

2017

# Institution Response Plan

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Colegio Interamericano

## INTRODUCTION

This Emergency Plan establishes and develops the appropriate procedures to prepare all personnel in the educational institute in the management of emergency situations. This way, the Institutional Plan allows us to:

1. **Respond** in a fast and effective manner before any emergency situation;
2. **Reduce** the effects and damage caused by expected and unexpected events induced by man or by nature;
3. **Prepare** the necessary measures to save lives; prevent or minimize possible damage or loss of property;
4. **Respond** during and after the emergency and
5. **Establish** a system that allows the school to **recover** itself and return to its regular state in reasonable timing.

## 9 RESPONSE STRATEGY

### 9.1 Threat: Earthquake

9.1.1 **Possible adverse event:** Building and tree collapsing and sinking of septic pits.

9.1.2 **School committee location:** Sports office

9.1.3 **Basic material which the school committee counts with for the Risk Management to work with during the emergency:**

First Aid Kits

Stretchers

Two way radios

Wheelchairs

### 9.1.4 Communication System:

Name of the individual responsible for offering information: Pablo Melgar  
Duties Detail:

Initiate the communication chain

Contact radio and televisión institutions if necessary to communicate with the school community.

Contact relief institutions (medical alert, paramedics) to request for help.

### 9.1.5 Available Communication Equipment:

For communicating inside the school: Two way radios, cell-phones

For communicating outside of the school: telephones, cell-phones

### 9.1.6 Alert Classification :

Color: Red

Meaning: High Risk Emergency

### 9.1.7 Type of alarm:

Primary device: General audio system

Secondary device: Whistles

Types of codes and signals

Green Arrows: Indicate the evacuation route.

### 9.1.8 Evacuation:

A general evacuation. Everyone must evacuate and head for the corresponding meeting point. If it is necessary the CCE will announce the mobilization to the #1 meeting point.

### 9.1.9 Procedure

#### 89.1.9.1 Before

1. Identify the evacuation routes such as: main and alternative exits, verifying that they are free of obstacles.
2. Participate in the activities held by the Health Committee and School Security.

#### 89.1.9.2 During

Interamericano school will implement the use of the A.C.A. (D.C.H.) method (Agáchese, Cúbrase, Agárrese/ Drop, Cover, Hold on) Teachers must practice this procedure in a continuous form and during the previously calendarized drills. Visit <http://www.dropcoverholdon.org/> for more information.

It has been determined that the “Triangle of Life” is not an effective procedure, but it will be used in classrooms where students cannot find a safe place to take cover (science labs, classrooms with desks instead of tables, etc.).



A.C.A Alarm:

<https://www.dropbox.com/s/mowhy718qdr5nth/Alarma%20ACA.mp3>

The D.C.H. alarm will be activated during the time period an earth tremor might last, this alarm will indicate that students must remain in the classroom in D.C.H position.

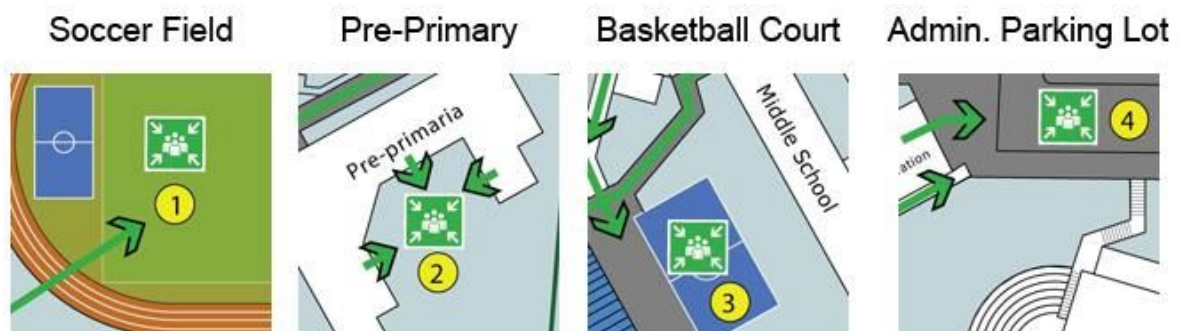
89.1.9.3 **After**

1. Proceed to evacuate

EVAC Alarm:

<https://www.dropbox.com/s/zo7bg8jrvqc4kcg/Alarma%20EVAC.mp3>

The EVAC alarm will be activated indicating that the earth tremor has ceased and that it is safe for students and teachers to leave the classroom in order, to head to the corresponding “Meeting Point”.



2. Avoid spreading and listening to rumors.
3. Do not interfere in the paramedics or rescue teams activities.
4. Pay attention to the indications the paramedics, authorities and Evacuation and Fire Committee give.

## 9.2 **Threat: Fire**

**9.2.1 Possible adverse event:** Building Collapsing, smoke inhalation, burns

**9.2.2 School Committee location: Sports office**

**9.2.3 Basic material which the School Committee counts with for the Risk Management during the emergency:**

First Aid Kits  
Wheel Chairs  
Stretchers  
Two Way Radios  
Fire Extinguishers

**9.2.4 Communication system:**

Name of the individual responsible of offering information: Pablo Melgar

Duties Detail:

Iniciate the communication chain

Contact the relief institutions (medical alert, paramedics) to request help.

Contact the school community.

**9.2.5 For communicating inside the school:** Two way radios, cell-phones

**9.2.6 For communicating outside of the school:** telephones, cell-phones

**9.2.7 Alert Classification:**

Color: Red



**9.2.8 Meaning:** High Risk Emergency

**9.2.9 Type of alarm:**

Primary device: General audio system

Secondary device: Whistle

Types of codes and signals

Green arrows: indicates evacuation route.

**9.2.10 Evacuation:** Depending on the fire location a partial or general evacuation will be issued.

### 9.2.11 High risk places:

Library  
Store  
Laboratories  
Cafeteria  
Storages  
Printing office

### 9.2.12 Procedure

#### 9.2.12.1 Before

3. Identify evacuation routes such as: main and alternate exits, verifying that they are free of obstacles.
4. Avoid storing flammable products or the use of these without adult supervision.
5. Maintain and constantly verify the appropriate state of gas and electrical installations.
6. Do not overload electrical connections.
7. For no reason, should anyone play with water near electric installations.
8. Identify the location of extinguishers. Request the necessary orientation in order to use them appropriately.
9. Participate in the activities held by the School Security and Health Committee.

#### 9.2.12.2 During

1. When the alarm is heard, suspend whatever action is being carried out.
2. Stay calm and help those around to also stay calm.
3. Locate the fire and exit the risk zone.
4. If there is smoke, cover nose and mouth with a handkerchief, preferably wet and bend to the ground.
5. After the signal, the teacher will guide students to the meeting point and remember **I don't run! ,I don't scream! and I don't push!**
6. Request via telephone the help of the nearest fire department.
7. Follow the instructions given by the Brigade members of the Evacuation and Security Committee

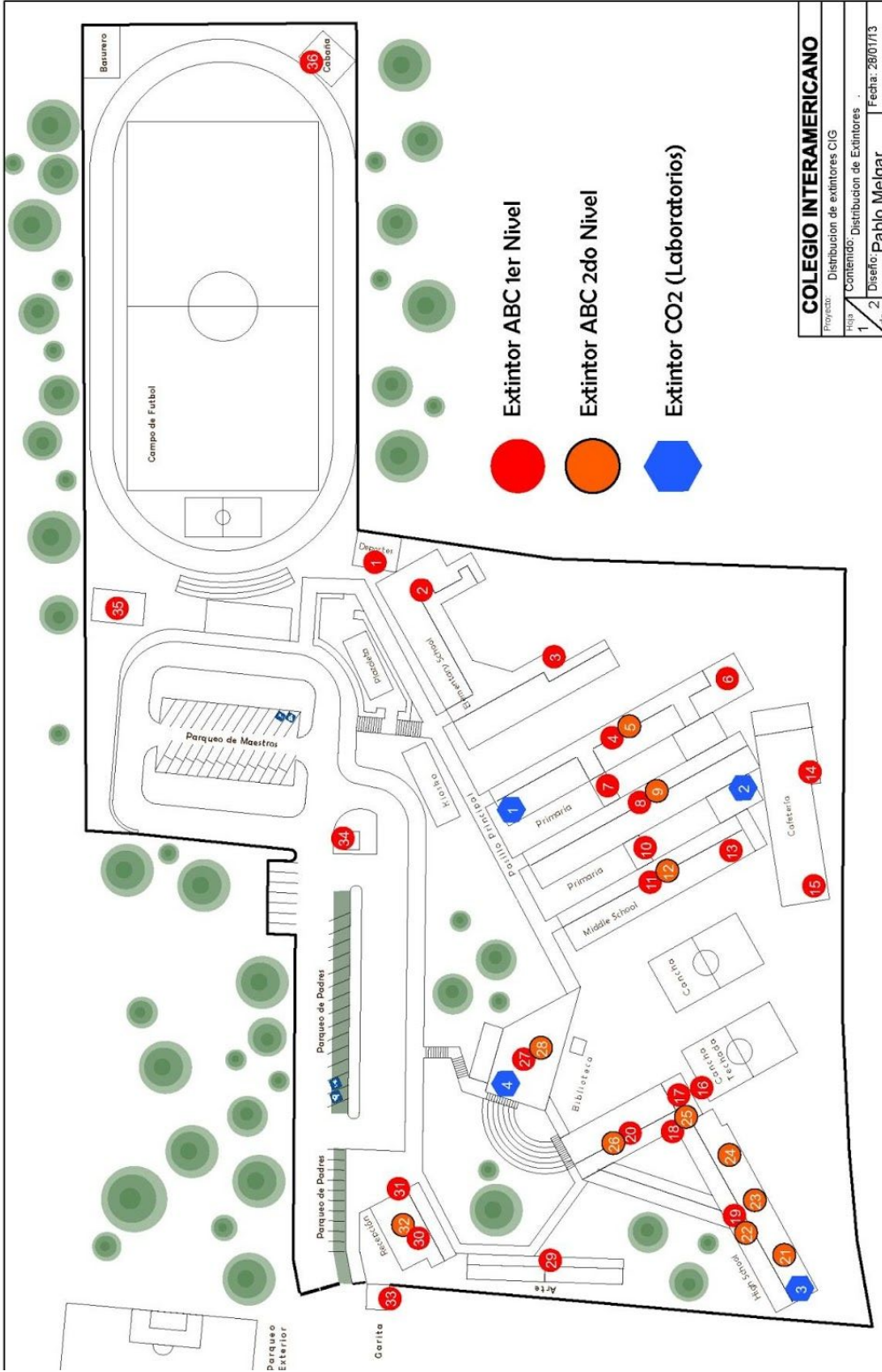
#### 9.2.12.3 After

5. Stay away from the risk area because fire might light again.
6. Avoid spreading rumors or listening to them.
7. Do not interfere with the paramedics and rescuers activities.
8. Pay attention to the instructions the paramedics and authorities of the Evacuation and Fire Committee give.



# 9.2.13

## Ext. Map



**Threat: Flood**

**9.2.14 Possible adverse event:** Flooding of the first floor Middle School, flooding of roofed court, equipment and furniture.

**9.2.15 School Committee Location:** Library

**9.2.16 Basic Material which the School Committee counts with for the Risk Management for working during the emergency:**

Two way radios

Capes and umbrellas

**9.2.17 Communication System:**

Name of the individual responsible for giving information: Pablo Melgar

Duties Detail:

Initiate the communication chain

Contact the relief institutions (medical alert, paramedics) to request help.

Coordinate the maintenance team to open the drainage that allows a major amount of water to drain as quickly as possible.

**9.2.18 Communication equipment available:**

For communicating inside the school: two way radios, cellular phones

For communicating outside of the school: telephones, Celular phones and e-mail.

**9.2.19 Alert Classification:**

Color: Yellow



Meaning: Medium risk emergency

**9.2.20 Type of alarm:**

Primary device: General audio system

Secondary device: Whistle

**9.2.21 5.3.8 Types of codes or signals.**

Green Arrows: indicates evacuation route.

**9.2.22 Evacuation:**

Requires partial evacuation. All the Middle School students must evacuate to the library or the outdoor theater (TAL)

### 9.3 **Threat: Volcanic Eruption**

**9.3.1 Possible adverse event:** Acid rain, volcanic ash rain.

**9.3.2 School Committee location:** Main offices

**9.3.3 Basic material which the School Committee count with for the Risk Management during the emergency:**

Two way Radios.

#### **9.3.4 Communication System:**

Name of the individual responsible of giving information: Pablo Melgar

Duties detail:

Initiate the communication

Contact radio and televisión institutions if it is necessary to communicate the school community.

#### **9.3.5 Communication Equipment available:**

For communicating inside the school: two way radios, cellular phones

For communicating outside the school: telephones, Cell phones and e-mail.

#### **9.3.6 Alert classification:**

Color: Yellow



Meaning: Medium Risk Emergency

#### **9.3.7 Type of alarm:**

Primary device: General audio system

#### **9.3.8 Types of codes and signals.**

Green Arrow: indicates evacuation route.

#### **9.3.9 Evacuation:**

Class suspension. Classes must be suspended in order to not put the school community at risk.

#### 9.4 **Threat: Bomb Threat**

**9.4.1 Possible adverse event:** partial or total destruction of building, dead and/or wounded.

**9.4.2 School Committee Location: Sports office**

**9.4.3 Basic material which the School committee counts with for Risk management during the emergency:**

Two way radios

#### **9.4.4 Communication System:**

Name of the individual responsible of giving information: Pablo Melgar

Duties detail:

Initiate the communication chain

Contact radio and television institutions if it is necessary to communicate to the entire school community.

Contact relief institutions (medical alert, paramedics and police) to request help.

#### **9.4.5 Communication Equipment available:**

For communicating inside the school: two way radios, cellular phones

For communicating outside the school: telephones, Celular phones and e-mail.

#### **9.4.6 Alert clasification:**

Color: red



Meaning: High Risk Emergency

#### **9.4.7 Type of alarm:**

Primary device: general audio system

Secondary device: whistle

#### **9.4.8 Types of codes and signals.**

Green Arrows: indicates evacuation route.

#### **9.4.9 Evacuation:**

Requires general evacuation.

## 9.5 **Threat: Armed Individual**

**9.5.1 Possible adverse events:** deaths and wounded

**9.5.2 School Committee Location: Main offices**

**9.5.3 Basic Material which the School committee counts with for Risk Management during the emergency:**

Two way radios.

### **9.5.4 Communication system:**

Name of the individual responsible of giving information: Pablo Melgar

Duties detail:

Initiate the communication chain

Contact radio and television institutions if necessary to communicate to the entire school community.

Contact relief institutions (medical alert, paramedics and police) to request help.

### **9.5.5 Communication Equipment available:**

For communicating inside the school: two way radios, cellular phones

For communicating outside the school: telephones, Cellular phones and e-mail.

### **9.5.6 Alert classification:**

Color: Red



Meaning: High Risk Emergency

### **9.5.7 Type of alarm:**

Primary device: General audio system (Speak in order to communicate emergency)

Secondary device: whistle

### **9.5.8 Types of codes and signals.**

Green arrows: indicate evacuation route.

### **9.5.9 Evacuation:**

Does not require general evacuation. Everyone must remain in their classrooms. Teachers must lock doors to avoid the entry of a stranger into the classroom.

## **9.5.10 Procedure**

### **9.5.10.1 “Shelter-in-Place”**

This is a short period solution for a short term punctual problem like an air contamination situation. All the students and others that are on campus will be taken into the buildings, doors and windows will be closed, heating and ventilation systems will be turned off. This “protected” space is meant to temporarily protect the people and the air inside from any air contamination or environmental risk.

### **9.5.10.2 “Lockdown”**

Some emergencies might prevent a secure evacuation of a building or the transfer of students from one place to another. In these cases, the school can impose a “lockdown”. This means that all students and personnel remain in the classrooms or other designated areas following the following rules:

- All students remain where they are with a teacher or personnel member.
- Students and teachers remain in classrooms with the doors locked, without being able to be seen by the outside (lights off, blinds closed, windows and doors sealed with paper) and out of any possible line of fire.
- No one enters or exits the school, except public security personnel.

The school’s security department may also closet the school’s main entrance to prevent that any vehicle, except emergency, enter the school. The school personnel will close all the entrances to buildings and teachers will keep their students inside, and will not allow that anyone exit or enter their classrooms until administration decides to adjourn the “lockdown” conditions.

9.6 **Threat: Exit or roadway blockage, riots.**

**9.6.1 Possible adverse event:** Delay in exiting or entering the school.

**9.6.2 School Committee location: Main offices**

**9.6.3 Basic material which the School Committee counts with for Risk Management during the emergency:**

Two way radios

Telephones.

**9.6.4 Communication System:**

Name of individual responsible of giving information: Pablo Melgar

Duties detail:

Initiate the communication chain

Contact radio and television institutions if necessary to inform the entire school community.

Contact relief institutions (medical alert, paramedics and police) to request help.

**9.6.5 Communication Equipment Available:**

For communicating inside the school: two way radios, cellular phones  
communicating outside the school: telephones, Cellular phones and e-mail.

**9.6.6 Alert classification:**

Color: Blue



Meaning: Safe condition

**9.6.7 Tipo de alarma:**

Primary device: General audio system

Secondary device: Whistle

**9.6.8 Types of codes or signals.**

Green arrows: Indicates evacuation route.

**9.6.9 Evacuation:**

Will depend on the situation

## 9.7 Threat: Dangerous Situation on Schoolbus

In case of an accident or an emergency situation on a bus, the driver and monitor must act based on their personal judgement and make thoughtful decisions, taking into account that their responsibility and priority is the safety of the students and the cargo. It might be necessary that during an emergency the bus might need to be evacuated. This procedure, although it is not difficult to carry out, requires a defined and strategic plan, which must be known by everyone on the bus. This plan must be put into practice through the realization of drills of emergency evacuation.

### 9.7.1 Reasons for emergency evacuating the schoolbuses.

- a. ***Fire or Fire Danger:*** *If there is a fire in any section of the bus, or if the bus is near a fire flammable material, it must stop and be evacuated immediately. The passenger must remain, at least 30 meters away from the vehicle and wait for instructions that the driver will give.*
- b. ***Insecure Areas:*** *At the moment in which the schoolbus stops at an insecure area and cannot continue, the driver, must determine immediately if it is safe for the passengers remain on the bus or evacuate.*

### 9.7.2 Important Factors to Consider when Evacuating the Bus

- The priority is the ***student's safety***
- Before evacuation, the emergency brake must be placed, the bus must be turned off and the transmission must be placed in the correct position.
- The driver must remain in the bus during the evacuation, to guarantee that the procedure be carried out completely. The students that are exiting must follow the monitor's instructions.
- The evacuation must be done as quickly as possible.
- To ensure an evacuation without mishaps, it is necessary that all passengers have their hands free, this means they must leave all their belongings in the vehicle.



- Inside the bus, roles and functions will be assigned amongst the passengers. These are detailed as follows:
  - **Group Leaders:** will guide passengers to a secure location from each of the vehicles emergency exits. (They must remain at a distance of at least 30 meters away from the bus and follow the monitor instructions)
  - **Group Helpers:** two students must be at each emergency door, to help the other passengers off the bus.

### **9.7.3 Common ways of carrying out a bus evacuation in case of emergency**

The passenger evacuation using the front exit, must be carried out using the same routine of entering and exiting the vehicle. The driver and monitor will decide if it is more secure to evacuate the vehicle, by: exiting one side at a time, from front to back, from left to right, using one or more doors, etc.

Evacuation using only the emergency door requires a particular procedure:

- The driver, after stopping the vehicle, must walk towards the emergency door where he will guide the group helpers to stand in their place and open the door.
- The group leader will come out through the emergency door first to receive the other passengers and organize them to remain together and guide them to a safe place (Determined by the driver and monitor)
- The helpers direct the passengers in the way they should follow and will help them off the vehicle in a quick and orderly manner.
- The passengers must remain seated in their places and follow instructions when time to stand and exit to avoid pushing and accidents inside the bus.
- The driver and monitor, will remind passengers that they must leave all their belongings, have their hands free and if they are wearing sweaters or jackets, they should be buttoned up. When coming down, each passenger must be three steps away from the bus before the next person comes down.
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### **9.7.4 Bus Representatives – in case of emergency**

- the bus driver and monitor, are responsible for the security of the passengers. However, during an emergency the driver and/or

monitor might be left incapable of directing the evacuation process. In this case, a representative of the bus company, a member of the school security patrol, or a selected student with authority, will be trained to direct the vehicle evacuation.

- The student, representing the school transport must:
  - Be mature – maturity is more important than age
  - Be a good citizen – must express a desire to serve
  - Remain on the bus throughout the entire route - it is necessary to choose a student that remains on the vehicle the most time possible, it is recommended that a person who lives almost at the end of the route be selected. It is important that this student be selected previously and have written permission of his or her parents or legal guardians.
  - Be capable, with the goal of preparing him or her to:
    - Turn the vehicle off
    - Place the emergency brake
    - Ask for help when and where necessary (buses count with an instruction booklet and emergency numbers)
    - use Windows to evacuate the bus in case of emergency
    - Place emergency flags, as well as opening and closing doors and giving appropriate instructions in case of emergency
    - Count the passengers and take attendance to ensure everyone is safe.
    - Pull out any hurt or unconscious individuals from the bus
    - Carry out all the activities done by the driver and monitor.

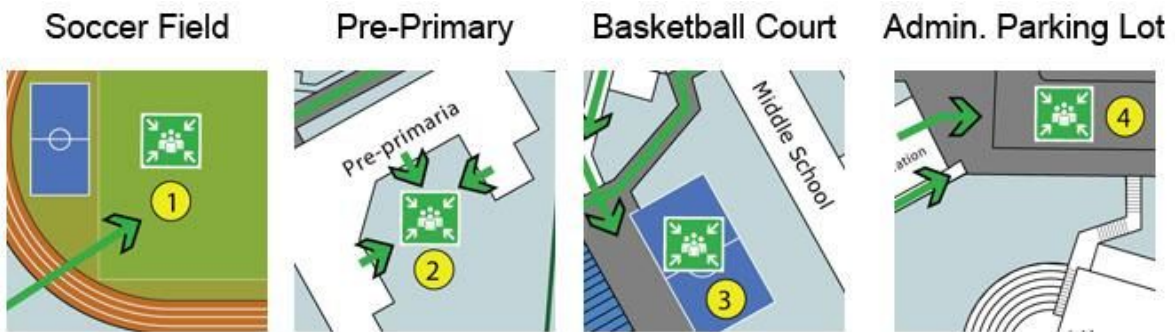
### **9.7.5 Schoolbus Evacuation Drill**

- Every student must have the opportunity to participate in the evacuation drills, including students who only take the bus on special occasions.
- Every student must receive instructions at the school about security and procedures to follow in case of an emergency and evacuation, before participating in a drill.
- Drills must be done in a restricted and protected place, selected by the school and not during the regular bus routes.

- Every type of drill must be practiced, it is necessary to emphasize on practicing using emergency exits.

## 10 EVACUATION SYSTEM

- ✓ **Type of expected adverse event:** earthquake, fire, bomb threat, flood.
- ✓ **Description of the evacuation system:** 4 secure zones have been identified.



The evacuation will be carried out in 2 phases in order to prevent injuries.

**Phase 1.** Everyone will evacuate into 1 of the 4 designates areas according to their location at the time of the incident.

**Phase 2.** If it is not safe to return to the buildings, the security zones 2, 3 and 4 will be transfered to zone 1 (soccer field) following orders by the members of the emergency commitee.

Once the evacuation alarm goes off, every student and personnel must evacuate towards the corresponding secure area according to where they were located at that moment in an orderly manner and without running. The following are the steps to follow.

i. Evacuation Brigade Leaders:

Brigade Leader Name	Building to Evacuate	Meeting Point
General Director	Administration/ Art	4
Administrive Director	Administration/ Art	4
Elementary Principal	Elementary Building A & B	1
Elementary Assistant	Pre-school	2
Middle School Principal	Middle School	3
High School Principal	High School 1 <sup>st</sup> floor, Cafeteria, Library	3
High School Assistant	High School 2nd floor	3

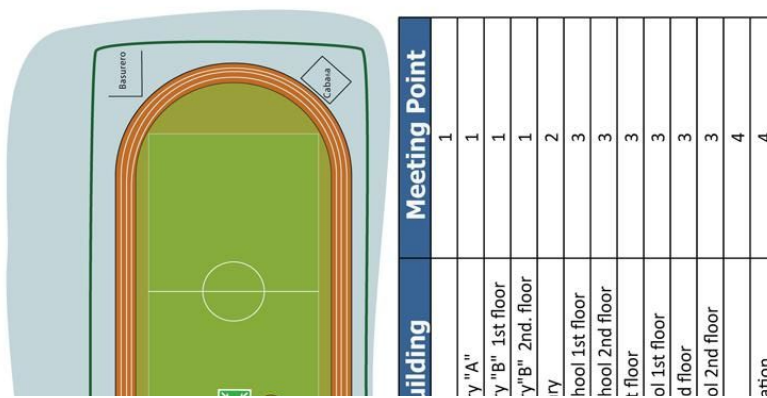
ii. Teachers:

1. Inform students that they will evacuate.
  - a. Leave everything on their desks
  - b. line-up
  - c. Collect information form the teachers at the "Meeting Point". At the "Meeting Point", teachers play an important role, keeping brigade leaders informed if a studentis absent, hurt or in need of help. Teachers are in charge of checking the assistant list twice, once in the meeting point and another when the students are back in their class.
2. Maintain the group under control.
3. Exit the classroom to observe the other groups.

4. Exit in order and without running.
  5. Follow the evacuation route towards the security zone.
  6. Place themselves in the security zone assigned according to their location.
- iii. Administrative Personnel:
1. If a member of a commission
    - a. Come to the meeting point.
    - b. Help with the evacuation.
  2. Leave everything on their desks
  3. Exit in order and without running.
  4. Follow the evacuation route towards the security zone
  5. Place themselves in the assigned security zone according to the color.
- iv. Brigade Leaders :
1. Take their places
  2. Supervise the evacuation
  3. Check who is present at the security zone
  4. Coordinate rounds through the buildings to supervise that no one is left in them

Zone Number	Location	Number of People
1	Soccer Field	1500
2	Pre-School Game area	250
3	Basketball court in front of Library	400
4	Administrative Personnel Parking Lot	300

v. Security zones



### Estimated time of the evacuation by security zone

Zone Number	Time	Observation
1	5 minutes	
2	5 minutes	
3	5 minutes	The brigada chief must establish places for each grade to prevent tanglement at the meeting points.
4	5 minutes	

## 11 RESCUE SYSTEM

- ✓ **How will it be done?** To carry out rescues, a rescue brigada has been conformed by Alberto Montes, the administrative director and

other staff members who make sure to go through the building in a quick manner. Help from the chief of maintenance is indispensable in order to have access to the necessary equipment. The information brigada requests help from the paramedics giving all the information necessary so that the rescuers arrive with the appropriate equipment prevent a loss of time.

✓ **High collapse risk areas on the campus where rescues might be needed.**

- a. 2nd Floor areas
- b. Library

✓ **Rescue Tool and Equipment Location.**

Type of Tool	Location
First Aid Kit	e's Office, Sport office and High School labs
Stretcher	Nurse's Office and Sport office
Helmets and Gloves	Maintenance
Ropes	Maintenance
Shovels	Maintenance

**12 ATENTION FOR THE INJURED SYSTEM**

✓ **Brief description of the management of injured**

In case of emergency, the First Aid Brigade and Emotional Support will take their places in the pre-school building. The Kinder C classroom will be accomodated for medical attention and the preschool game area will be for emotional support.

The support personnel of other comissions will help transferring people that need medical or emotional help to these areas.

✓ **Location areas of the atention for the injured in the school.**

Area Number	Location In or Out of the School
1	e (Kinder C Classroom)
2	tional Support (preschool game area)

**a. Before an emergency**

- This preparation will be held by the members of the committee.
- In the preschool and elementary sections, it will be included within the “Life-skills” programa by the School Counselors and in the Middle and High School, it will be shared by the students in the Science/Social Studies and advisory.
- The orientation for the personnel will be done at different moments throughout the schoolyear in professional development periods.
- The plan to be shared with students and personnel will be developed by the the committee.
- The committee must develop a profile to identify people who need priority attention, previous to an emergency incident
- Prepare the members of this commission, on First Aid (CPR, attention for the injured, fracture care,transfer of wounded, amongst others).
- Obtain accreditations from the Liga Guatemalteca del Corazón and the American Heart Association for every member of this commission that passes CPR and First Aid course, with the goal of guaranteeing proper attention for the injured during an emergency.
- Assign duties for every member of the commission.
- Determine the rol that every member will have during an emergency.
- Endow the team with equipment and material needed for a first aid kit.
- Periodically revise the contents of the first aid kit, to evaluatethe state of the equipment and medicines.
- Determine the location of the kits to be used during an emergency.
- Coordinate with the Prevention Commission, procedures for first aid.
- Determine the means of communication that will be used during an emergency.



- Determine the area that will be used for the injured, in order to be able to classify according to Triage Technique and this way inform prior to an emergency.
- Define the evacuation route that will be available for the injured.
- Coordinate with different relief units (Medical Alert, Paramedics, others) to determine the help they could offer, according to the emergency that might be encountered.

**b. During an emergency**

- Each member will evaluate the people under his or her care, to detect the type of crisis they are encountering.
- Once they are detected, they will be given the support considered necessary.
- In case the number of individual emergencies is too large, the members of the committee supported by the teachers must plan group relaxation activities, until a general calm is achieved.
- The members of the committee must supervise the assigned area and try to transmit calmness and tranquility.
- The information that will be shared with students and personnel will always be of comfort and security.
- The committee will develop a manual of relaxation activities and games to follow in case phase 2 needs to be activated.
- Request the transfer of patients to Kinder C in order to give the appropriate care.
- Give first aid to anyone who might need it.
- Request the evacuation of the injured that need to be taken to a medical center.

**c. After an emergency**

- Once the emergency is concluded, and school activities are re-established the members of the committee will evaluate cases detected during the emergency and will continue giving emotional support considered necessary. In case the situation be critical the committee will

determine the possibility of suggesting professional help outside of the school.

- The members of the committee will continue after the emergency with a plan of support towards an attitude of hope and motivation to continue regardless of adversities.
- Evaluate the work done by the commission.
- Revise procedures.
- Determine the areas that should be enforced in the future.
- Carry out evacuation drills

✓ **List of materials and equipment which is counted withfor the attention of injured.**

**MEDICINES:**

- Mineral Oil
- Acetaminofen 500 mg Tablets
- Acetaminofen 100 mg tablets
- Hydrogen Peroxide
- Alcohol
- Cotton rolls
- Calamine Lotion
- Histaprin
- Fastum gel
- Band-aids
- Potasium Diclofenac 25 mgs.
- Potasium Diclofenac
- Peptobismol
- Steril Gauze
- Unipec
- Ibuprofeno 400 mg tablets
- Loratadina syrup
- Loratadina tablets
- Micropore
- Micropore roll
- Neobol
- Sertal tablets
- Sertal drops
- logel
- ntaverín drops
- Saline
- oral serum
- Sulfaplata creme
- Tilo, chamomille and pericon tea
- Gauze bandages
- elastic bandages, various sizes

**EQUIPMENT:**

- Disposable Sterile Needles
- Hot/Cold Gel Packs
- Splints Various sizes
- Oxygen Cilinder
- Wooden Depressants
- Adult Esfigmomanómetro

- adult stethoscope
- Pediatric stethoscope
- Disposable gloves
- Sterile Disposable gloves
- Sterile Disposable Needles
- Extraction tweezer
- Optical thermometer

**Location of the materials in the School used in treating injured.**

Type of material	Location in the building
Medicines	Principal's First Aid Kit
Instrument	Principal's Office + Sports Building

**13 SECURITY SYSTEM**

**✓ Distribution of the security brigada personnel in and out of the educational center.**

**a. Before an emergency**

The committee and the level representatives help to supervise the evacuation rehearsals evaluating the process based on the established format. Each director will supervise their level. The committee and the administrative area leader will supervise the administrative personnel.

- Establish a map of the students location by grade on the soccer field.
- Carry out evacuation exercises according to the established plan.
- Establish a map of the permanent location of the bus on the outdoor soccer field and of the parent's cars in case of emergency.
- Establish and train the personnel that directs traffic:
  1. Directing Personnel: Security personnel
  2. 4 members of the maintenance staff to condition cars

**b. During an emergency**

At the moment of a real emergency, teachers from area remain with their students and the level personnel making sure everyone is headed toward the soccer field. The committee and the level leader will support the evacuation process.

- Students will follow the evacuation procedure established by the committee.
- When the emergency is finished, all student and personnel head for the soccer field.
- Monitors head directly to soccer field
- Administrative personnel heads to the main entrance and support secretaries.

### **c. After an emergency**

- Every student will be placed on the soccer field in an assigned place.
- Every teacher must remain with their group, and is responsible of the students until they are gone or until the committee considers convenient.
- Teachers will remain in the soccer field with the students helping identify all students.
- The attendant of the administrative area will remain outside helping in the entrance and exit of parents.
- Two security personnel agents will give the parents instructions on how to head to the outdoor soccer field.
- Parents and visitor's cars must remain on the soccer field outside of the school.
- Two members of the maintenance personnel will direct traffic on the soccer field, four will condition the cars following the established map.
- Two agents will supervise the entrance and exit of the parents who previously identified themselves, through the school gate.
- The parents must head to the kiosk where their children will be handed in.
- The committee will remain at the kiosk helping and supervising the students.

Procedure for turning students in:

1. A secretary for each level will be at the kiosk with a list of students.
2. Parents will indicate their child's grade and name to the secretary who will call out for the child through a two way radio.
3. Monitors will help find the students and will accompany the Little ones to the kiosk, where they will be turned in to their parents by the secretaries, who will have lists of students who have gone.
4. Students who are not picked up by their parents, will be transferred to the kiosk when the committee says so and will be under the supervision and responsibility of the committee.

### **✓ Transit Control System**

Transit control, if necessary, will be carried out with the help of security guards located on the outside.

- Regular vehicles will not be allowed onto the school installations.

- Only support vehicles will be permitted.
- The agents direct traffic towards the outdoor field, where buses currently park.

**Location of support materials for the control of traffic (posters, flags, color cubes, etc.)**

Materials	Location of Where it is Stored
Flags	a (6)
s	a (4)
bles	a (6)

**Information System:**

There will be informative posters in the classrooms.

- Banners
- Brochures
- Signs

14 EMERGENCY RESPONSE STRUCTURE

14.1 Emergency Group Organization

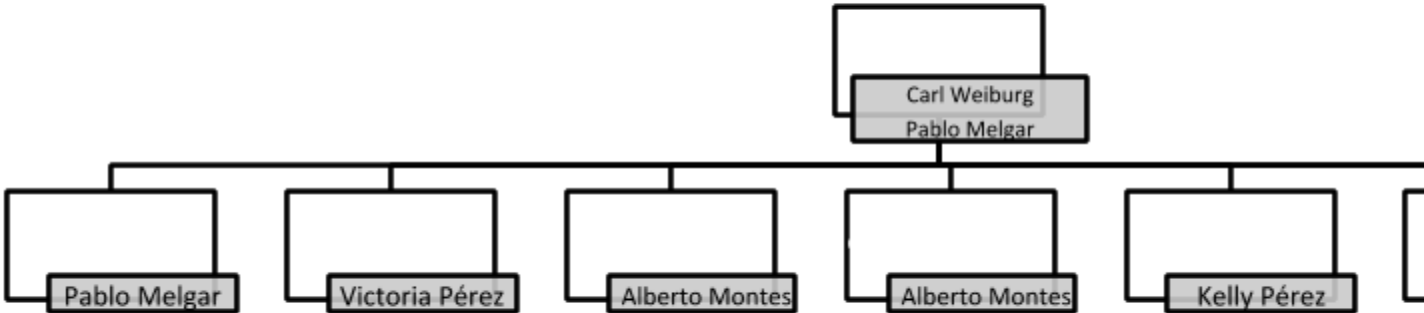


Ilustración 1. Comisión de Emergencias

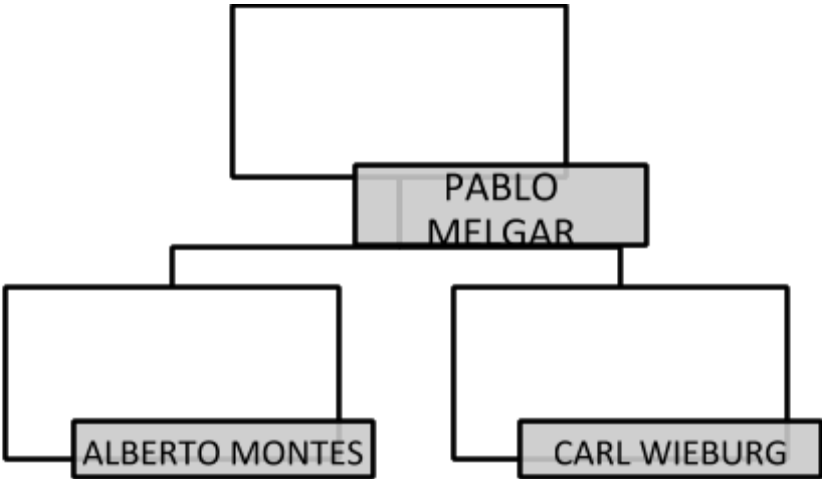


Illustration 2. Operaciones de Emergencia

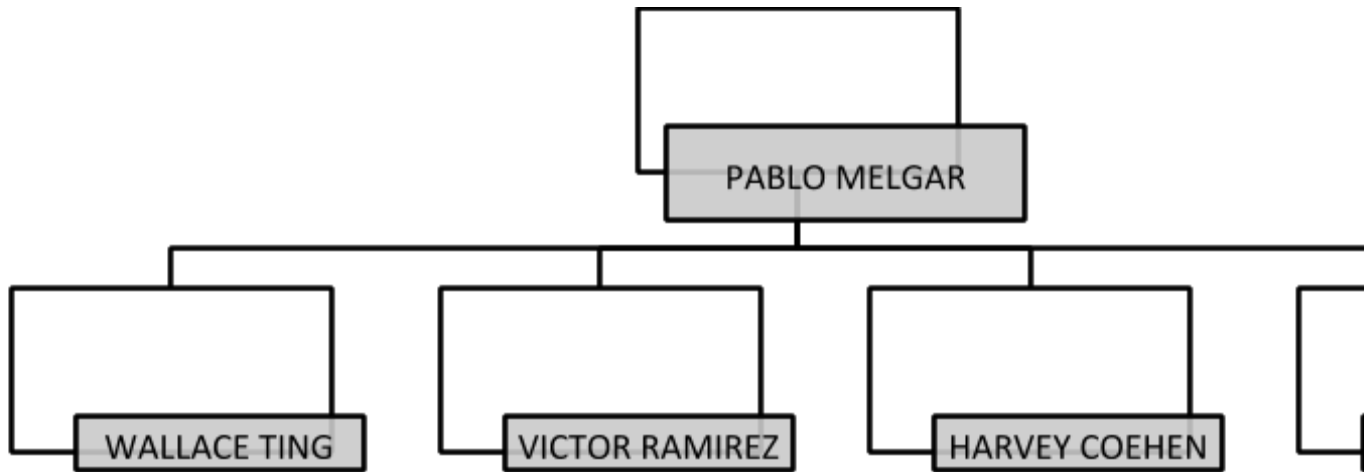


Ilustración 3. EVAC e Incendios

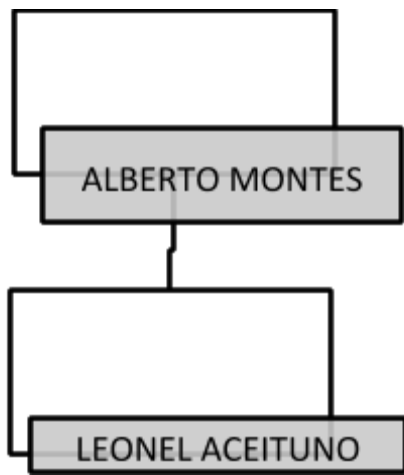


Ilustración 5. BREC

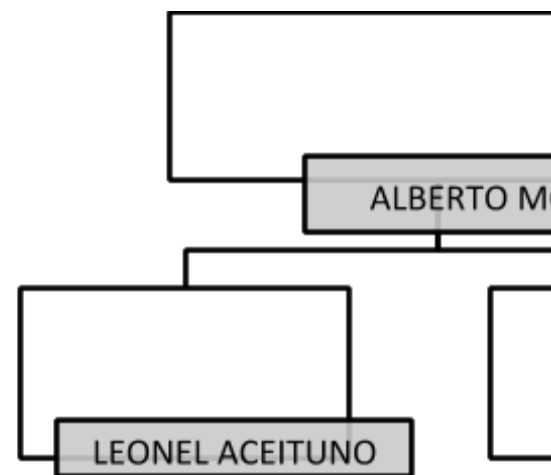


Ilustración 6 Evaluación

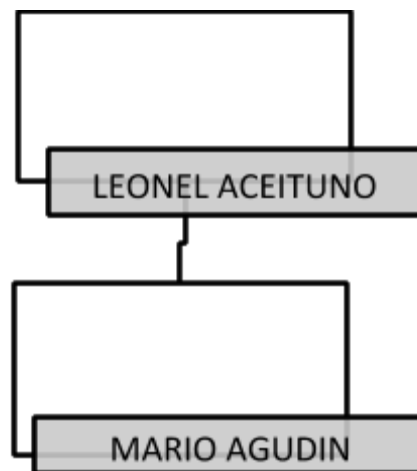


Ilustración 7. Apoyo

## 6.2 Telephone Numbers:

Institution	Address	Telephone	Type of service or help	Contact name
Clínica Médica	. 9-33 zona 10	.7171 o 1711	Emergency	
Proteccion Civil		123	Emergency, Search and Rescue and Fire extinguishers	
Comité de Emergencias	Calle Hincapié 21-72, zona 13	-4144	Emergency	
Compañía de Seguros Unidas		5353	Emergency	Mr Archila
Compañía Siete		-2735	Emergency	Mr de González
Compañía de Seguros Corporación		-7717	Emergency	Mr Aldo Alcázar

## 15 SCHOOL COMMITTEE STRUCTURE

### 15.1 Coordinator duties

- ✓ Coordinate with COLRED or CONRED according to event, the actions to be carried out in case of emergency.
- ✓ Bring the School Committee to meetings for planning,
- ✓ implement and evaluate the School plan for managing the reduction of risk.
- ✓ Direct the school committee
- ✓ Represent the school committee,
- ✓ Coordinate and impulse the management of disasters before, during and after.
- ✓ Delegate functions for the commission leaders.
- ✓ Identify the members of the school committee.

### 15.2 Committee's Functions

- ✓ Coordinate the formulation, implementation and evaluation of the school plan.
- ✓ Coordinate the prevention, mitigation, response and rehabilitation processes.
- ✓ Coordinate the formulation of an annual school committee plan.
- ✓ Approve the commission's work plans.



- ✓ Coordinate the conjuncted way with the coordinated leaders, the preparation for the same.

### 15.3 **Functions of the Attendants**

- ✓ Provide follow-up to the fulfilling of the commission's functions.
- ✓ Actively participate in the School Committee.
- ✓ Delegate responsibilities to the other members of the committee.
- ✓ Present an anual work plan to the School Committee.

. Referencia Plan de Contingencia de Protección Escolar,  
Ministerio de Educación, UNICEF. Pág. 29