

## Vision Statement

International education which inspires creative thinking, provoking children to become curious and take ownership of their learning.

## Mission Statement

Amstelland International School is dedicated to establishing a learning community which empowers student voice, invests in nurturing relationships, fosters compassion for humanity and inspires a shared responsibility of our planet.

## School values

- Curiosity
  - Community
  - Agency
  - Relationships
  - Responsibility
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## Fire evacuation

- Once the fire alarm goes off all staff members are to line their children up quietly & calmly
- Leave all out door shoes, bags & jackets behind
- Use non-verbal communication to keep the noise level in the building at a low
- Keep our emergency file & telephone with you
- Close your classroom door when leaving the building
- Listen out for further instructions
- Exit the building using the safest route and walk to the meeting point across the road
- Once you arrive at the meeting point and you are a ERO, first check if you have all your students and co-teacher
- If there are no injuries, hand the responsibility of your students over to colleague and return to the head ERO. Hold up a **green card**
- Follow further instructions given by the head ERO at the meeting point
- If you are missing a child or colleague, there are injuries or any other emergency – hold up a **red card** and wait for an ERO to attend to you
- If you have any serious injuries to deal with call 112 immediately
- If there is a real fire, when leaving the building press the fire alarm button
- Only return into the building once the head ERO has given the “**all clear**” sign (**Green Card**)
- Fire evacuation drills need to be practice with the whole at least once a year
- Fire evacuation drills should be successfully completed under 4 minutes

## Serious injury during school hours

1. Text the emergency What's App group your location with "Injury Code Orange" or "Injury Code Red".
  2. Minimum of two ERO need to respond right away if it is safe to leave their students in the care of another adult.
  3. ERO text back: **Responding**, this will inform the person in need that help is on its way
  4. Always respond if safe to do so, take the defibrator & your telephone with you
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## Emergency situation – threat

In the event the receptionist and or caretaker at the front desk is confronted with an emergency situation, then the following steps need to be taken:

1. The receptionist needs help and pushes calls the director in the event that he/she:-
  - a) feels unsafe due to verbal aggression and needs somebody close by;
  - b) be unsafe due to physical aggression and needs support right away; **(Code Orange)**
  - c) very unsafe life threatening and needs support right away and alarm the police. **(Code Red)**
  
2. The ATO's and or deputy director checks in with the individual dealing with the situations and asses which scenario is occurring;
  - a, b or c above that the receptionist is experiencing by:-
    - a) walk to the reception area, keep your telephone with you an eye out on the situation;
    - b) calls a member of the management team to step in; **(Code Orange)**
    - c) calls a member of the management team and also calls 112 for help. **(Code Red)**

When you contact either one of the above numbers, all you need to say is "**Code Orange**" or "**Code Red**". In emergency situations, it is not always possible to explain to the other party what the situation is.

### Contact Numbers:

Name	Designation	Mobile Number
Jacqueline Da Silva	Director	06 5471 7400
Berty Menke	Deputy Director	06 2754 3525
Lena Browne	QCC, SST Coördinator	06 5769 8181
Hayley Thomas	Directors assistant	06 10770518

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## LOCKDOWN

1. Lockdown procedures are used to protect building occupants from potential dangers in the building (e.g. threats, intruders) or external threats that may enter the building.
2. Lockdown with warning occurs when there is a threat outside the building.
3. Lockdown with Intruders occurs when there is a threat or intruder inside the building.
4. Emergency response officers will be warned by telephone with the text SOS to the emergency What's App group. **Any member of staff can text SOS in the case of an intruder.**
5. When implementing Lockdown with warning procedures:

## Emergency Response Officers Roles and responsibilities

Leave your working space and go to the closest **exit and lock the door**

- Take your telephone with you
- Be direct. Do not use codes
- Bring people inside (if intruder is outside)
- Call 112 and notify law enforcement
- Direct all students, staff and visitors to the nearest classroom or secured space
- Classes outside the building SHOULD NOT enter the building
- Move outside classes to evacuation site
- Lock exterior doors
- Control all movement
- Direct any movement **by soft** announcement only
- Announce "all clear" by **What's App** group when the threat has ceased

## Staff

- Lock all exterior doors
- Cover exterior windows
- Keep students away from the windows
- Continue classes. Move on announcement only
- Wait for further instructions