



EVACUATION PROCEDURES (Updated September 2017)

1. Evacuation Procedure

Evacuation procedures ensure that in an emergency situation staff, students and visitors can be evacuated in a safe and orderly manner.

The Evacuation Plan for Antofagasta International School is designed to meet the needs of the entire school campus. The procedures should be followed as closely as possible but in an unusual or unexpected situation a teacher may need to exercise professional judgment to ensure the safety of students.

The teacher's prime responsibility is the safety of students.

If a student is out of the room on their own, eg: toilet, and the alarm is sounded, they should proceed to the nearest teacher.

Should an emergency situation occur during a recess or lunch break, the duty teachers should take all children to the area next to the exit, where the classroom teachers will wait for them with class books and emergency lists. The administrative staff will help to organize the groups and classes.

2. EMERGENCY PROCEDURE SIGNALS

One or more of these signals will be used to activate emergency evacuation procedures. They are:

- | | |
|-------------------------|--|
| a. FIRE: | The horn or bell blasts 3 times |
| b. EARTHQUAKE | The horn or bell blasts 4 times |
| c. Tsunami | The horn or bell blasts 5 times |
| d. Messenger | |
| e. Telephone | |
| f. Communication Codes: | |
| a. Code F | Fire |
| b. Code T | Toxic Emissions, bomb threat, armed attack |
| c. Clear | All clear |

When the alarm is raised teachers should:

1. Stay calm.
2. Take charge of the students under their control at the time.
3. If time allows, turn off all electrical switches.
4. If it is possible and safe, teachers should take their emergency lists and class books.

5. Move the students in a safe way towards the exits through the shortest and safest route.

Remember: Take your emergency list and keep in account all the students in your care.

ALL PERSONNEL ARE TO EVACUATE TO THE APPROPRIATE SITE DEPENDING ON THE EMERGENCY.

3. SUGGESTED ROUTES

Please refer to Evacuation Plan Map.

4. ALTERNATE LOCATION IN CASE OF EMERGENCY

In the event of evacuation site being unsafe or unavailable, children are to assemble at the alternative location according to the evacuation plan. Usually an instruction to change assembly area will be given by the Directors.

Specialist staff working with an entire class, should remove their students from the building and proceed to the designated evacuation area. The Homeroom teacher should make their way to that area to take charge of their class.

Persons working with individuals or small groups of students should remove the students they are in charge of from buildings and return them to the supervision of their homeroom teacher at the designated evacuation area.

5. CHAIN OF COMMAND IN CASE OF EMERGENCY

School Principal
Vice Principal of Community Regulations
Vice Principal of PreSchool and Lower School
Vice Principal of High School
Curriculum Director
Level Coordinators

Emergency Team

- First Aid Coordinator: School Nurse
- Coordinator for Administration Area: Head of Administration
- Preschool Areas Coordinator: Academic Coordinator
- First Floor Coordinator: Curriculum Director
- Second Floor Coordinator: Inspector 1
- Third Floor Coordinator: Inspector 2
- Fourth Floor Coordinator: Inspector 3
- Patio Coordinator: Inspector 4, Psychologists
- Gate Coordinator: Conserje
- Gym Coordinator: PE teachers
- Support Teachers- Route Supervision: PE teachers

Once the students are safe and under teacher supervision, the coordinators will verify the building in their designated area.

6. STAFF RESPONSIBILITIES

6.1 Principal / Vice-Principal / Directors

In the event of an emergency:

- Locate yourself at the reception area or in a stated alternative location.
- Take action in accordance with the Evacuation Plan dependent on the specific emergency.
- Decide on position for First Aid Post.
- Brief Emergency Services upon their arrival.

6.2 Instructions for Emergency Committee

Familiarize yourself thoroughly with the Evacuation Plan procedures manual.

In the event of an emergency:

- Follow emergency procedures to ensure safety of your students.
- Proceed to the main reception area.
- Place the list with the emergency numbers in a visible place.

At the moment of being informed of an emergency you should:

- Notify the principal or Vice Principal of Regulations
- By instruction from the Vice Principal of Regulations notify the appropriate Emergency Service(s).
- By instruction from the Vice Principal of Regulations sound the alert or evacuation signal.

6.3 Instructions for Teachers

In the event of an emergency:

- On hearing the alert signal you are to gather all students in the class ready for evacuation. (Make sure the students can line up inside the class.)
- Check to ensure all students are present.
- On hearing the evacuation signal or on instructions from your Floor Coordinator follow evacuation procedures.

If the emergency takes place in your classroom or affects your classroom in part you should:

- Evacuate the classroom using the safest route.
- Inform others in your area.
- Ensure to inform the directors..
- Proceed to the assembly area.
- Check attendance of students and report to floor coordinators.

If you have no class at the time and no specific duty, report to assembly area.

Please make sure that you practice with your students in other classrooms, such as the computer lab, library, lunch room, etc. You should practice all drill procedures.

6.4 Instructions for Floor Coordinator

In the event of an emergency:

- On hearing the alert signal you should ensure the safety of the students.
- On instructions from the Vice Principal of Regulations proceed to your floor and carry out his/her instruction.
- Check all the areas including bathrooms, classrooms, etc in your area.
- When evacuation is carried out notify the Vice Principal of Regulations.
- Proceed to assembly area.

6.5 Instructions for Grade Level Coordinators

In the event of an emergency:

- On hearing the alert signal you should ensure the safety of your students to then proceed to the assembly area.
- On instructions from the Vice Principal of Regulations proceed to the assembly area. Choose an appropriate location based on the needs of the place.
 - Revise the status of the classes that have reported to the assembly point and verify if anyone is missing.
 - Inform the emergency team about the status of your level.

6.6 Instructions for the First Aid Coordinator

In the event of an emergency:

- On hearing the alert signal you are to ensure the safety of students and then proceed to the assembly area.
- Collect First Aid kit and proceed to designated First Aid area. In the event that the area is unsafe, decide on an alternative area with the Vice Principal of Regulations.
- Attend to First Aid situations and notify Vice Principal of Regulations if any additional medical attention is required.
- Continue to attend to First Aid needs and await further instructions.

7. EVACUATION PLAN

7.1 FIRE

In the case of a fire the following actions should be taken:

1. When the emergency sound is heard the teacher will instruct his/her students to quietly, quickly **line up in a single file line inside the classroom.**
2. Teacher will carry the **emergency list (and class book).**
3. Students will **exit the room** and follow the emergency exit plan procedures. They will respond to further instruction from the Vice Principal of Regulations to exit the building through the corresponding exit and walk to the safe area.

4. In the pedestrian crossing, the school staff will line up to the side of the pedestrian crossing to ensure a safe crossing for all the students.
5. Students will be taken to the north area of the building at the meeting point.
6. The emergency response team will report back to the principal to determine whether it is safe to return to the school site.

Student Pick Up

1. In the event that students must leave school grounds and are unable to return, parents will pick up their children in the north area next to the building.
2. An “Emergency Release List” will be taken to the evacuation site, and each teacher will administer the release of her/his students.
3. Parents and Emergency Contacts will be asked to sign the “Emergency Release List” for each child taken and indicate their destination on the form.
4. In the event that the parent is unable to reach the Safety Zone before the “Emergency Contact” (listed on your AIS registration form) arrives, the parent’s child/children will be released to the Emergency Contact.

Teachers should always carry a copy of the Emergency Contact telephone numbers and addresses.

7.2 EARTHQUAKE

In the case of an earthquake, the following actions should be taken:

1. When the earthquake starts, all students must immediately seek shelter under a desk and firmly support the legs of the desk. .
2. Tell students to **remain under the desk** until they are told to move.
3. The teacher should **count out loud with the students** up to 60 seconds.
4. If the earthquake has stopped after 60 seconds, the teacher should inspect the room to check for injuries or potential risks for the students. Then instruct the students to line up in a single file quietly and quickly.
5. The teacher should take the **emergency list and the class book**.
6. The students will exit the classroom and follow the emergency exit plan according to the instructions of the Vice Principal of Regulations.

A. (Building Not Damaged)

Head to the central patio where the students will line up in silence to listen for the attendance list and other instructions.

B. (Building is Damaged)

Abandon the building following the evacuation plan through the corresponding exit and meet in the external safety zone.

Students should line up in the assigned space for the class when they arrive to the safety zone and await instructions from the Vice Principal of Regulations.

7.3 TSUNAMI

A tsunami is a natural occurrence that is produced by an earthquake deep in the ocean. This movement causes a displacement of water with waves. Once this movement reaches the coast, floods can happen due to the size of the waves. Only an earthquake with a magnitude of 7.5 or higher is capable to produce a tsunami. There could be a tsunami threat for the next hours.

Earthquake and Tsunami Procedure

1.-With an earthquake that was strongly felt on the area:

Once the main earthquake is over, evacuate to the meeting point which is located 30 m above the sea level. The parents should not try to pick up their kids at school, because the roads will be at risk of a flood. Everything is back to normal only when the authorities inform there is no danger at all.

2.- With an earthquake that was not felt on the area, with a tsunami alert in less than two hours:

Evacuation to meeting point (PEE).The parents should not try to pick up their kids at school, if the roads will be at risk of a flood. Everything is back to normal only when the authorities inform there is no danger at all.

3.- With an earthquake that was not felt in the area, with a tsunami alert of more than two hours:

The procedure will be to notify the parents to pick up their kids at the time that works best for them. The parents should not try to pick up their kids at school if the roads are at risk of a flood. Everything is back to normal only when the authorities inform there is no danger at all.

Important Note: The tsunami emergencies last for more than 7 hours, this is the time the sea stops the main thrust so that in the end in 8 to ten hours, all will be clear.

7.4 MUDSLIDES

1. If there is an intense rainfall, the third and fourth floor of the building should be evacuated within 15 minutes. Parents should not attempt to pick up their children at the school if the highway is at high risk for sliding mud, they should only pass when the authorities have called it safe to pass.

Important Note: Mudslide emergencies last more than 6 hours, the time that it will take the hydrologic basins to evacuate the rain and mud.

7.5 PUBLIC DISTURBANCES

In the case of a serious or dangerous public disturbance the following actions should be taken:

1. When you are notified of any of these events, you should inform the students they must not leave the classroom. If it is necessary ensure the students about their safety so that they remain calm.
2. Teachers or students will not switch from one classroom to another one while an event like this is happening, unless they are notified to do so.
3. All the classrooms close or within an exposed area will be evacuated to a safer zone.
4. No outdoor activities will be permitted.
5. No one will perform any actions that might create a centre of attention or focus to the school.

8 EVACUATION PLAN AIS

8.1 Definitions

Exits: (See plan.)

There are three exits in our school building:

- The first exit is the main front entrance that leads to Ave. Jaime Guzmán. **Door 1**
- The second exit to the north direction and leads to the Gymnasium. **Door 2**
- The third exit is the one located on the Pre- school area, to the South. **Door 3**

Stairs: (See plan.)

There are four stairs:

1. The **first stairs** are the ones on the Northwest, on the first floor, next to 2th A, on the Second Floor, next to the library and on the Third Floor, next to Language Classroom. It continues to the fourth floor. This is **Stair A**.

The following will evacuate through these stairs:

Fourth Floor: Casino Staff, Art Class, Classroom across from the art room .

Third Floor: Lenguaje classrooms, Computer Lab

Second Floor: Lenguaje classroom, library, 3A, 3B, 3C

2. The **second stairs** are the ones to the Northeast, next to the bathrooms on first, second and third floor and next to the casino on the fourth floor. This is **Stair B**.

The following will evacuate through these stairs:

Fourth Floor: All the people from 1- 12 grade at the lunchroom in case of emergency.

Third Floor: All highschool students and classrooms 5A, 5B, 5C

Second Floor: Classrooms 2C, 3A, 3B, 3C

3. The **third stairs** to the Southwest are next to the nurse's office on the first floor, next to PYP room on the second floor. This is **Stair C**.

The following will evacuate through these stairs:

Fourth Floor: Lenguaje and High School classrooms, maintenance staff break room

Second Floor: Kinder B, C, PYP Room

4. The **fourth stairs** to the Southeast, are located next to the bathrooms on the third and fourth floor and the CEAL room on the fourth floor. This is **Stair D**.

The following will evacuate through these stairs:

Fourth Floor: Ceal Room, Music Room, Psychologist, PPG and casino.

*These people should take this staircase to the second floor and then proceed to the North and then exit via Stair A and B.

First Floor will evacuate directly to the school patio and then exit through Door 1.

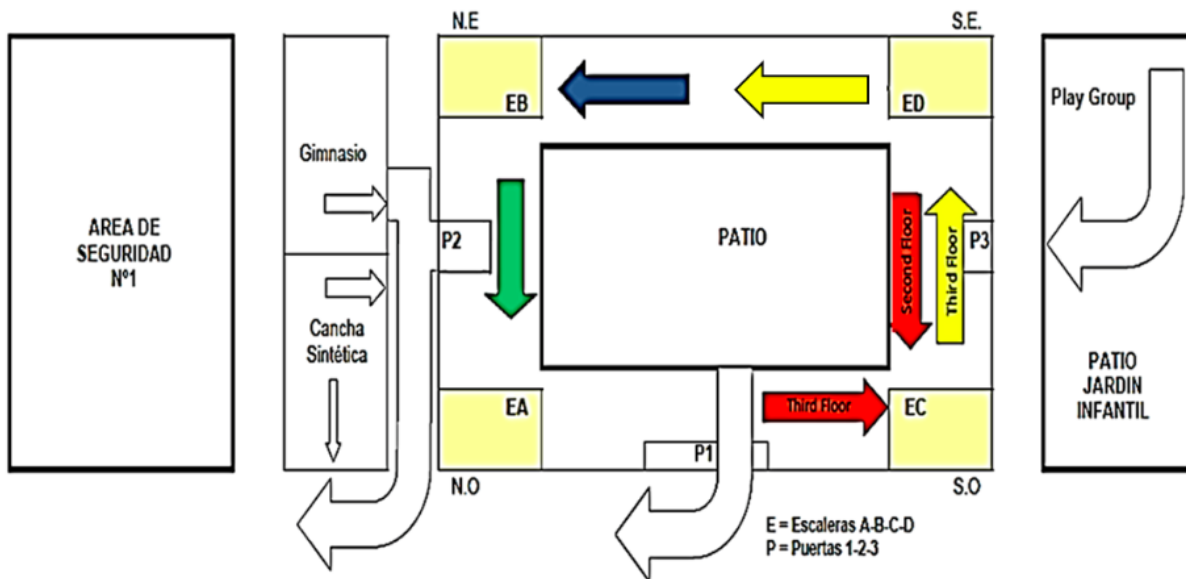
8.2 Flow of Movement

In the event of an emergency, the flow of movement will be parallel movement. There will be no perpendicular lines in the flow of traffic.

Important Note:

The entire community will head to the southern gate and from there go to the safety zone.

Plano de ubicación



Evacuation Exits and Staircases

8.3 Emergency Procedures

Number of Alerts

Type of Emergency

Meeting Place

Fire, forming in line, leaving the patio, waiting instructions

*Patio

*Safety Zone

Earthquake Protect yourself under the table, count to 60, line up, exit to the safety zone and wait for instructions

*Safety Zone

Tsunami Alert If it happens after an earthquake follow the earthquake drill and then proceed to immediately evacuate

*Safety Zone

Public Disturbance

Close doors, keep all the students inside the class until further notice.

Remember:

- Count the students.
- Teacher remain with students at all times.
- Take the class book with the emergency contacts or Emergency Contact List.
- Follow the procedures- Use the designated stairs and exits.
- Maintain calm, the students should be formed in a line.
- Only allow for designated emergency contact people to sign the pick up sheet.

8.4 Evacuation Plan and Anti- Tsunami Safe Zone

PEE PUNTOS DE ENCUENTRO EMERGENCIAS (EMERGENCY MEETING POINT)

PEE PUNTOS DE ENCUENTRO EMERGENCIAS



PEE NORTE
31 msnm (metros sobre nivel del mar)

REFUGIO
30 msnm (metros sobre nivel del mar)

PEE SUR
34 msnm (metros sobre nivel del mar)



CONSIDERACIONES IMPORTANTES:

- SIMULACION PARA PEOR ESCENARIO POSIBLE: TSUNAMI FRENTE A LAS COSTAS, 9^º MAGNITUD
- COTA INUNDACION 13 msnm (LINEA AZUL)
- DOS PEE UNO NORTE Y SUR, CON SUS CORRESPONDIENTES VIAS DE EVACUACION.
- TIEMPO LLEGADA PRIMERA OLA 13 MINUTOS
- LA PRIMERA OLA NO DESTRUCTIVA SOLO ALCANZA 5-6 msnm (NIVEL DE COSTANERA)

Emergency Procedures

Number of Signals	Type of Emergency	Procedures	Meeting Area
3	Fire	Line up, head to the patio, wait for instructions.	* Patio * Safety Zone
4	Earthquake	Protect themselves NEXT to the table, count up to 60, line up, go to the safety area and wait for instructions	* Safety Area
5	Tsunami	If it happens after an earthquake, follow the earthquake procedure and evacuate immediately	* Safety Zone
6	Siege/ Hostage / Threatening Violence	Lock doors, keep students in the classroom unless you are given another instruction.	Stay in the classroom or the room where you are at the moment.

