



**British International School  
of Timisoara**

*We Provide the Foundation on Which Our Children Can Flourish*

**School Policies**

**Earthquake Safety Policy**

Approved by:	Head of School	Date: May 2019
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Last reviewed by:	School Leadership Team	Date: June 2019
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Next reviewed by:	School Leadership Team	Date: May 2020
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# Earthquake safety policy

## General

The British International School of Timisoara (BIST) is a coeducational private school following a British based curriculum and accepting children aged between 4 and 13, commencing with the academic year 2019 - 2020. The school will grow gradually, and we will start admitting children also at Key Stage 4 in the academic year 2020 – 2021.

The British International School of Timisoara will offer its students an international experience through a British-based curriculum adhering to the guidelines of the Department for Education in England, Council of British International School and assessed by Cambridge Assessment International Education. Our qualified, internationally experienced and dynamic educators will teach all subjects in English, with the exception of the lessons of Romanian, which are taught by qualified and engaging local teachers.

### Our Vision

*We provide the Foundation on which our Children can Flourish  
Inspiring our students to Learn and Live with Purpose*

### Our Mission

*Building a community of learners where students are given meaningful opportunities to learn, experience, grow, succeed and excel in all areas of their academic and personal development*

### Our Core Values

*We Think, We Explore and We Learn  
We Listen, We Respect and We Care  
We Speak Up, We Participate and We Strive*

At BIST we want to ensure that all members of our community understand and adhere to our school ethos and values. Rules and regulations will be in place to protect all members of the community and to give everyone equal opportunities for development and progress.

## Introduction

At BIST we want to ensure the safety of all our students, members of staff and visitors in the event of an earthquake emergency. This policy sets out clear guidelines for staff to follow in preparation for the possibility of an earthquake. Our priority will always be the safety of individuals.

## Overview

We have formulated this policy to help us comply with our legal obligations to staff, students and visitors under Romanian law and also the UK standards where possible. Due to its importance, this Earthquake Safety Policy forms part of our overall Health and Safety Policy.

To assist us in achieving the highest level of earthquake safety we are inspected regularly by the Romanian Fire Department to carry out regular Risk Audits on the school to ensure that all precautions are taken and all procedures followed.

## Responsibility – staff members

The safety of the children, members of staff and possible visitors is in the responsibility of all members of staff. All staff members are obliged to be aware of the school policies and procedures related to Earthquake Safety.

*BIST is committed to child protection and safeguarding and promoting the wellbeing of all students.  
We expect staff, parents, volunteers, visitors and the students to share this commitment.*

## **Earthquake safety policy**

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All staff are expected to cooperate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students, and visitors.

### **Responsibility – Head of School (and Members of the School Leadership Team)**

The Head of School supported by the members of the School Leadership team (Head of Primary / Secondary School and Office Manager) will implement the school policies in the area of Earthquake Safety, will ensure that all members of staff receive the correct information and training relevant for this area and will monitor the smooth implementation and operation of the Health and Safety (including Earthquake Safety) procedures in the school, including regular checks, risk assessments, earthquake drills and the process of monitoring the school campus on weekly basis (done by the Health and Safety monitor).

### **Responsibility – Health and Safety Monitor**

The Health and Safety Monitor is responsible with monitoring the school campus to assess the risks and to run weekly visits around the campus checking for possible hazards and report as appropriate in order to ensure action is taken as a matter of emergency in all aspects related to Health and Safety and Earthquake Safety.

The Health and Safety Monitor is responsible for:

- Overseeing the annual visit from the local fire safety authority, with documentation completed;
- Overseeing the annual service of fire extinguishers;
- Ensuring all fire extinguishers are securely in place as required;
- Ensuring staff receive adequate annual training regarding the use of fire extinguishers;
- Ensuring that emergency fire safety doors are functioning effectively;
- Ensuring that emergency evacuation plans are placed in each room;
- Ensuring regular fire emergency evacuation drills are carried out on a half termly basis.

### **Responsibility – School Board**

The School Board will ensure the school will achieve all relevant authorisations related to Health and Safety and Earthquake safety. The Board will take all the necessary steps to ensure the school functions in line with local legislation for Earthquake Safety and will support the Head of School with implementing additional procedures in order to comply with the standards for Earthquake Safety.

### **Responsibility – children**

Children will take the necessary steps (as guided by form tutors and teachers) in the matter of awareness related to Earthquake Safety and will cooperate with members of staff in case of fire drills and possible emergencies.

### **Responsibility – visitors**

Visitors must read the information available related to Earthquake Safety on campus and must follow the members of staff instructions in case of earthquake drills and possible emergencies.

### **Communication**

All staff will be kept informed by their line manager or respective Head of School of any relevant changes to earthquake safety procedures or earthquake risk assessments. If staff have any concerns regarding earthquake safety within the school, they should inform the Head of School directly.

## Earthquake safety policy

### Procedures

The following procedures are in place to ensure high standards of earthquake safety.

- Earthquake risk assessments will take place and will be reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Earthquake risk assessments are carried out by the Health and Safety Monitor and Head of School;
- Training will be provided to all staff during the Staff Induction on what to do in the event of an earthquake. All new staff joining the school after the induction period will be made aware of procedures relating to earthquake;
- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training;
- Each room has an emergency evacuation plan. Staff should be familiar with the plan and should inform all students of the procedures regarding safe evacuation at the start of each course;
- The earthquake evacuation procedure will be practised each term. A record will be kept by the Health and Safety Monitor of the date and the time taken to evacuate the building;
- It is noted that there are two distinct situations where different evacuation procedures are required: firstly, when students are in class, and secondly, during break time and after school when students are out of their classes. Evacuation procedures will be practised for both scenarios;
- All escape routes shall always be clearly signed and kept free from obstructions. Escape routes shall be checked weekly by the Health and Safety Monitor.
- Evacuation procedures are posted prominently in every corridor next to the Fire Alarm Call Point;
- Alarms are checked every year by a suitable contractor and tested regularly;
- Emergency lighting is checked annually by a suitable contractor and monthly by the Health and Safety Monitor or their responsible person;
- All visitors must be logged into the Visitors' Log Book on arrival on site.

### Emergency Evacuation Plan

To try to account for occasions where members of staff designated with various functions within this Emergency Evacuation Plan are absent, deputies have been allocated to all functions. However, in the event that both members of staff designated for a specific function are absent, the Head of Primary/Secondary/Office Manager will sweep their respective buildings or shall temporarily allocate this function to an alternative suitably trained member of staff. Each class has been equipped with clear evacuation plans and procedures.

### The purpose of an earthquake drill

School earthquake drills are intended to promote an attitude of mind whereby persons will react rationally when confronted with an earthquake or other emergency at school or elsewhere. Earthquake drills will not assume that all escape routes are available. Earthquake drills ensure that, by means of training and rehearsal, in the event of an earthquake: the people who may be in danger act in a calm and orderly manner, those people who have designated responsibilities carry out their tasks to ensure the safety of all concerned, the escape routes are used in accordance with a predetermined and practised plan, evacuation of the building is achieved in a speedy and orderly manner.

## **Earthquake safety policy**

### **In the event of an earthquake**

#### **Move away from the windows**

Windows can break during an earthquake and so it is important that any person near a window move away from the window

#### **Protect yourself from falling objects**

It is possible to be injured by falling objects in the event of an earthquake.

#### **If inside**

Stay within the room you are in. Shelter underneath a table if possible and/or under a safe beam within the room or a doorway.

#### **If outside**

Move away from buildings and stand together.

#### **Once the earthquake stops, evacuate immediately using the nearest available safe exit**

If a teacher is with his/her students in a classroom, he/she should take the students to the line-up area outside. If there is time and it is safe to do so, staff should switch off any electrical items. Do not stop to pick up any personal possessions. Do not stop to shut windows. The last staff member leaving the room should ensure that the door is shut and that the Emergency Safety Sign is taken from the back of the door and placed on the outside of the door to show the room has been cleared.

When exiting, ensure that stairways and access pathways are safe: it is not advisable to use exterior stairwells after an earthquake as they may have been affected by the tremor and tiles etc. may be liable still to fall off after the quake.

If children are out of the classroom when an earthquake starts, they should move away from any building immediately and calmly make their way to the designated meeting area (assembly point). Pupils, staff, and visitors should use the stairs (Not the elevator).

Having exited the buildings, no-one should re-enter the building for any reason.

In a situation where there is a missing person, the Head of School (Head of Primary/ Secondary School) will assess the danger of re-entering a building to search for a missing person.

#### **Earthquake Wardens**

Earthquake Wardens should encourage everyone on their level to evacuate as soon as possible and check rooms are all empty before evacuating their level.

#### **Report to the assembly point for a roll call:**

Students should line up in front of their class number on the wall. The office staff will bring the class registers to check all students are present. If you are with a visitor, ensure they accompany you. If possible, the Health and Safety Monitor should bring the Visitors' Log Book.

#### **Staff responsible for taking roll calls**

The Form Teachers take roll and report to the Head of Primary and Secondary. If there are any students absent another sweep of the buildings will be carried out by the Heads of School if possible. Office staff will try to contact any missing person by phone and will contact parents and the fire department to inform them of the situation.

#### **Before the Fire Brigade arrives**

If there is a fire that results from the earthquake, which is a likely scenario, the staff who have received appropriate training, and if it is agreed that the situation does not place them at risk, can make use of the

## Earthquake safety policy

fire extinguishers located on every floor in every room to put out the fire. If, at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the Fire Brigade to arrive.

### Liaising with the Fire Brigade

The persons designated to liaise with the Fire Brigade on its arrival are the Health and Safety Monitor, the Office Manager and the Head of School. The persons designated to liaise with the Fire Brigade on its arrival shall ensure they give the Fire Brigade as much information as possible regarding the evacuation and the roll call and must provide them with the Visitors' Log Book and the names of any person not accounted for during roll call.

### Injured persons

Any person who is injured at the time of the fire should receive care in accordance with the First Aid Policy.

### Re-entering buildings

In the event of a serious earthquake, no one shall re-enter any building until it has been checked by engineers to ensure it is safe for re-entry.

### Earthquake Wardens

Floor	Wardens new building	Wardens old building
Ground floor	Claire Bithell / Alina Zorina	Dana Ene/Karl Bartlett
First floor	Silviu Nastase / Benjamin Shorten	Millica Ergic/Diana Stanica
Second floor	NA	Mihai Bizgan/ Adriana Mocuta

There will be a meeting with all wardens at the start of the school year to confirm roles and responsibilities.

### Review

This policy will be reviewed by members of the School Board and School Leadership Team on a yearly basis, or every time there is a change in legislation.



## Earthquake ACTION

### INSTRUCTIONS IN CASE OF AN EARTHQUAKE

#### In the event of an earthquake

1. Move away from the windows immediately
2. Protect yourself from falling objects by doing one of the things:
  - a. Crawl under a desk
  - b. Stand in the doorway or under a beam
  - c. Move away from building if you are outside
3. Exit the building calmly only when you are told it is safe to do so; walk outside holding a bag or a hard book above your head (for protection from falling objects)
4. Teachers – if possible, switch off electricity and gas suppliers
5. Proceed to the assembly point

## ASSEMBLY POINT

Next to the football field

6. Do not re-enter the building until instructed to do so by the person in charge at that moment in time

**Responsible staff will dial  
112 for emergency**