaelides | |
| <u>Newham Building 1st and 2nd floors</u> | Marios Hadjizorzis Replacement: Souzana Anastasiou | |
| Assistants to Physically Challenged (if applicable) | Philip Georghiades Marios Koupepidis | |
| School Nurse | Despina Giannikouri | Tel. mobile 99 441123 |
| School Maintenance | George Venizelou | Tel. Mobile 99820384 |

External Emergency Contact list

| Name | Direct Line | Mobile Tel. |
|---|-------------|-------------|
| Emergency | 112 | |
| Police Duty Officer | 1499 | |
| Fire brigade | 22 802 424 | |
| Nicosia General hospital | 22 801 400 | |
| Security Company | 22 745 300 | 94 049 785 |
| ELECTRICITY (Electricity Authority of Cyprus – EAC) | 1800 | |
| WATER (Water Board of Nicosia) | 22 698 000 | |

Fire Extinguishing Team

The Fire Extinguishing Team (Fire Marshals) is responsible for using the available firefighting equipment to put out a fire but without endangering their lives. The following table lists the names of the Fire Marshals and the areas of responsibility. Fire extinguishing equipment is located as shown in the *Emergency Evacuation Plan*.

| Area | Name | Assemble at: |
|--|------------------------------------|---------------------------|
| <u>Main Building (Ground Floor, First Floor)</u> | George Venizelos | Front Main Entrance |
| <u>Sports Centre:</u> | Loizos Loizou | Entrance of sports centre |
| <u>Lloyds Mobiles</u> | Kyriacos Spyrou | Canteen |
| <u>Lloyds Building</u> | Kyriacos Spyrou | Main Entrance |
| <u>Science Building Basement, Ground Floor, First and Second Floor</u> | Nadia Ioannou Virginia Bakarian | At the South Entrance |
| <u>Design and Technology Building</u> | Kyriacos Spyrou | Outside the Building |
| <u>Art Building</u> | Kyriacos Spyrou | Outside the Building |

| | | |
|---|--------------------|----------------------|
| Old Head's House + Board Room and Radio Club | Loizos Loizou | Outside the building |
| Newham Building | Marios Hadjizorzis | Outside new canteen |

First Aid Team

In the case of alarm sounding the First Aiders must join the Fire Extinguishing team at the various assembly areas awaiting instructions. If there is an incident that requires First Aid then in coordination with the School Nurse they provide the necessary support to the injured persons until medical emergency services arrive at the area of the incident. The following table lists the names of the active First Aiders:

First Aid at Work with AED

First Aid with AED 25/6/2021 and 1/7/2021-9 hour program

| A/a | Name | Department | Valid until |
|-----|------------------------|--------------------|-------------|
| 1 | Stylios Andreou | MFL | 01/07/2024 |
| 2 | Virginia Bakarian | Chemistry/Lab Tech | 01/07/2024 |
| 3 | Christina Ioakimidou | Greek/HoD | 01/07/2024 |
| 4 | Sophia Michaelidou | Chemistry | 01/07/2024 |
| 5 | Marios Hadjizorzis | Administrative | 01/07/2024 |
| 6 | Christopher Brown | Chemistry | 01/07/2024 |
| 7 | Christophoros Mannaris | Physics | 01/07/2024 |
| 8 | Niki Melanidou | Greek | 01/07/2024 |
| 9 | Stelios Theodosiou | DT/HoD | 01/07/2024 |
| 10 | Katie Demetriou | Physics | 01/07/2024 |

First Aid at Work

First Aid at work 24/6/2021-6-hour program

| A/a | Name | Department | Valid until |
|-----|-------------------------|------------|-------------|
| 1 | Ursula Pantelides | SMT | 24/06/2024 |
| 2 | Elena Kazantzi | Exams | 24/06/2024 |
| 3 | Alexis Sofianos | DoE | 24/06/2024 |
| 4 | Olia Antoniadou | DT | 24/06/2024 |
| 5 | Chrysoulla Constantinou | MFL | 24/06/2024 |
| 6 | Vanessa Crambert | MFL | 24/06/2024 |
| 7 | Stalo Achilleos | MFL | 24/06/2024 |
| 8 | Andreas Demetriou | Maths | 24/06/2024 |
| 9 | Nicoletta Stavrides | DT | 24/06/2024 |

First Aid at work 23/02/2022-6-hour program

| A/a | Name | Department | Valid until |
|-----|-------------------------|----------------|-------------|
| 1 | Yiannos Nearchou | Administrative | 22/02/2025 |
| 2 | Georgia Herodotou | Administrative | 22/02/2025 |
| 4 | Karen Aelbrecht | Administrative | 22/02/2025 |
| 5 | Katerina Ralli | Institute | 22/02/2025 |
| 6 | Panagiota Kyvelou | Institute | 22/02/2025 |
| 7 | Virginia Rengel Kefalas | Teacher | 22/02/2025 |

First Aid at work 28/6/2022-6 hour program

| A/a | Name | Department | Valid until |
|-----|---------------------------|-------------|-------------|
| 1 | Constantina Constantinou | Mathematics | 28/06/2025 |
| 2 | Anna Melis | English | 28/06/2025 |
| 3 | Andy Ioannou | PE | 28/06/2025 |
| 4 | Rafaella Neocleous | PE | 28/06/2025 |
| 5 | Elena Chrysanthou-Yiatrou | PE | 28/06/2025 |
| 6 | Yiannos Papaioannou | PE | 28/06/2025 |
| 7 | Kirsten Papaioannou | Institute | 28/06/2025 |
| 8 | Luzadary Hammad Stavrou | GP | 28/06/2025 |
| 9 | Maria Constantiniou | History | 28/06/2025 |

1.2 Duties and Responsibilities

Responsibilities of the Emergency General Coordinator

In the case of alarm sounding the Emergency General Coordinator or his substitute in case of absence must coordinate the evacuation and give instructions to teams according to the development of the emergency incident.

General responsibilities

- He makes sure that those people with special duties know exactly what actions they must take in case of emergency.
- He makes sure that all special duties are covered at all times with appropriate and well-trained staff.
- He organizes fire drills and other tests of this emergency plan and assesses the readiness of the School's personnel to respond to emergencies.
- He makes sure that the fire alarm and other warning systems are properly maintained and tested for normal operation.

More specifically, in the case of fire, the Emergency General Coordinator must

- Call the Fire Department
- Contact the main Reception or the Admin Office so as to inform everybody about the extent and location of the fire
- Turn off the elevators in the Science Building
- Coordinate an orderly evacuation of personnel
- Upon arrival of the Fire Department personnel, inform them of the action already taken.
- Inform the Fire Department of any trapped people
- Guide the Fire Department or ambulance personnel to the location of the fire/incident and provide them with necessary information about the facility.
- If needed, show the Fire Department personnel the location of the Electrical Distribution Boards around the school.
- Present his/herself at the assembly areas and get feedback from staff regarding any missing persons.

Responsibilities of the Evacuation Team

- Be familiar with area of responsibility and of the individuals present in it.
- Be familiar with all available emergency exit routes in the assigned area.

- Upon the sound of the fire alarm, guide all persons found in their area of responsibility to the nearest emergency exit.
- Check all office/lab areas as well as the bathrooms to ensure that no persons are left behind.
- Be the last person to leave the area under responsibility and close all fire exit doors.
- Inform the Emergency General Coordinator and the Fire Department about any people trapped inside.

Responsibilities of the academic and admin staff

- The academic and admin staff who have not been assigned with specific duties, have to act and coordinate the students and others (visitors) calmly and quickly so that:
 - doors and windows in classrooms, except the emergency exits are closed.
 - all students evacuate the buildings quickly and calmly.
 - all students gather at the designated assembly points together with teachers.
- Make sure that all Health & Safety policies are faithfully followed during the emergency.
- To keep in place and easily accessible the latest version of the Emergency Response Plan and know what is required of them.

Responsibilities of the Fire Extinguishing Team

- Be familiar with the location of the portable fire extinguishers and other firefighting equipment in the area of responsibility.
- Inform the Emergency General Coordinator of the extent and status of the fire.
- Attempt to extinguish the fire ONLY if such action will not place their safety at risk.
- Attempt to close all doors and windows, if not already closed, around the fire area only if it is safe to do so and use the appropriate type of extinguisher.
- Ensure that they remain at all times between the fire and the emergency exit.
- If the fire is out of control, evacuate the building immediately through the nearest emergency exit.
- Inform the Emergency General Coordinator and the Fire Department of the condition and location of the fire as well as about any people trapped inside.
-

Responsibilities of First Aiders

- Be familiar with the location of the First Aid Boxes and their contents.
- If Emergency General Coordinator informs them about casualties, coordinate with the School Nurse and approach any casualties only if it is safe to do so.
- Assess the condition of the casualty and attempt to provide First Aid only if this possible.
- If First Aid is not feasible on the spot and it is safe to move the casualty, First Aider requests support.
- Call the emergency number 112 and provide details of the casualty's condition and the location.
- Prepare a report of the actions performed during the provision of First Aid.
- Offer First Aid to casualties only if you have a valid First Aid Certificate at the time of the incident, otherwise inform the nurse accordingly.

Responsibilities of Maintenance Staff

- Upon activation of the alarm system, determine the presence of actual fire or false alarm.
- In the case of a false alarm, rectify the problem and inform accordingly the Emergency General Coordinator.

- In case of a real fire, inform the General Coordinator about the location and extent of the fire.
- Turn off electricity mains and other equipment as required (e.g elevator, gas supply).
- Evacuate the building through the nearest emergency exit.
- Make way for emergency services (Fire Service and Ambulance) by opening emergency routes, gates, bollards.

Responsibilities of Security Officer

- Upon activation of the alarm, the Security Officer checks the Newham Building for evacuation of students and staff in case of fire emergency.
- He then takes position in front of the Main Building, North East area.
- Regulates any vehicle traffic coming towards the drop off points of the Main Building and gives way to the evacuating students and staff.
- In case Fire Service and Ambulance vehicles arrive, makes sure that these are directed at the point of emergency.

2. Emergency Evacuation Instructions

2.1 Evacuation plan

All Evacuation Routes are shown in **Appendix I**. All staff and students must know all existing evacuation routes. In the event that a fire alarm sounds continuously, all students and staff must move towards the assembly areas using the designated escape routes.

If the alarm is during classes, then each teacher must instruct their students to evacuate the classroom, laboratory, or other room in an orderly manner. The teacher in charge makes sure that all students are evacuated and assists those students who are physically or otherwise challenged during evacuation.

Once outside, the teacher makes sure that he/she accompanies the students to the assembly area and ensures that the number of students during the class are present with him/her at the assembly area and reports this to the Emergency General Coordinator. In case there are students not accounted for, he/she must immediately inform the Emergency General Coordinator or the Fire Department.

Evacuation Team and teachers have a significant role in guiding students and visitors in order to evacuate the building safely through the emergency exits and escape routes to assembly areas.

When each member of the evacuation team has ensured that everybody is out of the building and on the way to the assembly areas, he/she must evacuate the building too. In case there are people trapped inside the building, he/she must immediately inform the Emergency General Coordinator or the Fire Department.

In the event that a member of the Fire Extinguishing Team or First Aider realises that his/her life is threatened due to the progress of fire and fumes, he/she must evacuate the building immediately.

Evacuation routes have been posted in each building and main students' area.

I) Fire Emergency

Fire Emergency Response Procedures

Purpose of Plan is:

1. Fire Extinction if possible.
2. Safe and fast evacuation of students, staff and visitors.

Evacuation Team must:

- Ensure that all students, staff and visitors have evacuated the area/floor.
- Report any problems to the Emergency General Coordinator at the assembly area.

Assistants to the Physically Challenged should:

- Physically challenged persons must be assisted by their teachers if they are students or by peer teachers and admin staff for visitors. The physically challenged individuals must be moved to the designated areas shown in Appendix 1 - CAMPUS SATELLITE PLAN
- The Assistants to the physically challenged will assist all physically challenged students, staff or visitors once they are at the designated areas outside each of the buildings.

Action in the case of Fire

- If you discover a fire or smoke condition in a part of the school while fire alarms have not gone off or where fire alarms are fitted, sound the alarm by breaking the glass in the nearest alarm sander device.
- After you have sounded the alarm, notify the Emergency General Coordinator or the School Main Office.
- Unless you are a member of the Evacuation or the Fire Extinguishing Team, leave the building through the nearest emergency exit and move to the nearest assembly area.

Evacuation Policy and Procedure

- Whenever you hear the fire alarm sound LEAVE IMMEDIATELY. Don't assume that the alarm is false or a test and wait to see what others do. In a fire, every second counts.
- The best evacuation route is the nearest stairway and out the nearest emergency exit. In the Science Building, do not use the elevator!
- When leaving, turn off any operating equipment, close all windows and close (do not lock) the door behind you.
- Once outside, stay close to others and once at the assembly area let responsible teachers know of your presence.
- Never attempt to re-enter the building unless the Emergency General Coordinator tells you to do so.
- Do not pack or carry with you any bags, or other objects that could delay your evacuation or slow you down

Assembly Areas

- All people (students and teachers) evacuating buildings must meet at the designated Assembly Areas. **There are two assembly areas** (shown in Appendix I) and are appropriately marked per Year Group so that students and teachers are orderly gathered for headcount.
 - For main building, D&T, Hall, music room art room, Geography room, 6th/7th Student Centre and Science Building the assembly point is the East side of campus i.e. the running track.
 - For the whole Newham Building and Lloyds Building the assembly point is the South side of campus, i.e. the Athalassas Drop Off Point.
- Once at the assembly areas the teacher gathers the students of his/her class - or in the case that the alarm was during break the students of their class that had ended - and performs a count based on the number of students present in the classroom/ lab.
- The students must be quiet at the assembly areas and remain close to their teachers until the emergency status is terminated.
- The Emergency General Coordinator receives notification from each of the teachers and admin staff regarding any people left behind or injured and coordinates with the emergency services to provide support accordingly.

First Aid

- In the case of casualties, First Aid can be offered by the School Nurse or by other trained personnel (Refer to the List of Trained First Trainers)
- Depending on the seriousness of the injuries, the trained personnel should contact Casualty at the General Hospital, if necessary.

Emergency Services

In the occasion that emergency services are called by the School, the Emergency General Coordinator or another designated person must coordinate their approach to the area of the incident. The School provides emergency access for Ambulance and Fire Service through the North and South Side of the Campus. Depending on the location of the incident /casualty the Emergency General Coordinator provides instructions to the emergency services as follows:

- Main building - the designated emergency access is from Acropolis (one way) and through the North gate next to D&T workshop.
- Science Building - the designated emergency access is from Acropolis (one way) and through the North gate parking of Staff (Scouts)
- Lloyds Building, South Gate (Athalassas)
- Newham Building from the North side and the North East gate (next to basketball courts)

Maintenance Staff, make sure they give way and make possible for the emergency services to approach by making way, opening gates and removing any obstacles.

Fire Emergency during non-working hours, weekends and holidays

Off hours Emergency General Coordinator

The Emergency General Coordinator during non-working hours, weekends and holidays is still the Health and Safety Officer who is on call during non-working hours or holidays. The notification for any Emergency incident during off hours is performed by the Security Guard on duty or the electronic systems (Fire,

burglar) directly. The Security Guard on Duty will undertake the following duties and responsibilities until the Emergency General Coordinator arrives.

Duties and Responsibilities of acting General Coordinator

- If you discover a fire or smoke condition where an alarm is fitted, sound the alarm by breaking the glass. Then contact the Fire Department.
- If you discover a fire or smoke condition where no alarm is fitted, contact the Fire Department.
- Attempt to extinguish the fire ONLY if such action will not place your safety at risk.
- The following people must be notified AFTER the Fire Department is notified:
 - Health & Safety Officer
 - Head of the School
 - Head of Maintenance and Facilities

Types and availability of Fire Extinguishers

All Firefighting equipment available is appropriately noted on the Emergency Evacuation Plan and posted around the building of the School.

Compatibility of Fire Extinguishers

CO2 type

To be used for Medical/Laboratory equipment, electrical equipment and Computer systems

Water Hose

To be used on Wood surfaces, paper, books, clothes and curtains

Dry Powder

To be used for fire on petrol and electrical installations.

Inspection of the alarm system

1. The alarm system is checked periodically for normal operation. This is performed monthly only on the first Wednesday of the month at 14:00 with a short sounding of the sirens.
2. There is also annual maintenance of the system that requires sounding of the sirens - this will be communicated to staff in advance.

Fire Drills

1. Evacuation drills will be conducted at least twice a year with the participation of all staff, students and any visitors present on the campus.
2. The time of conducting the drills will be determined by the Health & Safety Officer. The Fire Service may be notified about the evacuation drills and may be requested to participate.
3. The results of the evacuation drills are recorded in a report by the Health & Safety Officer.

II) Earthquake Emergency

Purpose of plan:

1. Prevent casualties and minimise the damage in the event of an earthquake
2. Safe and fast evacuation of staff, students and visitors

The Health and Safety Officer during inspections of buildings and equipment makes sure that all loose furniture and equipment, is securely anchored. This applies also to external areas where trees, lamp holders or other items may collapse and block evacuation routes or cause injuries during an earthquake.

Bolt and brace water heaters and gas appliances to wall studs.

- Keep all glass containers within closed cabinets.
- Bolt bookcases, lockers and other tall furniture to wall studs.
- Hang heavy items, such as pictures and mirrors.

Duties and Responsibilities of Emergency General Coordinator

- Call the Fire Department
- Move the elevator in the Science Building to the ground floor and turn it off.
- Upon arrival of the Fire Department inform them of the action already taken.
- Inform the Fire Department of any trapped people.
- If needed, show Fire Department personnel any circuit breaker boards.
- Present at the assembly areas and, with Head of School, get feedback regarding any missing persons.

Action in the case of Earthquake

- DROP to the ground
- TAKE COVER by getting under a sturdy table or other piece of furniture.
- HOLD ON until the shaking stops.
- If there isn't a table or desk near you cover your face and head with your arms and bend down in an inside corner of the building.
- Use a doorway for shelter only if you know that it is strongly supported.
- STAY AWAY from glass, windows, outside doors/walls and anything that could fall such as lighting fixtures or furniture.
- Stay indoors until the shaking stops and you are sure it is safe to exit.

Evacuation Policy and Procedure

- Stay inside until the shaking stops.
- Unless you are a member of the Evacuation Team, evacuate through the nearest stairway and out the nearest emergency exit. Do not use the elevator!
- Once outside move quickly to the nearest of the Assembly Areas
- Never attempt to re-enter the building unless the Emergency General Coordinator tells you to.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.

Duties and Responsibilities of Evacuation Team after an Earthquake

- Stay calm and guide all persons found in your area to the nearest emergency exit.
- Check all office/lab areas as well as the bathrooms to ensure that no persons are left behind.
- Be the last person to leave the area under your responsibility.
- Inform the Emergency General Coordinator and the Fire Department about any people who may be trapped inside.
- Once outside, move quickly to the nearest of the Assembly Areas

Assembly Areas

- All people (students and staff + visitors) evacuating buildings must meet at the designated Assembly Areas. There are two assembly areas (shown in Appendix I) and are appropriately marked per Year Group so that students and teachers are orderly gathered for headcount.
 - For main building, D&T, Hall, music room art room, Geography room and Science Building the assembly point is the East side of campus i.e. the running track.
 - For the whole Newham Building and Lloyds Building the assembly point is the South side of campus, i.e. the Athalassas Drop Off Point.
- Once at the assembly areas the teacher gathers the students of his/her class or in the case that the alarm was during break the students of his/her class that had ended and performs a count based on the number of students present in the classroom/ lab.
- The students must be quiet at the assembly areas and remain close to their teachers until the alarm is terminated.
- The Emergency General Coordinator gets notification from each of the teachers and admin staff regarding any people left behind or injured and coordinates with the emergency services to provide support accordingly.

After an earthquake

- After an earthquake, the disaster may continue. Expect and prepare for potential aftershocks.
- Look for and extinguish small fires. Fire is the most common hazard after an earthquake.
- Check for obvious structural damage and any resulting hazards such as gas leaks, exposed/arcing electrical components/wires, leaking sewage, broken water pipes, dangling fixtures/furnishings. Leave switches and valves as found unless a hazard exists.
- Head of maintenance arranges for restoring and cleaning any damage from classrooms and other areas to prevent any accidents after the School is reoccupied.

Earthquake Emergency Plan during non-working hours, weekends and holidays.

The Health and Safety Officer during non-working hours, weekends and holidays is responsible for calling up a survey team to perform inspections around the Campus as soon as the earthquake stops. The team is comprised as a minimum of:

- School's Maintenance
- Civil or structural Engineer
- Health and Safety Consultant
- Heads of Departments

The team reports to the Health and Safety Officer any severe hazards that prevent personnel and students from reoccupying any of the buildings or using any of the School's equipment.

The maintenance arranges for restoring and cleaning up any damages in classrooms and other areas to prevent any accidents after the School is reoccupied.

III) Chemical Spill

Purpose of plan:

1. Prevent casualties and minimise the damage in the event of a chemical spill
2. Safe and fast evacuation of staff, students and visitors, if required.

A Chemical Spill that occurs anywhere within the campus must be considered an emergency situation and the following procedures must be followed in order to prevent any injuries or illness to staff and students. The emergency plan covers situations where a small spill has occurred (for instance in the Chemical Laboratories) or large spill of diesel, for example. In either case, an emergency response is required.

When a Chemical Spill has occurred, immediately notify the Health & Safety Officer who must then arrange for:

- Students to evacuate the area of the spill and allow in the area only personnel who carry the appropriate personal protective equipment and who are trained for the clean-up of chemicals
- Trained personnel to contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Trained personnel to secure the area If toxic fumes are present, with caution tapes or cones to prevent other personnel or students from entering.
- Trained personnel to deal with the spill in accordance with the instructions described in the Material Safety Data Sheets.
- Small spills to be handled in a safe manner, while wearing the proper Personal Protective Equipment.
- The School Nurse or another qualified First Aider to attend to any injured person and call the medical emergency number, if required.
- Call Fire Department if the spill is large to perform the clean-up.

IV) Bomb threat

It is crucial that the correct actions are taken on the receipt of a warning. Bomb warnings are usually received by telephone. Their receipt by a telephone operator may induce stress to a degree where details which would assist in the evaluation of the threat and facilitate subsequent investigation, are overlooked. For this reason, a checklist has been prepared (see Appendix II) which must be always available for the Telephone Operator.

Reaction Sequence

Initial reaction to a bomb warning or threat should follow a standardised pattern:

A warning or threat received by telephone operator: If possible, record the call.

Telephone operator takes notes of the call and alerts the Health & Safety Officer or Head Teacher.

Health & Safety Officer or Head Teacher dials emergency number for the Police - Bomb squad.

Discovery of a Suspected Device

If any suspicious looking object is discovered, staff must be in a position to:

- Take a Mental Note – Give description and
- Identify if it belongs to anyone

In case a suspected unidentified object, believed to be an explosive mechanism, is discovered then its immediate vicinity, ideally to a distance of **at least 300 metres radius**, should be evacuated, whilst ensuring that the evacuation route(s) avoid the danger area.

Entry to the area should be denied to all staff and students until the Police bomb squad clears the incident. The Health & Safety Officer or his replacement is responsible for arranging for the safe evacuation of the area according to the evacuation procedures of Section I above.

Use of Radio Equipment - Possible Hazards

As a general precaution, radio equipment like two-way radios or mobile phones should not be used within 30 metres of a suspected device, because of the possibility of activating electrically initiated devices, although the hazard distance depends on a variety of factors.

Students and staff must be instructed to avoid accessing their mobile phones during the evacuation.

Evacuation

In case of bomb threat alarm, **the siren signal is different from the fire alarm to prevent confusion**. In fire evacuations, staff are normally expected to close windows and doors before leaving offices; in **bomb evacuations windows and doors should be left open to minimise the effects of a blast**.

No student or member of staff should be allowed to carry their bags to the assembly point

The evacuation process followed in this case is the same as in the other emergency incidents. Assembly areas are the same as with the case of Fire emergency evacuation.

Responsibilities and actions remain the same up until the arrival of the Police Bomb Squad, when they take over the control of the incident.

The English School Health & Safety Officer will liaise with the Police Operation Officer on site and arrange for the implementation of all instructions given.

The Stand Down

It is important, when the search proves to be hoax or negative, to inform staff and students of this as soon as possible and to resume normal activities. This must serve to:

- Reassure staff and students.
- Demonstrate to them that School Management have acted decisively, but with their participation.
- Promote confidence in the effectiveness of the contingency plan by producing a definitive result.

Re-occupancy

In the event that an evacuation has to take place, the decision to reoccupy the building/site would be sought from the police and, if necessary, other emergency services. If an explosion has taken place, there could be issues of secondary devices and also the police requirement to preserve the scene of the crime.

V) Pandemic

The purpose of this plan is to assist The English School to respond to the threat and outbreak of Pandemic in Cyprus thereby safeguarding the health and safety of Staff and students and sustaining operation of the School. It will be regularly reviewed and changed according to the situation.

One of the keys to the success of managing this potential emergency is access to timely and accurate medical information.

School Nurse must be kept abreast of any significant developments concerning threats or actual outbreaks and provide factual information to School Management.

During a contagious disease outbreak, misinformation is a danger. Rumours develop quickly; they are propagated via the media, the Internet and e-mail, and can be spread in the School environment with the attendant risk of creating panic and disarray amongst staff and students.

For this reason, School Management must be in close contact with relevant authorities namely the Ministry of Health – WHO and the Ministry of Education.

RISK SCENARIOS

For the purposes of assessment and decision making, three risk levels/scenarios are to be used. They are colour coded from green, and yellow, to red to reflect evolving seriousness.

| |
|---|
| Limited number and scattered cases of infections have been reported |
| Recognized evidence of human transmission, but cases are limited to small clusters. |
| Major outbreaks in specific areas. |
| Worldwide global epidemic (Pandemic). |

OVERVIEW OF PANDEMIC PLANNING GUIDANCE

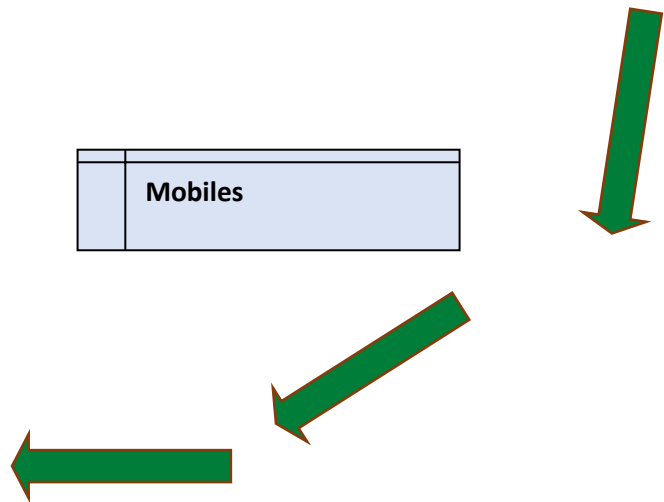
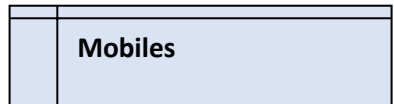
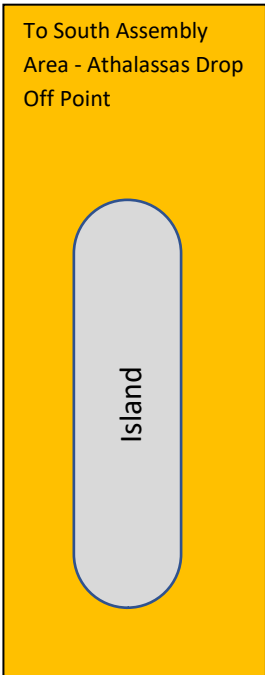
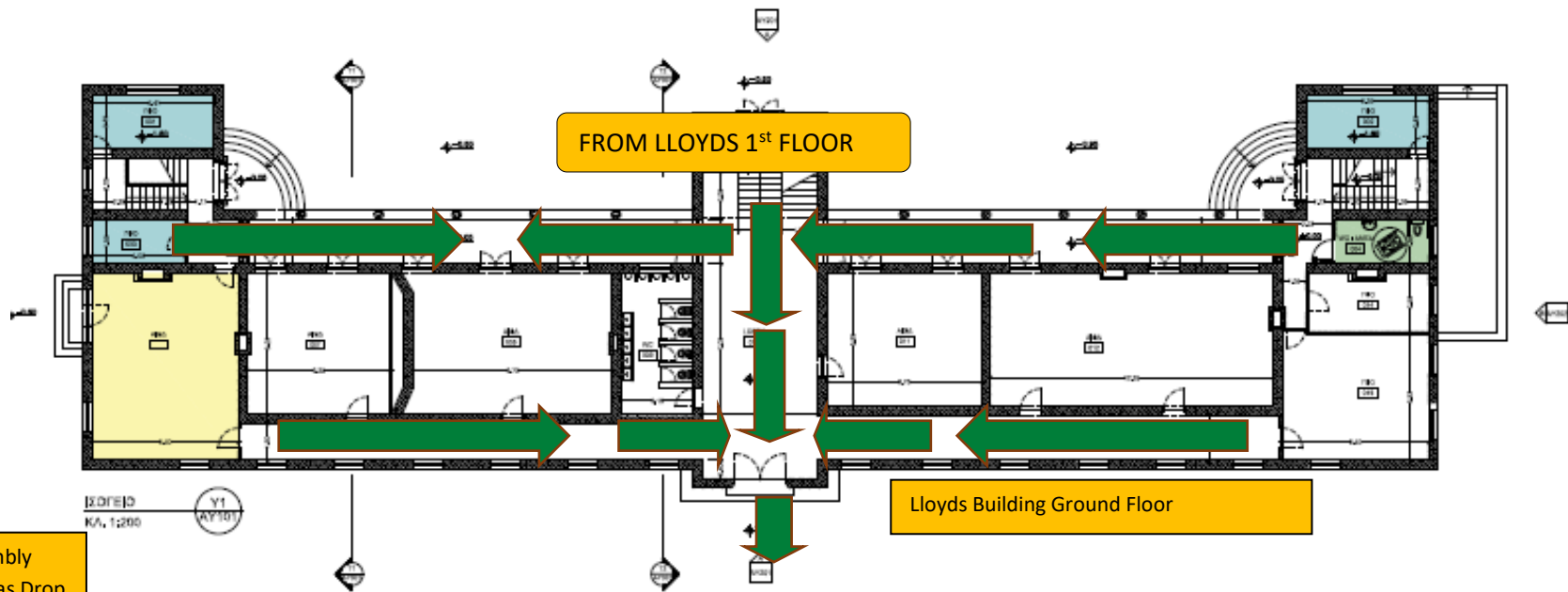
- Actively communicate to all staff and students
- Review medical guidance from Ministry of Health
- Obtain stocks of alcohol hand sanitary tissues and hygienic bins
- Identify appropriate medical resources for advice and supervision/distribution of treatment

- Provide medical support and early treatment (if available) to affected staff members and their families, in conjunction with local authorities.
- Necessary actions may include:
 - Quarantine of the affected employees (i.e. return home, or attend a hospital or medical facility as directed by health authorities)
 - Form Tutors to identify affected students and report to Health & Safety Officer
 - Revoke physical campus access to the affected employees and students
 - Continue communication & assistance with the affected employees to the point when re-integration into the workplace begins
 - Rearrange a time schedule, if needed, to cover for absent teachers
- Sanitizing hand-wipes for use before entering workplace and after leaving.
- Continue monitoring the Ministry of Health information services.

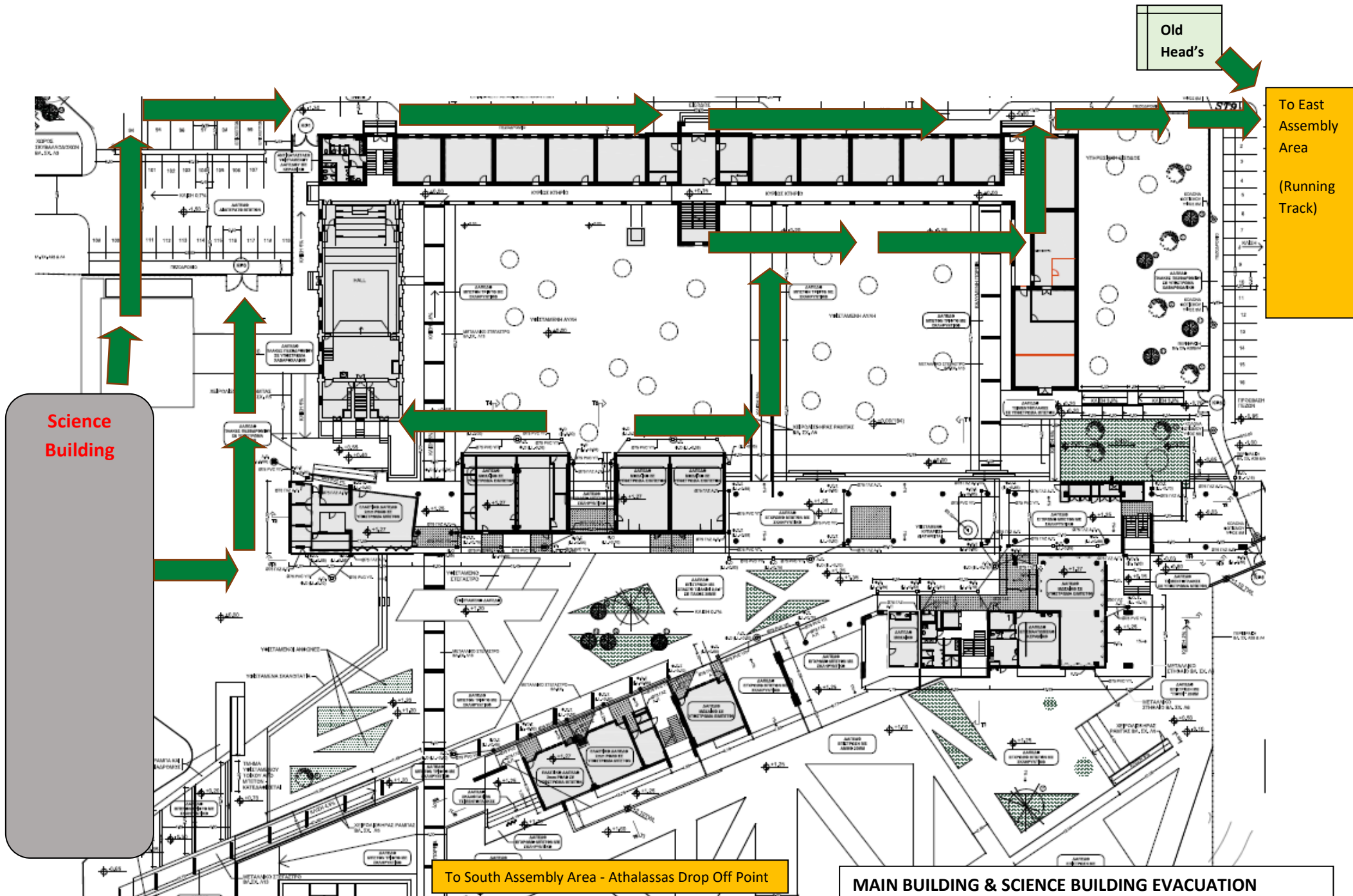
- All staff and students with symptoms should stay at home for the minimum recommended by the health authorities for sick leave
- Require all medical certificates upon return to the School of any infected staff or student. The School Nurse will review the certificates and the clinical condition of the affected person and will issue approval to return to classrooms
- Enforce hygiene precautions and hand wiping in each classroom, lab, office.

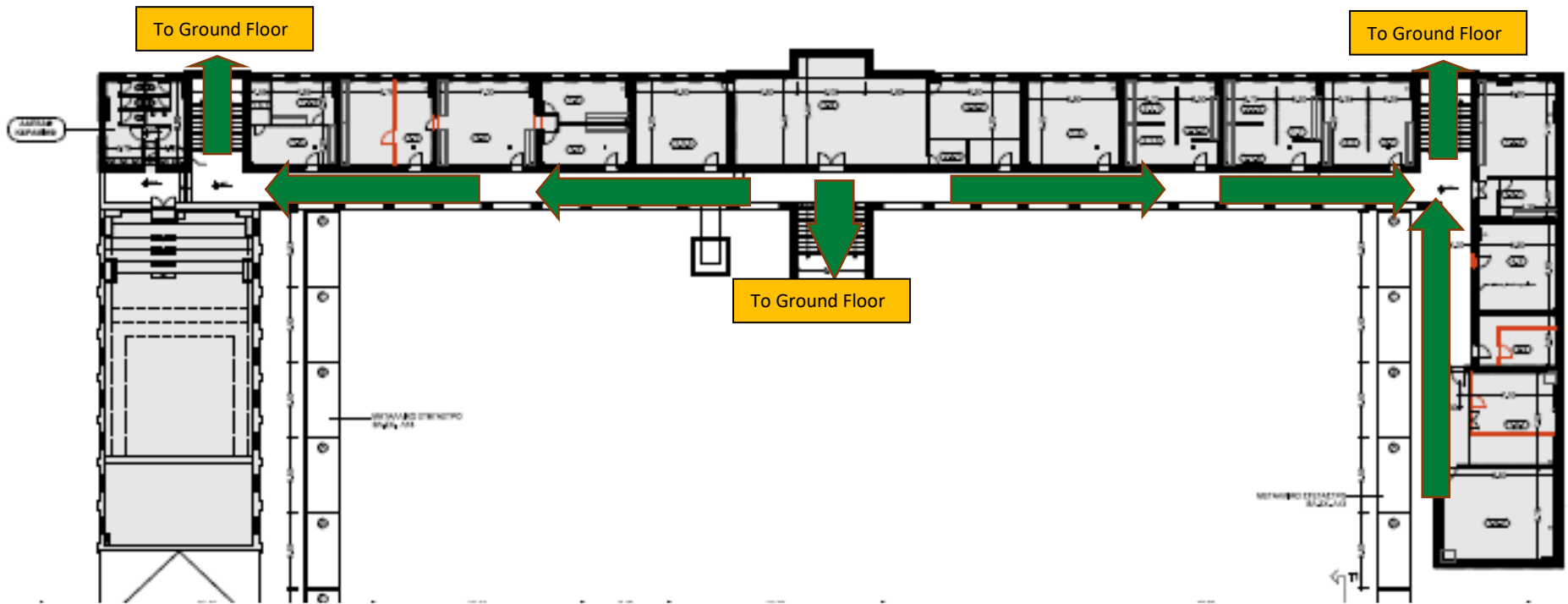
APPENDIX I

EVACUATION ROUTES



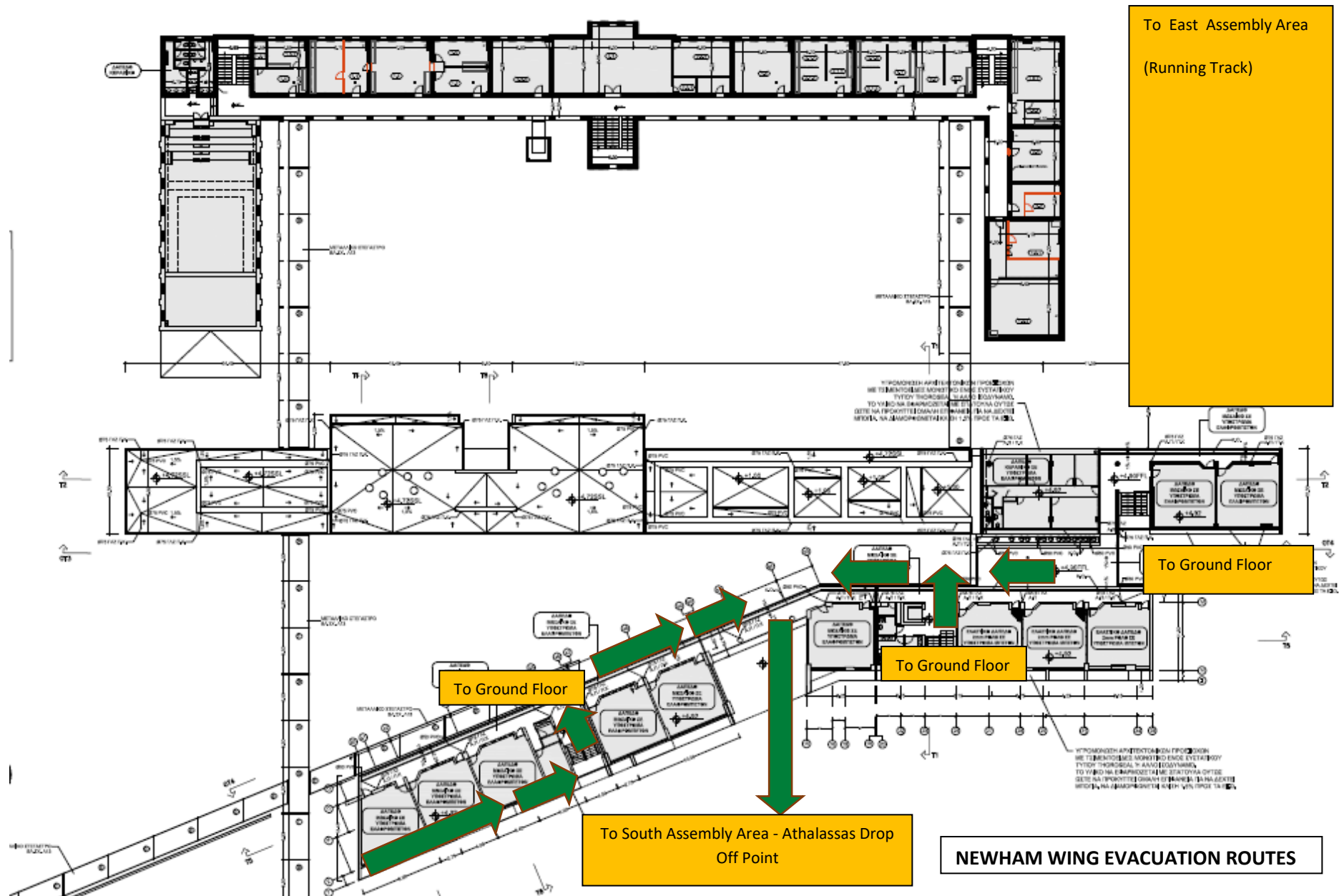
LLOYDS BUILDING, & SOUTH SITE MOBILES EVACUATION ROUTES

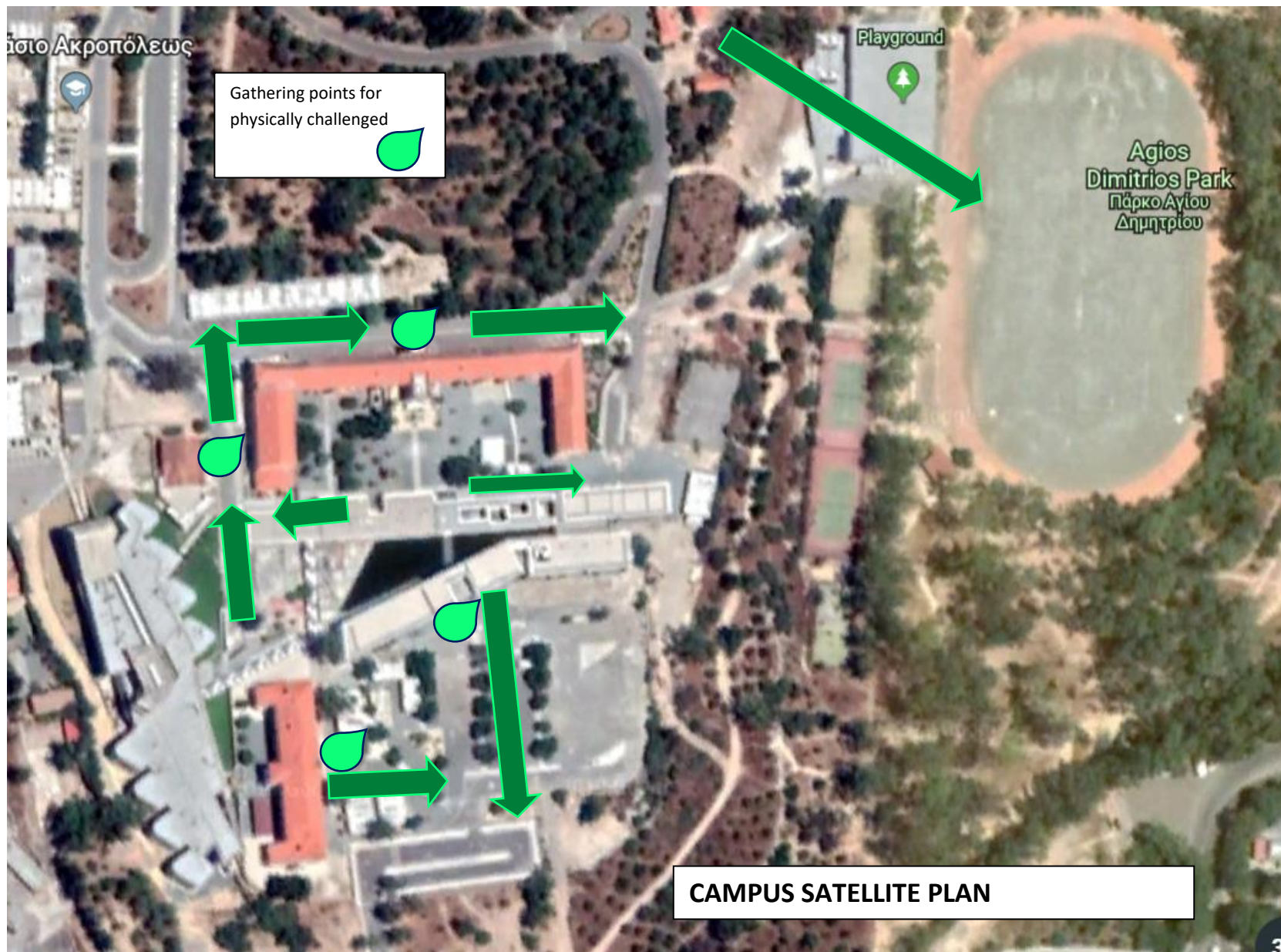




MAIN BUILDING 1st FLOOR

MAIN BUILDING 1st floor EVACUATION ROUTES





| | |
|---|------------------------------------|
| <p>When receiving a telephone call with a confirmed bomb threat, stay calm, keep the person on the phone as much time as possible in order to take as much information as possible. If the caller demonstrates little interest in talking, request him or her to repeat what was said, because of problems on the line.</p> <p>1. QUESTIONS:</p> <ul style="list-style-type: none"> • When is the bomb going to explode? • Where is the bomb now? • Is the bomb in (<i>fictitious place</i>)? • Did you see the bomb? • Why did you inform us of this ? • What kind of bomb is it? • Why did you place the bomb? • Did you do this? • What is your name? • What is your address? • Do you want to kill somebody? • Is it (<i>fictitious name</i>) that you want to kill <p>2. EXACT WORDING OF BOMB THREAT</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> | <p>3. CALLER'S VOICE</p> |
| | Man |
| | Old man |
| | Excited |
| | Raspy |
| | Angry |
| | Crying |
| | Accent |
| | Clearing throat |
| | Cracking voice |
| | Screaming |
| | Slurred |
| | Woman |
| | Child |
| | Calm |
| | Fast |
| | Slow |
| | Deep |
| | Disguised |
| | Scared |
| | <p>4. BACKGROUND SOUNDS</p> |
| | Street noises |
| | Factory machinery |
| | House noises |
| | Voices |
| | Animal noises |
| | Engines or motors |
| | Office machinery |
| | Kitchen noises |
| | Laughter |
| Music | |
| Without background noises | |
| <p>5. BOMB THREAT LANGUAGE</p> | |
| Well-spoken | |
| Message read | |
| Slang or foul | |
| Language errors | |
| Message taped | |

| | |
|--|--|
| | 6. CALL'S INFORMATION Place call received: Date call received: Time of call: Duration of call: Identification call received: Your name: Your position: |
|--|--|