



## **School Closure and Evacuation Procedures**

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### **1. SCHOOL CLOSURE PROCEDURE**

#### **School Closure during a school day:**

In the event of a major storm threatening the island (or an incidence of fire or loss of power) the school may be forced to close during its normal working hours.

1. The school will monitor the Bermuda Weather Station and notifications from the Emergency Measures Organization (EMO). If Government Offices and businesses are closing, the decision to close will be made by the Principal in collaboration with the Strategic Team. In such an emergency, public transport is unlikely to operate and parents will need to collect their children from school.
2. Parents will be notified via email, local media (radio stations, Bernews, etc.) in addition to a message placed on the schools website and on social media accounts (Twitter, Facebook and Instagram).
3. All Primary (inc. Reception) students will remain in their respective classrooms, supervised by the classroom teacher for a period of one hour after the closure is announced. Parents/guardians or the designated person may collect the child from there.
4. All Secondary (inc. Sixth Form) students and staff will return to their Home Rooms and remain for one hour. Students make their way home as per parent/guardian agreement – collection, walking or public transport. Prefects/staff will deliver messages to classrooms for student collection. Students with bikes may be dismissed if it deemed safe to ride their bikes.
5. After the first hour, all Primary (inc. Reception) and Secondary (inc. Sixth Form) students will be taken to the Phoebe Purvis Memorial Hall (PPMH) to await collection. Members of the Strategic Team will supervise.

6. The Facilities Department will lock up and secure the school.

### **School Closure after hours:**

In the event that conditions are such that the school cannot open the following will take place.

1. Should Government Offices and businesses not open, the decision to keep the school closed will be made by the Principal in collaboration with the Strategic Team.
2. Radio stations and the local media will be notified of the school's decision to remain closed. Emails will be sent to parents in addition to the schools website and social media accounts (Twitter, Facebook and Instagram) carrying the message.

### **School Re-opening:**

Once it is determined that the school is safe and secure to conduct classes, and the electricity has been restored, the notification when the school will be opening will be communicated to the radio stations. Emails will be sent to parents in addition to the schools website and social media accounts (Twitter, Facebook and Instagram) carrying the message.

### **Please note:**

- The safety of students and staff is of paramount importance.
- The Private School Principals (BHS, Bermuda Institute, Somersfield, Saltus, and MSA) have agreed to liaise with each other.

## **2. EVACUATION PROCEDURE**

**On the outbreak or discovery of any emergency requiring evacuation (e.g. fire, gas leak, bomb threat, police incident, structural collapse, etc.):**

1. On discovery of an emergency, use one of the **Red Emergency Pull Boxes** (or other designated activation method) to trigger the **Emergency Alarm System**. Refer to the **Evacuation Route Map** posted on the wall in your area for locations of **Pull Boxes, Extinguishers, Designated Evacuation Route** and **Designated Emergency Assembly Areas**.
2. On hearing the **Emergency Alarm** and seeing the flashing lights evacuate the building immediately using one of the **Designated Evacuation Routes** posted on the wall nearest you.
3. The exit from classrooms is the nearest door leading to the relevant meeting point.

## Action in Case of an Emergency

Once the emergency evacuation alarm has been raised, the buildings will be evacuated by all persons. All students and staff must evacuate the school and follow the regular procedure of mustering at the **Designated Emergency Assembly Areas** to its **completion**. For evacuations at The Marine Science Facility (MSF), a separate evacuation procedure will be followed, as outlined below. [Please click here to skip forward to Actions taken at the Marine Science Facility \(MSF\)](#) If the evacuation occurs at the main campus, the MSF will only evacuate if directly instructed by the main campus administration or emergency services.

### Actions of Facilities, IT Department, and ST (Main Campus)

1. The Facilities, IT department and ST members in the office area meet at the alarm panel outside the Main Office at the front gate. Once two people are at the panel, one person must go to the location indicated (if known) to assess the situation and communicate with the staff at the front gate panel accordingly. **(The Emergency Alarm Response Procedure is located next to the alarm panel)**
2. If it is a false alarm, Emergency services (Fire, Police, EMT, Security) along with the Primary and Secondary secretaries will be notified by members of Facilities, IT department and ST and the alarm will be switched off.
3. In the case of inclement weather, once the location of the emergency has been established and it is deemed safe the head of primary and head of Secondary will be notified that students can move under cover in Morgan Hall for primary and the gym for secondary.

### Actions of Office Staff and Rest of School (Main Campus)

1. The Office Staff will immediately take cell phones, absent student information, class registers, Late/Permission to Leave Book, Staff sign-out lists and visitor and vendor sign-in lists to the **Designated Emergency Assembly Areas**. Once at the assembly point, the class registers and the Late/Permission to Leave Book is to be handed over to the person in-charge. Primary secretary to take out cell phones & class registers.
2. The teacher will **close the door** as soon as the last student is outside and **lead the class in single file, at a brisk walking pace**, from the building to the **Designated Emergency Assembly Areas** on the top playing field for the Secondary School, the Basketball Court for the Primary School and the drop off area for Reception, using one of the Designated Evacuation Routes (The **regular** Evacuation Route should be used unless it is blocked by fire, only then should the **alternative** Evacuation Routes be used). **No** bags or equipment should be taken from the classrooms.
3. Any Secondary student who is physically incapable of walking will be carried ahead of the teacher by two or three classmates. Any Primary student who is physically incapable of walking should be aided by the teacher and other students. A note should be placed in the daily student register identifying any such students.
4. No student will leave the line. **There will be no running and there will be no talking en route to the assembly points.**
5. The teachers on duty for the day will:
  - a) Ensure that all washrooms and locker rooms are cleared of students,

- b) Close any doors found open (without endangering their own safety) as they vacate the building for the assembly point. **Note:** Teachers will have closed the doors of all classrooms that have been checked. An open classroom or restroom should be checked and cleared before the door is closed.
- c) Help at exit points to ensure an orderly and quiet exit.
- 6. Teachers in the Staff Room will be responsible for closing the windows and doors before vacating the building.

#### Procedure at the Main Campus Assembly Points

**Secondary School - the assembly point will be on the Top Field.**

**Primary School – the assembly point will be on the Basketball Court.**

**Reception - the assembly point will be on the Drop-off / Pick-up area.**

1. Each class will sit silently under the supervision of its Home Room Tutor/Class Teacher who will immediately call the roll.
2. Each Home Room Tutor/Classroom Teacher will immediately thereafter report to the HoY in Secondary, Head of Primary in Primary, Lead Teacher in Reception:
  - a) That his/her class is all present, or
  - b) Supply a list of all students missing (even if they were absent for any reason at the last registration).
3. The Late/Permission to Leave book in the Secondary will confirm whether missing students should be on the premises. Class Teachers and the Secretary in Primary are aware of who has left the school site.
4. HoYs/HoKs/Head of Primary/Lead Teacher in Reception should immediately report persons missing and presumed in the buildings to the Fire Officer (Facilities Dept) on location.
5. Students will remain quiet and strict discipline will be maintained by teachers.
6. **We have made a recent change to how staff register that they are present** – this mostly impacts Secondary and Non-Teaching Staff:
  - a. **The Head of Secondary (or Deputy Head: Secondary Pastoral if the Head of Secondary is out of the office) and Front Desk Manager (or the Student Billing Admin if the Front Desk Manager is out of the office) will register the Homeroom Teacher and Heads of Key Stage/Year with the Secondary Students.** The Principals PA has made a list and they will do this by sight.
  - b. **The Principal's PA (or The Director of Finance and Administration if the Principal's PA is out of the office) will register the Non-Homeroom Secondary Teachers and those directly involved in the evacuation – SFI, DHO, JWH, JMC.** The Principals PA has made a list and these staff need to report to her and alert her to their presence.
  - c. **HR & Development Administrator (or the Data Administrator if the HR & Development Administrator is out of the office) is going to register all Non-Teaching Staff.** The Principals PA has made a list and these staff need to report to her and alert her to their presence.
  - d. **The Primary Secretary (or the Deputy Head: Primary Curriculum if The Primary Secretary is out of the office) will register Primary Specialist teachers.** The Primary

Secretary has the list and these staff need to report to her and alert her to their presence.

- e. **The Lead Teacher of Reception Year will make the count for Reception.**
- **The Front Desk Manager is in communication with ICT Coordinator** about making sure the Emergency Export out of the Console accurately pulls all those staff not at school at that point in time.
  - **The Student Billing Administrator and Data Administrator can access the necessary data** should they be on the front desk.
  - **A PMT member** will report on the Emergency WhatsApp that Primary is all accounted for (or not).
  - **The Principal (or Head of Secondary if the Principal is out of the office)** will report on the Emergency WhatsApp that Secondary is accounted for (or not).
  - **The Principal (or Head of Secondary or Head of Primary) will call the ALL CLEAR** and return to the building.
7. Should the school not be deemed safe to re-enter the school closure procedure (detailed above) will be followed using the top field as the location to congregate and facilitate the collection of students by parents/guardians.
8. The silencing of the alarm indicates the campus is safe however the evacuation procedures must be completed before students and staff return into the building.

**Controlled return of Secondary students (new):** When Secondary students are released to return to the building, they will be split as follows:

- Students to the West of the cricket pitch will exit the Top Field using the driveway by the Morgan Road gate.
- Students to the Eastern side of the cricket pitch will divide between (a) the Science Block/Barber Hall route and (b) the narrow walkway past the Sports Hall/Playground.

### **FIRE ESCAPE ROUTES**

Fire exit routes are posted in all classrooms for reference. As soon as the fire alarm goes off students should be evacuated from the building calmly.

#### **Y1- Y4 Lunch Quadrangle**

Use exit (through classroom back doors where appropriate) to Primary Tarmac and take side route down past climbing frame through main carpark onto the basketball court. If Secondary students are at lunch they will evacuate using the same route.

#### **Old Quadrangle**

Exit through the front gate, unless fire is in the front block when exit will be through the northern (hall) gate.

### Science Block

Take the nearest safe exit to the assembly point on the upper field, through the west doors and out past the side of the back of N1, 2 and 3.

### Upstairs – West wing U1, 6, 7, 9, 10, 11, 12, 18, 19.

Exit down the stairs through the glass doors below the hall, unless the fire is in the West wing or Hall when exit will be through the front gate.

### Upstairs – East Central wings U14, 15, 23, 24, 25, 26, 27, 29.

Exit through the northern (pool) gate, unless the fire is in the Hall or Science block when exit will be through the front gate.

### Downstairs – West wing G15, 21, 22.

Exit down the stairs through the glass doors below the Hall, unless the fire is in the Hall when exit will be through the front gate.

### Lower Primary- East wing G 57, 58, 59, 60, 61, 62

Exit through the Front gate.

### Music Rooms L23, 27, 28.

Exit through rear classroom door.

### Morgan Hall L21

Exit through the double doors facing the Main road.

### Barber Hall

Exit around the back of the Science block onto the upper field.

### Reception Building

Exit through main gate onto pick/up drop off area.

## **FIRE ESCAPE ROUTES**

### **Secondary (inc Sixth Form)**

- Follow exit route for building
- Meet on Top Field
- Take register

### **Primary (Y1- Y6)**

- Follow exit route for building
- Meet on Basketball Court
- Take register



### **Reception Building**

- Exit through main gate
- Meet in drop off pick up area
- Take Register

## Actions of Staff on The Marine Science Facility (MSF)

### 1. For an Emergency at the MSF:

a) **Raise Alarm:** If a fire is detected on or near the MSF, activate the facilities' Emergency alarm or use a whistle/air horn to alert all individuals.

b) **Cease Activities:** Immediately stop all activities (e.g., lessons, recreation). Staff will prepare students for evacuation.

#### c) **Lead Evacuation:**

- The lead staff member will guide students in single file, at a brisk walking pace, to the Designated Emergency Assembly Area (open grassy area 100 meters inland, near the Principal's driveway) using the steps on the left.
- No bags or equipment should be taken from the facility.

#### d) **Support Staff Duties:**

- Check all areas (e.g., restrooms, storage) to ensure no students are left behind.
- Close any open doors (without endangering safety) after checking areas.
- Assist students with mobility or sensory needs.

#### e) **Communication:**

- The lead staff member will use a mobile phone to notify the main campus administration of the evacuation status (e.g., "MSF group at assembly point, all accounted for").
- Call 911 if a emergency is confirmed on or near the facility, providing the exact location and details.
- Parent notifications will be handled by the main campus administration.

### **For an Emergency at the Main Campus:**

a) **Monitor Communication:** The lead staff member will monitor phone communications from the main campus administration to confirm the emergency's location and assess any risk to the MSF.

b) **Maintain Normal Operations:** Unless instructed otherwise, activities on the MSF will continue as normal, with heightened vigilance for updates.

### Procedure at the MSF Assembly Point (If Evacuation is Triggered)

**Designated Emergency Assembly Area:** Open grassy area 100 meters inland on the Principal's lawn.

1. Students will sit silently under the supervision of the lead staff member, who will immediately call the roll using the class register.
2. The lead staff member will report to the main campus administration (via phone):
  - a) That all students and staff are present, or
  - b) A list of any missing students (including those absent at the last registration (via Everest)).



3. The lead staff member will immediately report any persons missing and presumed on the MSF to the Fire Officer (Facilities Dept) or emergency services.
4. Students will remain quiet, and strict discipline will be maintained by staff.
5. The lead staff member will count all staff members at the assembly point and report any missing staff to the Fire Officer or main campus administration.
6. No one will re-enter the facility until the 'all clear' is given by the Fire Officer (Facilities Dept) or emergency services. All students and staff will remain at the assembly point until dismissal instructions are received from the main campus administration.
7. In inclement weather, if deemed safe by the Fire Officer, students may move to a covered area (e.g., under a canopy near the Principal's driveway) after the emergency's location is confirmed.
8. If the facility is not safe to re-enter, the lead staff member will take the students back to the main campus.

#### Coordination Between Main Campus and MSF

1. **Independent Operations:** The main campus and MSF will execute their respective evacuation procedures independently unless the emergency affects both locations.
2. **Communication:** The MSF lead staff member will maintain constant contact with the main campus administration via mobile phone to share status updates and receive instructions.
3. **Support Role:** The main campus office staff will remain on standby to receive MSF updates and provide class registers or absent student lists if needed for MSF evacuations.