

St Joseph's Institution International School Malaysia

*Enabling youth to learn and to learn how to live, empowering
them to become people of integrity and people for others.*



Evacuation and Thunder & Lightning Policy

Signed: _____ Elementary School Principal

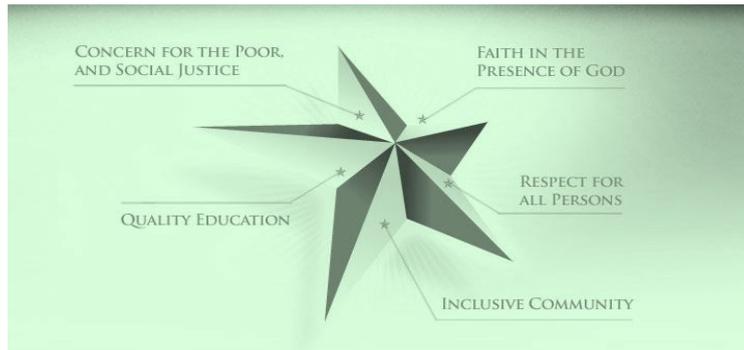
Signed: _____ High School Principal

Date of Policy: 10/16

Date of Review: 7/17

Evacuation and Thunder & Lightning Procedures

This policy is written in the spirit of putting into practice our Lasallian core values



Evacuation During School Time

1. The continuous ringing of the alarm indicates that all students, teachers, administrative and ancillary staff must assemble on the Football Field. If the weather is wet, the School should assemble in the Hall if it is known to be a safe area. If so, this will be announced.
2. Teachers must turn off electric switches and close all the windows and doors before leaving the room. Science teacher should turn off the gas supply.
3. Students should not bring anything with them to the assembly area.
4. The nearest stairs to the classroom should be used.
5. Students should line up as indicated in **Appendix 1**. Administrative and ancillary staff should assemble at the side of the field nearest to the road. The School Secretaries will bring the register books to the assembly area for tutors to take the registration of students. (Registers and completed absence slips should be returned to the School Secretaries as soon as possible).

Evacuation After School

When the school bell rings continuously after school, the procedure will be the same as during school time but teachers need not take registration. The Principals and senior staff will check registers/roles as soon as possible.

Evacuation During Examinations

When the school bell rings continuously during an exam, the lead invigilator will record the time of the incident and stop the examination. Students are to stop writing immediately and remain silent. Students will be instructed to leave the Multi-Purpose Hall, via the South door (i.e. next to the Exam Officers room), and will proceed down to the ground floor, via the South fire escape.

Students will be led (in silence), to the far South corner of the football field; where they will remain isolated from the other students. The Exams Officer (IB Coordinator/IGCSE Coordinator) will arrange the students into year groups and will register students, using the Examinations Attendance Form. The form will then be compared with the daily attendance and absences lists, available from the School Secretaries.

False Alarms

In the event of a false alarm, all members of the School community should head to the evacuation assembly point and follow normal evacuation procedures, unless notified over the PA system.

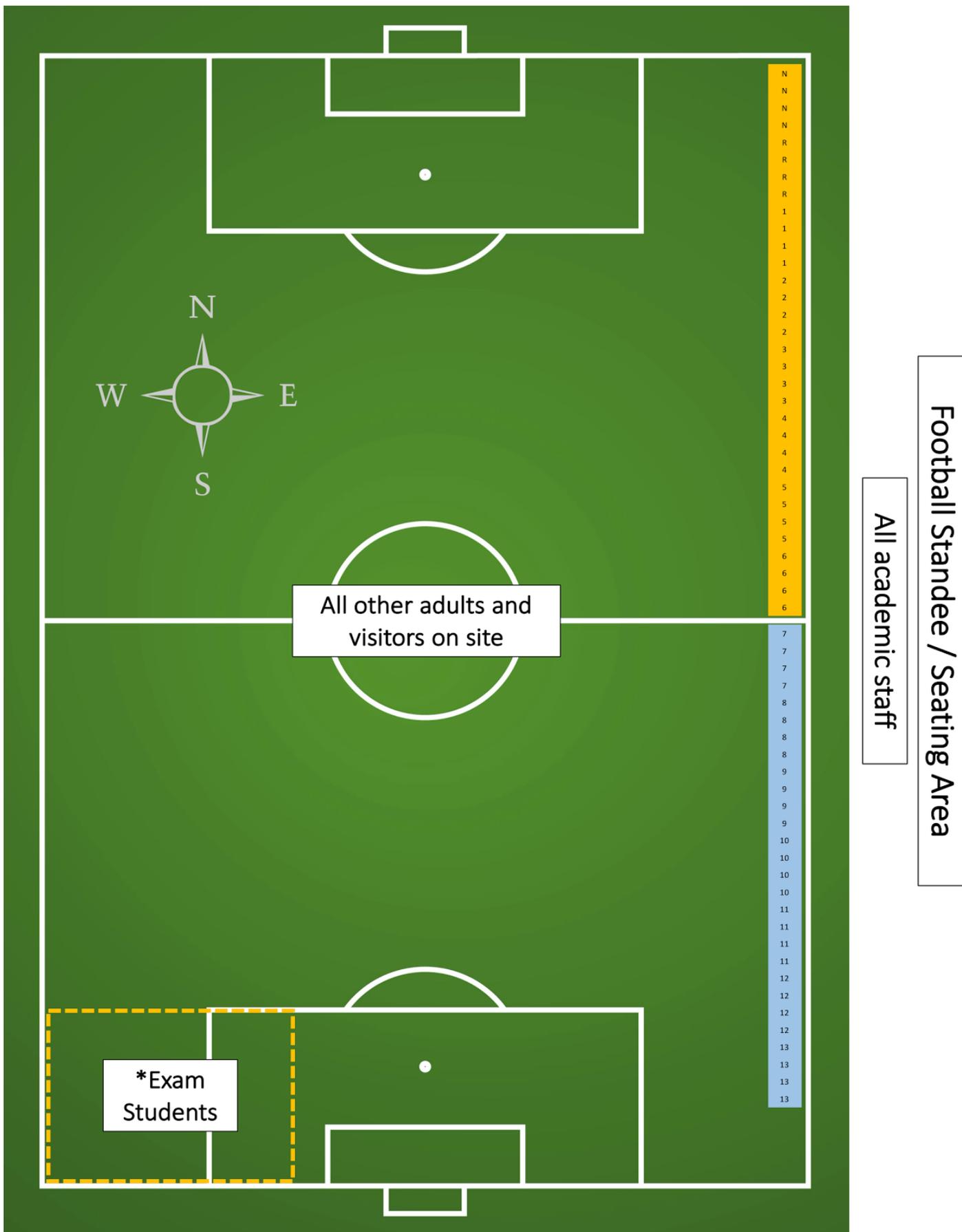
Safety During Thunderstorms

Upon the first sightings of lightning, the sound of thunder or the School's / Tropicana Golf and Country Club's warning system sounding, all members of the SJIIM community must take responsibility to inform students and staff members, in order to clear the outside areas immediately.

A thunderstorm is considered to have ended when there have been no sightings of lightning or sounds of thunder for 15 minutes, and when the sky is no longer dark or threatening*. When this occurs, the Tropicana Golf and Country Club's warning system will sound once more.

*(All three of these conditions should be fulfilled.)

Evacuation and Thunder & Lightning Procedures
Appendix 1: Evacuation Area - Football Field



* If the fire alarm sounds during an examination in the multi-purpose hall, these students will be isolated on the far South side of the pitch.