



I.P.S. Emergency Procedures Handbook

International Preparatory School
Mauritius

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Policy: 1.070 (also 4.060)

EMERGENCY SITUATIONS POLICY

The Board of Governors shall ensure that the school has up-to-date Emergency Procedures to address emergency situations, such as natural disasters, fire, civil unrest, military mutiny, potential terrorist attacks or any other situations thought to constitute a direct threat to the School.

Originally adopted	September 2014
To be reviewed	Tri Annually
Last review	March 2017
Next review due	March 2020




Officer	Signature	Date
President	 Dhan Beeharry	March 17
Secretary	 Sailash Boodhoo	March 17
Treasurer	 Lara Vaudin	March 17

Policy: 4.060 (refer also to policy 1.070)

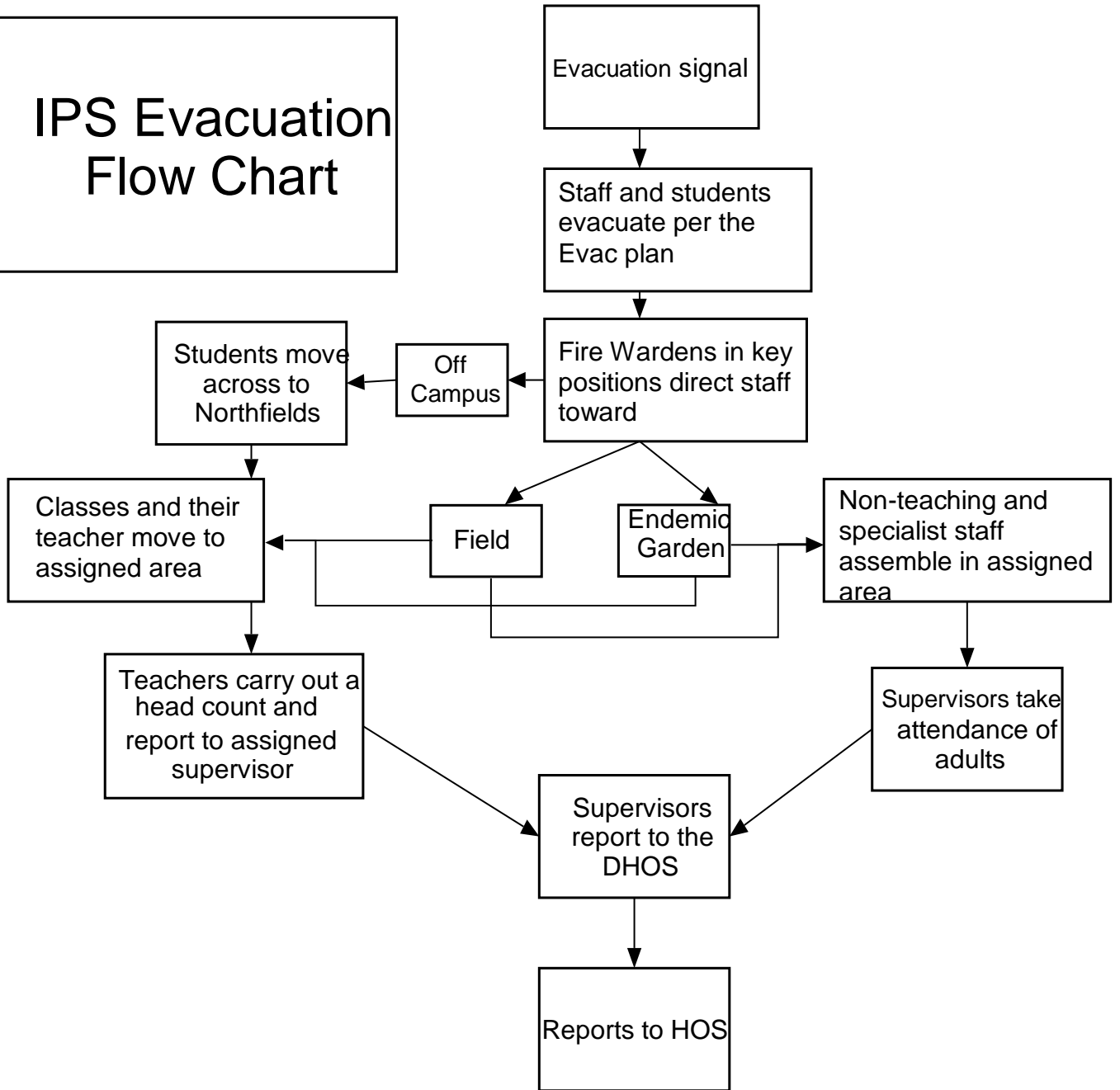
EMERGENCY PLANS POLICY

The Head of School shall adopt proper procedures to provide for the safety of the students and personnel of the School in emergencies.

Originally adopted	September 2014
To be reviewed	Annually
Last review	May 2017
Next review due	May 2018

Officer	Signature	Date
President	 Dhan Beeharry	May 2017
Secretary	 Sailash Boodhoo	May 2017
Treasurer	 Lara Vaudin	May 2017

IPS Evacuation Flow Chart



ADMINISTRATION / UPPER PRIMARY BLOCK

Policy and Purpose

In the event of an emergency, we will be prepared to protect the health and safety of all. This plan has been established to combat systematically emergencies and all members of the staff are expected to know and follow procedures outlined in this plan.

The purpose of the Evacuation Plan is to minimize the danger to life and property in the event of an emergency. To achieve this goal, we have outlined well-defined, clear-cut steps to be taken should an emergency occur.

A. Emergency Procedure Personnel

- **Emergency Coordinator (Chief fire warden)**

The Emergency Coordinator, the Head of School, together with the Caretaker/Office Attendant will assume overall responsibility for all emergency operations. In the absence of the Caretaker/Office Attendant the Security Officer will replace him. They will decide whether the entire building/ school is to be evacuated and which assembly point to use once they have consulted the Main Panel System in the Head of School's Office. They will inform the Wardens which assembly point to direct the students to using the Public Address system or loud hailer.

They will also determine when it is safe for everyone to return to the building. In the event of a fire, this decision will be made with the assistance of the local fire department, Piton.

- **Alternate Emergency Coordinator**

In the absence of the Emergency Coordinator, the Alternate Coordinator (DHOS) will assume overall responsibility for all emergency operations.

In the absence of the Alternate coordinator (DHOS) the School Bursar will assume this role

- **Evacuation supervisors**

- SENCo
- Art Teacher
- SEN 1 (Mita)
- SEN (Renee)
- SEN 3 (Liz)

They will ensure that all teachers and students are accounted for at the assembly point and will report this to the Alternate coordinator (DHOS), or in her absence to the School bursar who will assume this role.

- **Fire Evacuation Wardens**

- Bursar- Warden point 3
- HOS-Warden point 2
- Admissions Officer-Warden point 1
- EAL Teacher- Warden point 7
- Security Officer-Warden point 4
- Maintenance Officer-Warden point 5
- Gardener 1-Warden Point 8
- Gardener 2-Warden point 6

Fire Evacuation Wardens will help direct the flow of students to the chosen assembly point.

Personnel authorized to use the fire extinguishers in the Upper Primary building:

- **Ground floor:**
 - Class 3 Yellow Teacher
 - ICT 2 Teacher
- **First floor:**
 - Class 4 Blue Teacher

Personnel to use the fire extinguishers in the Admin building:

- Bursar
- DHOS

B. Assembly Point

The assembly area for all staff and students is the IPS sports field. Accounting for students and employees is performed at the assembly area. The assembly areas are marked on blue signs fixed on the fencing.

In the event of the assembly area being inaccessible the alternate assembly area will be the Endemic Garden. The off-campus assembly area is the Northfields International School hall.

C. Evacuation Procedures

[Administration / Support Staff](#)

NB: All emergency exits must be kept unlocked during school hours

- **The School Secretary** will notify the Piton Fire Department, giving address and details of the emergency.
 - She will take the Student Sign-Out List and proceed to the assembly area.
 - Upon arrival she will hand the Student Sign-Out list to the alternate emergency coordinator (DHOS)
 - **The Bursar** will turn off electricity supply to administration block and man the fire extinguisher if necessary.
 - If the bursar is absent, the Admissions Officer will replace her.
 - **The Nurse** will take the school register, basket and the emergency first aid kit with her to the IPS sports field.
 - **The PA Secretary** and any other PA members will check the PA office and proceed to the IPS sports field.
- The Maintenance Officer**
- He will turn off electricity supply to Upper Primary building (distribution board outside class 3 Blue)
 - He will open the main white gates for the emergency services.
 - He will stand-by and direct the flow of students before proceeding to the IPS sports field.
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- **The Security Officer** will open:
 - IPS access gate and main EY/Lower Primary gates.
 - Take up his position by the main EY/Lower Primary gates.
 - Direct the flow of students before proceeding to the IPS sports field.
 - He will take the Visitors Book and the Staff Log Book with him to the assembly area.
 - He will hand over the Visitors Book and the Staff Log Book to the alternate coordinator (DHOS)
- **Gardener 1** will:
 - Open the EY/Lower Primary wooden gates
 - Take up position on the asphalted road in between the Upper Primary and Lower Primary buildings.
 - Direct the flow of students before proceeding to the IPS sports field.
- **Gardener 2** will:
 - Open the gate leading onto the IPS playing field.
 - If necessary he will proceed to the back of the EY/Lower Primary building, and take up a position at Warden Point 6-next to the gate leading from IRC Hall to sports field
- **The Cleaner 1 and Tea-Lady** will:
 - Check Upper Primary student toilets and proceed to the IPS sports field.

Class Teachers

NB: All emergency exits must be kept unlocked during school hours

Teachers will:

- Evacuate the classroom.
- Closing doors as they leave and proceed to designated assembly area as per the plan.
- Students will not take any belongings.
- Staff and students will walk briskly, purposefully and in silence to the assembly area.
- Staff and students are to remain silent during and after the head count.

Staff and students are to remain silent during and after the head count.

- The **Class 3 Blue** teacher will lead her class to the IPS sports field.
- The **Class 3 Green** teacher will lead her class to the IPS sports field
- The **Class 3 Yellow** teacher will lead her class to the IPS sports field
- The Class 3 Class Assistant will check the small toilets and proceed to the IPS sports field.
- The Class 3 Assistant Teacher will check all rooms on the ground floor of the Upper Primary building building to ensure that they have been completely evacuated before leaving the building.
- The **Class 2 Green** teacher will lead her class to the IPS sports field. The assistant teacher will make a visual sweep of the classroom before closing the door and leaving the building as per the plan.
- **Classes 5 Yellow, 5 Green and 4 Yellow** will be led by their designated student leader (designated on the spot) and the teacher present in the classroom will make a visual sweep of their respective classroom before closing the door and leaving the building **via the main stairs** as per the plan.

- The teacher in **Class 5 Green** will check all rooms on the first floor of the Upper Primary building to ensure that they have been completely evacuated before leaving the building via the main stairs as per the plan.
- The teacher and students in **Class 4 Blue** will proceed as per the plan, going down the emergency stairs. They will be led by their designated student leader (designated on the spot). The teacher present in the classroom will make a visual sweep of the classroom before leaving.
- Students in **Class 4 Green** will go through **Class 4 Blue** and down the emergency stairs to the IPS sports field. They will be led by their designated student leader (designated on the spot). The teacher present in the classroom will make a visual sweep of the classroom before closing the door and leaving.
- Students in **Class 5 Blue** will go down the emergency stairs of the Administration Block. They will be led by their designated student leader (designated on the spot) and proceed as per the plan to the IPS sports field. The teacher present in the classroom will make a visual sweep of the classroom before closing the door and leaving.
- Students in **Class 6 Green** will go down the front stairs. They will be led by their designated student leader (designated on the spot) and proceed as per the plan to the IPS sports field. The teacher present in the classroom will turn off the electricity supply to the Year 6/toilets block and make a visual sweep of the classroom before closing the door and leaving.
- Students in **Class 6 Blue** will go down the emergency stairs. They will be led by their designated student leader (designated on the spot) and proceed as per the plan to the IPS sports field. The teacher present in the classroom will make a visual sweep of the classroom before closing the door and leaving.
- Staff in the Staff Room will exit via the double doors and proceed to the IPS sports field as per the plan.

Teachers and students are to gather in the designated assembly area. Class teachers will then:

- **Take a student head count**
- **Raise their hand to signal that the student head count is complete and**
- **Relay the student head count to their evacuation supervisor.**

The evacuation supervisors will relay the information to the alternate coordinator (DHOS) who will check that the register and head count tally. She will then inform the Emergency Coordinator.

Subject Teachers

NB: All emergency exits must be kept unlocked during school hours

- Students in the **French 2 room (A 201)**, will evacuate the room down the main stairs of the Administration Block to the IPS sports field as per the plan.
- Students and teacher in the **French 1 Room (KS2 105)** will proceed to the IPS sports field as per the plan.
- Students in the **Art Room** will be led by their designated student leader (designated on the spot in classes 3-6) and the teacher present in the classroom will make a visual sweep of the classroom before closing the door and leaving the room **via the single door** as per the plan to the IPS sports field. Students in class 2 will be led by the teacher present to the designated assembly area on the IPS sports field. The Class Assistant will make a visual sweep of the room before closing the door and leaving the room as per the plan.

- If the P.E. teacher is having a lesson on the field, he/she will lead students to their respective assembly area.
- Students and teachers in the school **Library** will proceed down the main stairs, passing in front of the Administration Block and going to the IPS sports field as per the plan.
- The **Librarian** will turn off the electricity supply to the Hall, and then proceed to the IPS sports field.
- Students and teachers in the **Research Centre** will proceed to the IPS sports field as per the plan.

Once pupils have reached their designated class assembly area and their class teacher is present, subject teachers proceed to the ‘IPS Staff’ assembly area. To facilitate attendance verification subject teachers are asked to stand in line together with their subject department colleagues.

D. Break time / Lunch time Procedures:

- All children in classes 3-6 will line up on the IPS sports field
- In the event that the evacuation needs to be carried out through the front of the school, everyone will proceed to Endemic garden and line up at their class assembly spot.
- The Emergency Coordinator will inform everyone using the Public Address System or loud hailer.

Orientation

A copy of this plan will be given to each member of the staff. As new employees are hired, transferred or promoted into designated positions with emergency responsibilities, the Nurse will provide the orientation and a copy of the plan. A copy will also be given to Parent Volunteers.

Medical Service:

The Nurse must take the registers, basket and emergency first aid kit to the IPS sports field
SAMU needs to be notified by the School Secretary if any injuries are sustained.

While waiting for SAMU to arrive the Nurse will attend to all injured people and turn over those duties to trained SAMU personnel upon their arrival

E. Emergency Telephone Numbers

Fire Services Hotline: 115

Piton Fire Services: 264 15 22 / 264 54 28

Police Hotline: 999 / 148

Northern Division Police: 264 16 86 / 264 13 19 / 264 97 09 and 264 90 91 (hotline)

SAMU: 114

SSRN Hospital: 209 34 00/209 35 00

Clinique Darne du Nord: 601 25 00

Grand-Bay Medical Centre: 263 10 10

Central Electricity Board (CEB) Hotline: 130

CEB Goodlands: 283 95 16

Ecole du Nord: 266 80 09/266 23 18

Northfields International School: 266 94 48 /266 94 49

EARLY YEARS/ LOWER PRIMARY/SCHOOL HALL/LST UNIT

Policy and Purpose

In the event of an emergency, we will be prepared to protect the health and safety of all. This plan has been established to combat systematically emergencies and all members of the staff are expected to know and follow procedures outlined in this plan.

The purpose of the Evacuation Plan is to minimize the danger to life and property in the event of an emergency. To achieve this goal, we have outlined well-defined, clear-cut steps to be taken should an emergency occur.

A. Emergency Procedure Personnel

- **Emergency Coordinator (Chief fire warden)**

The Emergency Coordinator, the Head of School, together with the Caretaker/Office Attendant will assume overall responsibility for all emergency operations. In the absence of the Caretaker/Office Attendant the Security Officer will replace him. They will decide whether the entire building/ school is to be evacuated and which assembly point to use once they have consulted the Main Panel System in the Head of School's Office. They will inform the Fire Wardens which assembly point to direct the students to using the Public Address system or loud hailer.

They will also determine when it is safe for everyone to return to the building. In the event of a fire, this decision will be made with the assistance of the local fire department, Piton.

- **Alternate Emergency Coordinator**

In the absence of the Emergency Coordinator, the Alternate Coordinator (DHOS) will assume overall responsibility for all emergency operations.

In the absence of the Alternate Coordinator (DHOS) the Bursar will assume this role.

- **Evacuation supervisors**

- SENCo
- Art teacher
- SEN 1 (Mita)
- SEN 3 (Liz)
- SEN (Renee)

They will ensure that all teachers and students are accounted for at the assembly point and will report this to the Alternate Coordinator (DHOS) or in her absence, to the Bursar.

- **Fire Evacuation Wardens**

- Bursar- Warden point 3
- HOS-Warden point 2
- Admissions Officer-Warden point 1
- EAL teacher- Warden point 7
- Security Officer-Warden point 4
- Maintenance Officer-Warden point 5
- Gardener 1-Warden Point 8
- Gardener 2-Warden point 6

Fire evacuation wardens will help direct the flow of students to the chosen assembly point.

Personnel authorised to use the fire extinguishers:

- **Ground floor:**
 - Nursery Blue teacher
 - Reception Blue
- **First floor:**
 - Year 1 Green teacher
- **Hall/SEN:**
 - PE 1 Teacher

B. Assembly Point

The assembly area for all staff and students is the IPS sports field. Accounting for students and employees is performed at the assembly area. The assembly areas are marked on blue signs fixed on the fencing.

In the event of the assembly area being inaccessible the alternate assembly area will be the Endemic Garden. The off-campus assembly area is the Northfields International School hall.

C. Evacuation Procedures

Class Teachers, Assistant Teachers and Class Assistants

NB: All emergency exits must be kept unlocked during school hours

- **Teachers** will evacuate classroom and proceed as per the plan. Students will not take any belongings. The Class Assistants/Assistant Teachers will make a visual sweep of their respective classroom before closing the door and leaving the building as per the plan. Staff and students will walk briskly, purposefully and in silence to the assembly area. Staff and students are to remain silent during and after the head count.
- **Nursery, Reception, Class 1 and Class 2** will be led by their Class Teacher to the designated assembly area on the IPS sports field. Teachers will then take a head count and relay the count to their evacuation supervisor, who will then relay the information to the alternate coordinator (DHOS) who will check that the register and head count tally. She will then inform the Emergency Coordinator.
- The **Class Assistant in Nursery Blue** will turn off electricity supply to the EY/Lower Primary block and proceed to the IPS sports field as per the plan.
- The **Class Assistant in Nursery Green** will check the toilets and proceed to the IPS sports field.
- The **Assistant Teacher in Reception Green** will check the Lower Primary/sports field toilets.
- The **Class Assistant in Reception Blue** will check all rooms on the ground floor of the EY/Lower Primary building to ensure that they have been completely evacuated before leaving the building as per the plan.
- Students and teachers in **Nursery and Reception** will proceed to the IPS sports field, as per the
- Staff in the **P.E. Office** will proceed to the IPS sports field, as per the plan
- **Class 1 Blue and 1 Green** will go down the main stairs, leave the building through the front entrance and proceed to the IPS sports field as per the plan.

- Students in the **French 3 Room** (KS1 201) will go down the main stairs, leave the building through the front entrance and proceed to the IPS sports field as per the plan.
- The teacher in the French 3 room will check all rooms on the first floor of the EY/Lower Primary building to ensure that they have been completely evacuated before leaving the building via the main stairs as per the plan.
- **Class 1 Yellow** students will leave the building via the Emergency stairs and follow Reception classes, as per the plan.
- **Class 2 Blue and 2 Yellow** will pass through **Class 1 Yellow** (door next to Class 2 Yellow) and down the Emergency stairs, following Reception classes to the IPS sports field as per the plan.
- Students and teachers in the **IRC Hall** will proceed to the IPS sports field, as per the plan.
- Students and teachers in the **Music Room** will proceed to the IPS sports field, as per the plan.
- Students and teachers in the **LSU** will proceed to the IPS sports field, as per the plan.
- The **SEN 1 teacher** will turn off the electricity supply to LSU and IRC Hall
- The **SENC**o will check all rooms in the building to ensure that they have been completely evacuated before leaving the building and proceeding to the IPS sports field, as per the plan.

Teachers and students are to gather in the designated assembly area. Class teachers will then:

- **take a student head count**
- **raise their hand to signal that the student head count is complete and**
- **relay the student head count to their evacuation supervisor.**

The evacuation supervisors will relay the information to the alternate coordinator (DHOS) who will check that the register and head count tally. She will then inform the Emergency Coordinator.

Subject Teachers

- Once pupils have reached their designated class assembly area and their class teacher is present, subject teachers proceed to the “IPS Staff” assembly area. To facilitate attendance verification, subject teachers are asked to stand in line together with their subject department colleagues.

D. Break time / Lunch time Procedures:

- All children in Nursery – Class 2 will line up on the IPS sports field.
- In the event that the evacuation needs to be carried out through the front of the school, everyone will proceed to Endemic garden and line up at their class assembly spot.
- The Emergency Coordinator will inform everyone using the Public Address System or loud hailer.

Orientation

A copy of this plan will be given to each member of the staff. As new employees are hired, transferred or promoted into designated positions with emergency responsibilities, the Nurse will provide the orientation and a copy of the plan. A copy will also be given to Parent Volunteers.

Medical Service:

The Nurse must take the registers, basket and emergency first aid kit to the IPS sports field
SAMU needs to be notified by the School Secretary if any injuries are sustained.

While waiting for SAMU to arrive the Nurse will attend to all injured people and turn over those duties to trained SAMU personnel upon their arrival

E. Emergency Telephone Numbers

Fire Services Hotline: 115

Piton Fire Services: 264 15 22 / 264 54 28

Police Hotline: 999 / 148

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Grand-Bay Medical Centre: 263 10 10

Central Electricity Board (CEB) Hotline: 130

CEB Goodlands: 283 95 16

Ecole du Nord: 266 80 09/266 23 18

Northfields International School: 266 94 48 /266 94 49

IPS LOCKDOWN PROCEDURES

At IPS we take safeguarding children very seriously. It is important that we have procedures in place that take into account even those events that are very unlikely to occur. As part of this process, we have procedure called “lockdown” which aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

What is a lockdown and when would we carry it out?

A lockdown procedure is a standard health and safety procedure, similar to a fire drill. It would be activated if there were a threat to the safety of pupils, staff and others in the school, and when it is considered to be safer for everyone to remain in school than to evacuate the premises. The aim is to keep people safe by confining them in a secure place.

Situations where our lockdown procedures may be activated include:

- A disturbance or dangerous situation in the local community that could affect the school
- Severe weather conditions
- An intruder on the school premises
- A potentially dangerous animal on the school premises
- A potentially dangerous person on the school premises
- An incident related to terrorism

At IPS we have three levels of lockdown.

1. External lockdown (Level 1 lockdown)

An external lockdown would be actioned when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g. a bank robbery occurs near a school but not on school property.). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

2. Shelter in Place (Level 2 lockdown)

Would be used for an environmental or weather-related situation, where it is necessary to keep all occupants within the school buildings to protect them from an external situation. Examples may include extreme weather conditions (thunderstorms), wild dogs, monkeys etc. on the school campus.

3. Internal Lockdown (Level 3 lockdown)

This procedure is used only when there is **a major incident or threat of school violence within the school**, or in relation to the school.

Upon being informed of a lockdown the staff take the appropriate measures by following the checklist associated with the level of lockdown that has been announced.

In the event of an actual lock-down, parents and carers will be advised by bulk SMS that school is in a level 1, 2 or 3 lockdown. Further information will be given if and when appropriate via the Bloomz school/parent communication platform.

Instructions for parents in the event of a lockdown

- Please do not attempt to call or come to the school, as this may hinder the school’s effort to contact and work with the emergency services
- Please do not discuss the event on social media, as this may spread false information and create panic
- Pupils will be instructed not to use mobile phones during a lockdown, so do not be alarmed if your child does not answer their phone.

If the lockdown continues beyond school hours, and there are any changes to collection arrangements in this circumstance you will be informed via Bloomz.

As with the fire drill, we practise the different levels of lockdown procedures regularly. Prior to any lockdown drill, staff will take time to talk to pupils about lockdown procedures and explain why they are important. They will reassure pupils after the drill that they are safe, and will emphasise that practising procedures like this will make sure the school remains a safe place to learn.

IPS Emergency Closure Procedure

Emergency closure procedures will be followed in the event of school having to close during the school day following government instructions upon receipt of trustworthy information from the Mauritian government/Ministry of Education.

In such cases, the Head of School will advise parents via Bulk SMS that IPS will close within the hour together with the reason for closure and that they or their designated emergency contact must come to collect their children as soon as possible.

All children will return to their classrooms.

Releasing Pupils

- Only **PARENTS** will be allowed to go directly to the classrooms to collect their children
- **All Emergency contacts and private drivers** will be required to report to the school office where staff will check their identity documents
- **All van drivers** will be required to report to the school office where staff will check their ID and ensure that parents are aware that their children will be returning home by bus.

Teachers are only to allow children to leave with drivers/emergency contacts after they have been given the go ahead from the office.

IPS Flooding Procedure

Introduction

Despite not being situated near a river or on the coast, as per government regulations we are obliged to have a School Flooding Committee (SFC) and procedure to follow in case of flooding.

The Police Operating Room: **264-1319 and 264-9091(hotline)** will contact the school to inform about any major situation in our locality that may affect our operation.

It was agreed that the school Health & Safety committee would take on this role. The Duties of the SFC are stipulated in a government document. The relevant points relating to the duties of the SFC and the action to be taken at IPS in the event of torrential rain/flooding of school premises are listed below:

A.1.1: *To identify a safe on the school premises to be used as temporary shelter*

IPS: The safe places will be the first floor landings in the KS1 and KS2 buildings the school library, the Admin block French room (A201)

A.1.2: *To ensure that an emergency contact phone number is made available in this (these) safe place(s).*

KS1: Internal # 234

KS2: Internal # 237

Library:

A.1.9: *To work out the allocation of responsibilities to staff members in the event of an emergency situation:*

Three staff members have been given the responsibility to liaise with the front office (internal # 221, external 2661973).

KS1 Building: French 3 teacher

KS2 Building: Class 5 Green teacher.

Library: School librarian

Emergency personnel

- **Emergency Coordinator**

The Emergency Coordinator, the Head of School, together with the Caretaker/Office Attendant will assume overall responsibility for all emergency operations.

- **Alternate Emergency Coordinator**

In the absence of the Emergency Coordinator, the Alternate Coordinator (DHOS) will assume overall responsibility for all emergency operations.

In the absence of the Alternate Coordinator (DHOS) the Bursar will assume this role.

- **Emergency supervisors**

KS1 Building: French 3 teacher

KS2 Building: Class 5 Blue teacher.

Library: School librarian

Assembly points

KS1 building: 1st floor landing

KS2 building: 1st Floor landing

Administrative Block: School Library

Procedure

- **Early Years/LSU Buildings**

In the event of the school premises flooding or information received from the Emergency Operating Room that the school is in danger of flooding staff will be informed by the Head of School via Public Address system to **activate flooding procedure.**

Immediately:

- All children and staff members in Nursery and Reception classes will move to the first floor KS1 building as follows:

Nursery Blue to Class 1 Blue

Nursery Green to Class 1 Green

Reception Blue to Class 2 Blue

Reception Green to Class 2 Yellow

Reception Yellow to Class 1 Yellow

- All students and staff members in the SEN building will move to the KS1 French Room
- Students and staff members on the school field and/or in the school Hall will move to the KS1 building first floor landing.

Staff members will be updated and given instructions via the school public address system

- **Upper Primary Building/Admin Block/Library**

In the event of the school premises flooding or information received from the Emergency Operating Room that the school is in danger of flooding staff will be informed by the Head of School via Public Address system to **activate flooding procedure.**

Immediately:

- All children and staff members in classes 3, Class 2 Green and the computer room will move to the first floor of the KS2 building as follows;

Class 3 Blue to Class 5 Yellow

Class 3 Green to Class 5 Green

Class 2 Green to Class 4 Blue

Computer class to Class 4 Green

Class 3 Yellow to Class 4 Yellow

- Students and teacher in KS2 French room (KS2 105) to proceed to the **Class 6 Green**
Students and teacher in the school library to stay put
Students and teachers in Class 5 Blue to go to the Library
Students and teachers in Admin Block French room to go to the Library
Students and teachers in the Classes 6 Blue and Green to stay put

Staff members will be updated and given instructions via the school public address system

- **Administrative staff and Ground staff**
to report to Head of School's office for instructions

Staff roles and responsibilities

Head of School

- To liaise with Emergency Operating Room **264-1319 and 264-9091 (hotline)**.

Emergency Supervisors

- To account for the presence of all students
- To relay information to administrative staff when asked

Communication

With parents

Parents will be notified of flooding and by the Head of School as soon as it is practical to do so via the school's established communication network: bulk SMS

School Evacuation

The school will follow the directions of the Emergency Operating Room and inform parents as directed by the Mauritius Police Force.

Tsunami Warning System in Mauritius

There are various factors that determine the level to which a landmass or coastal area will be affected by an approaching tsunami wave. They are the onshore topography immediate to the coast, the topography under the sea (bathymetry) offshore and the directivity of the maximum energy waves.

So far Mauritius has not experienced any major amplification of tsunami waves, but they do reach our coasts. For example, very minor inundation was experienced from the Tsunami of December 26, 2004 while Rodrigues was more affected. So far, we have no record of any significant tsunami that has affected coastal areas in Mauritius or Rodrigues. Nevertheless, there is still a possibility that Tsunamis generated from either the Sumatra or the Makran source affect the coasts of Mauritius or Rodrigues and this calls for preparedness in the event of a potentially destructive tsunami.

As at now occurrence of a Tsunami cannot be predicted and paradoxically it can occur at any time during a year and at any time during a day. The Tsunami Warning System in Mauritius has taken into consideration the degree of risk as well as the time factor. In virtue of its geographical location, Mauritius and Rodrigues have a lead-time of 5-7 hours before tsunami waves are likely to reach their coasts from either the Sumatra or the Makran source. The warning system consists of the following stages:

1. Tsunami Watch

This bulletin implies that a strong earthquake, generally of the magnitude greater than or equal to 7.0 on the Richter Scale, has occurred in a region adjacent to the Indian Ocean and the likelihood of a tsunami being generated is evoked. The bulletin is issued as a means of providing an advance alert to areas that could be impacted by destructive tsunami waves.

At this stage, the public, sea-goers and fishermen in particular will be advised not to venture out at sea or on the beach, boats to be secured ashore and vessels to proceed off lagoon.

2. Tsunami Warning

This bulletin confirms that a destructive tsunami will affect Mauritius / Rodrigues within the next 5-7 hours. In case the incident point is closer to Mauritius / Rodrigues, the lead-time will be correspondingly lesser. Plan for the evacuation of vulnerable coastal areas will be implemented.

3. Termination

This bulletin will be issued after information from the Police, Fisheries post, Environment Officials, observations from tide gauges at Port Louis and Port Mathurin and general sea state observation confirm that significant tsunami waves are no longer being noted

When a Tsunami Warning Bulletin is issued by the Mauritius Meteorological Services, announcements to evacuate will be made through TV & radio stations and Police hailers. The public is advised to follow the directives of the Police during evacuation.

Mauritius Meteorological Services Tsunami Warning System

Retrieved 17th May 2018, from <http://metservice.intnet.mu/tsunami/precautions.php>

In the event of a “Tsunami Warning” being issued, IPS would close within the hour and the IPS Emergency Closing Protocol would be activated.

Emergency Telephone Numbers

Police Hotline Northern Division Police	999/148 264 16 86 264 97 09 264 13 19 264 90 91 (operational for natural disasters)
Fire Services Hotline Fire Station (Piton)	115 26415 22/264 54 28
Counter Terrorist Unit (CTU) Mr Mohit	201 10 53 Office: 201 38 22 Mobile: 5 250 56 72
Ambulance Services SAMU Northern Ambulance Services	114 209 34 00/209 35 00
Hospitals SSR National Hospital Dr Jeetoo Hospital (Port Louis) Eye Hospital (Moka)	209 34 00/209 35 00 203 10 01 433 34 29
Private Clinics Clinique Darne du Nord (La Croisette) Grand Bay Clinic Clinique du Nord (Pointe aux Canonniers) Wellkin Hospital (Moka) Clinique Darne (Floreal)	601 25 00 263 12 12 263 10 10 605 10 00 601 23 00
Central Electricity Board (CEB) Hotline CEB (Goodlands)	130 283 95 16
National Disaster Risk Reduction and Management Centre (NDRRMC) Mr Ng Mobile Command Post (Mr Bissessur, Mr Sookawa, Mr Akkooloo)	207 39 00 207 39 00
Local Disaster Risk Reduction and Management Committee (Pamplemousses District Council) Local Coordinator – Mrs Kavita TAROLAH - Deputy Chief Executive	Office – 2438300 Mobile - 57583285

