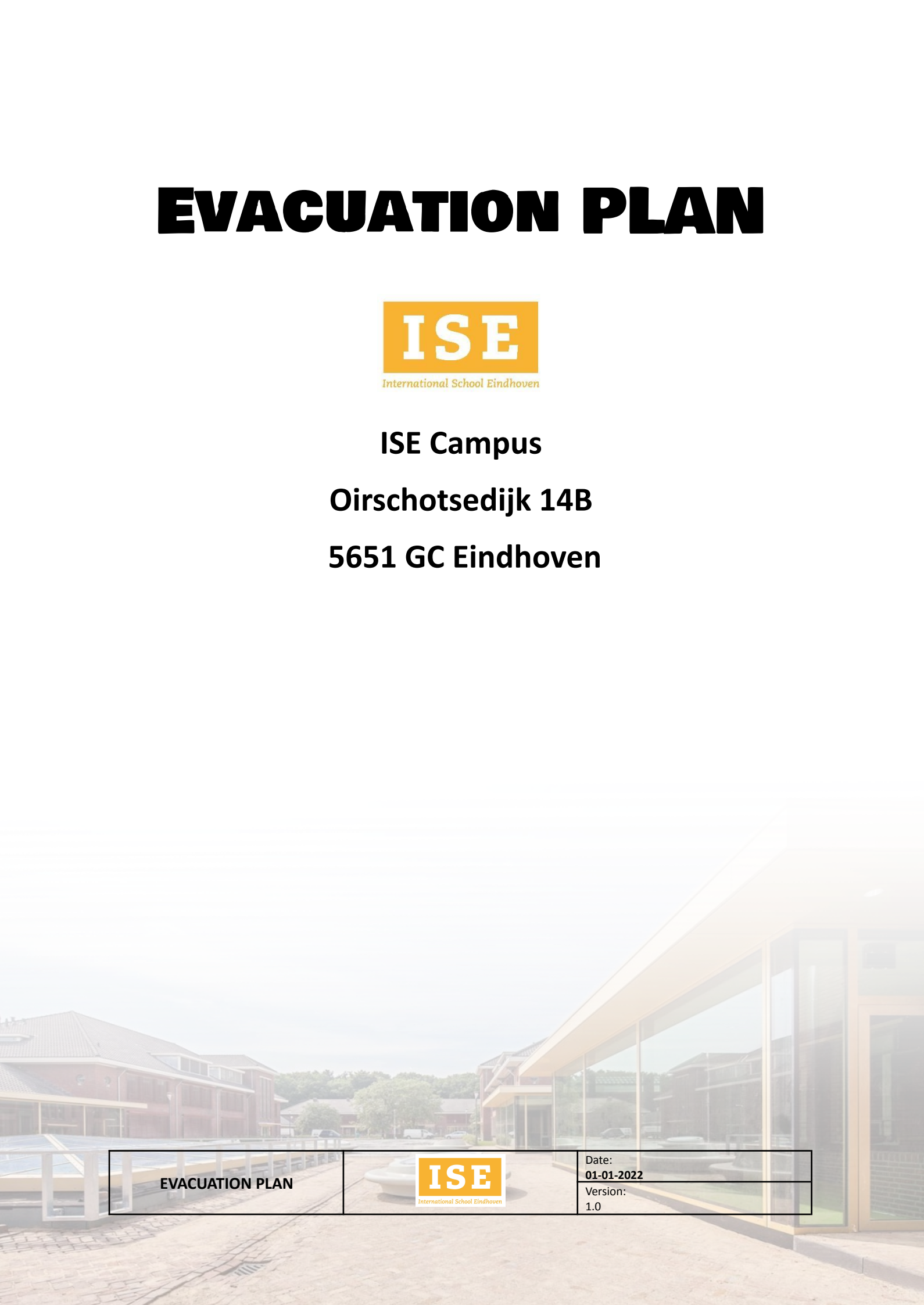
EVACUATION PLAN

ISE Campus

Oirschotsedijk 14B

5651 GC Eindhoven



1. Introduction

In every building, including the buildings on the Campus of the International School Eindhoven, situations can arise that make it necessary for all those present to leave the building as quickly as possible.

This situation can occur in case of;

- Fire;
- Flooding;
- Storm damage;
- Bomb threat;
- Aggression / violence / hostage-taking;
- Gas leakage;
- Order from the competent authority;
- Or other common cases.

In addition to the prevention and preparation measures taken, an evacuation plan is required for this.

A condition for a proper evacuation is that the structure of this plan must be known to all employees of the building.

This evacuation plan will be tested in practice through instruction and at least an annual exercise and adjusted if necessary.

Explanation

I. All employees must have taken note of the evacuation plan.
II. All members of the management team and the company emergency response team must be familiar with the evacuation plan.
III. All students, employees, interns and visitors must follow orders and directions from the company emergency response team.
IV. In situations not provided for, action will have to be taken according to the findings.
V. The leadership team is responsible for the company emergency response organization in the building in accordance with the Working Conditions Act.

Disclaimer:

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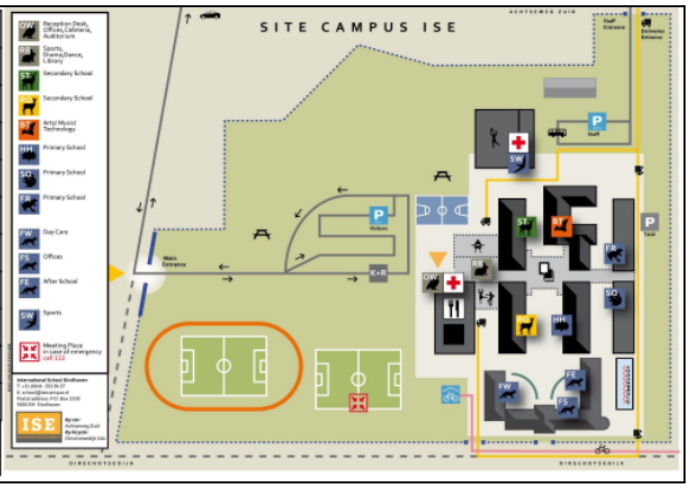
2. Building, installation and organizational

2.1 Data of the buildings

function	School building (Primary and secondary education), child day-care, after-school care and sports
Number of buildings	9 permanent, 1 temporary unit, 1 basement

Building layers per building				
FOX (FW/FS/FE)		BG	1	
OWL (OW)	-1	BG	1	
ROE (RO)		BG	1	2
STAG (ST)		BG	1	2
SWIFT (SW)		BG	1	
BAT (BT)		BG		
HEDGEHOG (HH)		BG	1	2
FROG (FR)		BG	1	
SQUIRREL (SQ)		BG	1	
NOODGEBOUW		BG		
RABBIT (RB)	-1*			
*= Onderkeldering grijze gedeelte				



Rooms with hazardous substances	**STAG 0.08 (Storage chemicals for Physics/chemistry**
Room main(gas / electricity / water)	**GAS: OUTSIDE OF FOX BUILDING** **WATER: IN WELL IN FRONT OF FOX BUILDING** **ELECTRICS: IN HVK (Main Distribution Cabinet) near bicycle shed**

Opening hours	**07:00 - 19:00**
Number of attendees day	**ISE:** From 8.30 am to 4.15 pm a maximum of 1,400 children aged 4-18 and a maximum of 270 employees. Employees present until 19:00 at the latest. Children and staff not present during school holidays. **International childcare Columbus:** From 07:30 to 18:30 a maximum of 60 children aged 0-4 (childcare), a maximum of 60 children aged 3-4 (nursery) and a maximum of 20 adults. From 15.30 to 19.00 a maximum of 80 children aged 4-18 (BSO) and a maximum of 15 adults. During school holidays open from 7.30 am to 7 pm. **Exploitation eg:** A maximum of 20 employees from 7 a.m. to 7 p.m. 52 weeks a year.
Number of attendees evening	**ISE:** Approx. An event 38 times a year, until about 11 p.m. Number of attendees varies. **International childcare Columbus:** Occasional present, on request. **Exploitation eg:** Commercial rental of the buildings and grounds. With the exception of events until 1 a.m. at the latest. Number of attendees can vary.

2.2 Existing installations in the building

Type of installation	Yes / No	Responsible for operation / maintenance
Fire alarm	Yes	Yask / Strukton / Mansveld
Manual fire alarm push buttons	Yes	Yask / Strukton
Smoke detectors	Yes	Yask / Strukton
Fire hose reels	Yes	Strukton
Extinguishers	Yes	Strukton
Fire alarm installation	Yes	Mansveld
Evacuation System	Yes	Mansveld
Fire Brigade key safe	Yes	Yask / Strukton
Walkie-talkie communication system	Yes	Yask/ISE/Smelt

- **Evacuation system:** present per building and overarching in building X (Owl) for central alarm. Equipped with manual call points on every floor and smoke detectors which are linked to the fire alarm system.
- **Smoke detectors** are forwarded to a **Private Alarm Center (MPL).**
- **Manual push buttons** are not forwarded to the fire brigade.
- The evacuation alarm is directly linked to the manual call points and smoke detectors.
- In the event of fire alarms, the buildings can be **individually** evacuated as well as the **entire** campus at once.

2.3 First response organization

During regular opening hours, but also during activities outside regular opening hours, sufficient first responders must be present for:

- Providing first aid
- Extinguishing a starting fire
- Clearing building(s)
- Communicating with the external emergency services

During opening hours, an emergency response team must be ready, including an emergency response team leader, who is in charge of operational management. In the event of an evacuation, the latter appoints an **Assembly place coordinator** as soon as possible.

The first response organization is warned by the evacuation signal in the event of an evacuation. In the event of an evacuation, the other personnel support the emergency response organization. The emergency response officer is primarily responsible for his or her group of students. He or she therefore initially acts as an evacuator until the group has been handed over.

The first responders report to the BHV team leader at the central post for further assignments. The main post is **outside the reception (OWL building, see attachment 2)**.

3. Alerting Procedure

3.1 Alerting Procedure Internal

Internal alarm is designed to alert those present in the building and to start the response organization. In the event of a calamity, the alarm works as follows;

1. If a calamity is detected, you must report this:
   - Call the reception **(3112)** and state your name, nature of the incident with any details and whether there are any victims, where and how many.
   - **Activate the manual fire/evacuation detector in the event of imminent danger.** This message is forwarded to the fire panel in your building. The fire alarm control panel controls various facilities and all those present in the building are warned, including the first response organization. They will take further action to manage the calamity. **Notification to emergency services will be made via the first response organization.**

2. After activating the **manual fire/evacuation detector** , all those present in the building are warned by the evacuation signal. The so-called **-slow whoop signal is used**. This is a repeating, ascending signal with different pitches accompanied with spoken instructions in both English and Dutch

3. In the event of an **automatic fire alarm by smoke detectors** , all those present in the building, including the first response organization, are also warned. The report is also forwarded to a private alarm center. They will contact the reception directly. If they cannot get in touch, they report to the national emergency number. The emergency response organization takes action to manage the emergency. Notification to emergency services will be made via the first response organization.

3.2 Alarm procedure External

External alarm is to get the emergency services to the emergency site. After the report by slow whoop, the first response organization conducts a reconnaissance and calls the national emergency number **112** in the event of a serious threat **.** The control room operator is the first to ask whether it concerns the police, fire brigade or ambulance. The operator concerned must be told:

- Name of the reporter;
- Name and address of the building / place of the emergency;
- Instructions to the desired entrance to the site;
- Nature of the incident and any details;
- Whether there are victims, where and how many.

Evacuation always starts in the building where the slow whoop signal goes off. It is decided by the first response team leader to proceed with the evacuation of more buildings or complete evacuation.

3.3 Assembly point procedure

Attendance is inventoried at the assembly point.

Secondary and primary count at the assembly place. The relevant teachers/supervisors verify the student lists/attendants and let them know by means of a red or green card whether everyone is present.

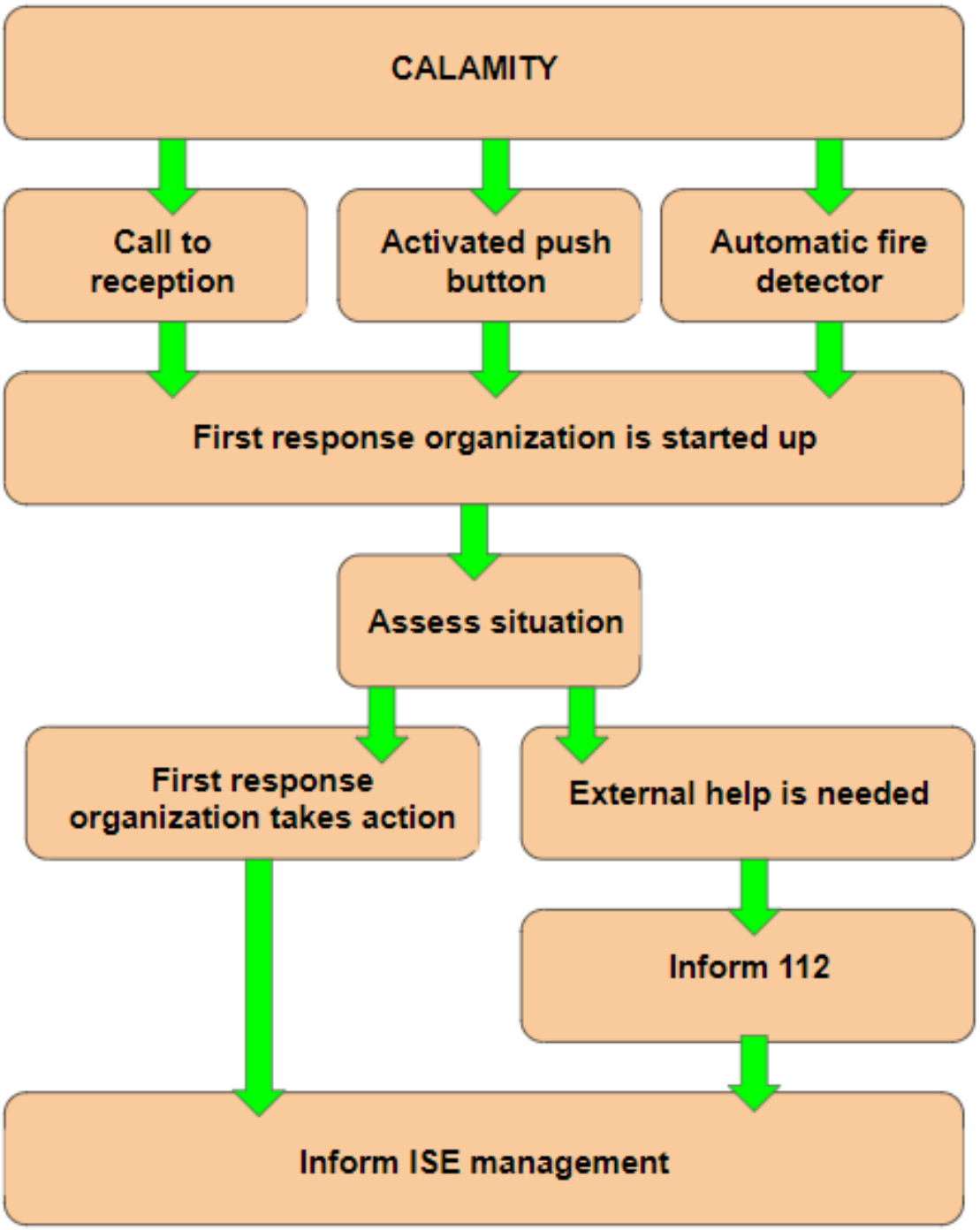
Green means that the relevant class/group is complete.
Red means that the class/group in question is not complete.

If the red card is raised, the assembly point coordinator goes to the teacher / supervisor to inquire about how many children and who is missing.

If persons are missing, this is immediately passed on to the assembly point coordinator and he/she reports this to the team leader.

ASSEMBLY PLACE - SEE ATTACHMENT 2

3.4 Calamity flow chart



1. Roles and tasks First response organization *(Dutch wording added in cursive)*

1.1 Roles in the first response organization

The first response organization has various roles. The officials below must be on standby at the alarm signal in order to be deployed.

Team leader *(Ploegleider)*	The team leader is in charge of the evacuation and reconnaissance and directs the first response organization
First response officer *(BHV'er)*	The first responder can be deployed as a scout, evacuator or assembly place coordinator
Scout *(Verkenner)*	At least two first responders can be appointed by the Team leader to determine the cause and assess the seriousness and provide first aid if necessary.
Field communicator *(Veld communicator)*	This person is provided with a walkie and is sent to the assembly field to assist in communicating missing persons with the team leader so that a reconnaissance team can be sent if necessary.
Collector of external services *(Opvanger externe diensten)*	This person provides reception and supervision of external services
Evacuator / teacher *(Ontruimer / docent)*	Evacuators guide guests and/or students via the shortest safe route to the assembly place
Operator / receptionist *(Telefonist / receptionist)*	The operator/receptionist provides communication between the team leader and the national emergency number and / or private alarm center
Field Runner *(Veldloper)*	Person who (also) signals the red cards at the assembly point and follows up with the field communicator.

team leader can scale up to

Evacuation leadership (Leadership team / Board) *(Ontruimingsleiding)*	This role is assigned to (someone of) the leadership team or from the board of directors. The first response team leader reports and advises the evacuation leadership.

Evacuation leadership can scale up to:

Crisis team *(Crisisteam)*	Chairman Executive Board, program director, communications officer, facility manager, secretary.

1.2 Tasks in the first response organization

Evacuation leadership

- This role is assigned to one of the directors. The **first response team leader** reports and advises the **evacuation leadership**.
- Has ultimate responsibility for the total evacuation / calamity.
- Ensures that the families of any victims are informed.
- Informs the news media (in consultation with the emergency services and communication officer).
- The evacuation leadership is responsible for scaling up to the **crisis team** if necessary when the calamity is not resolved after the evacuation.

Tasks of the team leader in the event of a report via the operator/receptionist

- Inquiries with the operator/receptionist and is accurately informed of the nature and location of the calamity.
- Decides for an entire or partial evacuation.
- Activates the central alarm if necessary.
- Manages the evacuation process.
- Directs all first response personnel by means of described assignments and instructions and ensures that all tasks have been assigned.

Tasks of the team leader in the event of a report by means of a manual fire or smoke detector.

- Is informed about the report on the BMI panel.
- Directs all first response personnel by means of described assignments and instructions and ensures that all tasks have been assigned.
- Directs the evacuation process.

Tasks of the operator/receptionist (or where the report is received)

- Accept the report and note the time and details of the reporter.
- If it concerns a bomb threat, use the bomb threat form if possible.
- Report the incident to a **team leader**.
- Make sure that an external outside line is immediately available to make calls.
- **If instructed to do so**, call the external emergency number **(112)** and request assistance from the fire brigade, police and/or the ambulance service;

    - Report the situation: in which part of the building or floor the emergency is, whether an evacuation has been started and whether there are any injuries.
    - Indicate where the external services will be met at the site/building. (See attachment **3 - Approach routes emergency services)**
    - Inform the team leader that you have carried out his assignment and which agreements have been made with the external services.
    - Do not allow any more parents or visitors on site.
    - Remain standby on the phone and follow further instructions from the team leader.

Tasks of first response officer

- After the slow whoop signal has been activated or after a call from the team leader over the intercom, reports to the reception (**outside** in front of the OWL reception). **Even if there is no alarm in your building!**
- Goes to the location assigned by the team leader to perform the task assigned.
- Pays attention to your own safety:
    - Does not enter a room with smoke.
    - Is careful of doors behind which fire is suspected.

- Uses the walkie-talkie to report that he/she arrived at the assigned location.
- Carries out rescue work, provides first aid and gets injured people to safety.
- If necessary, asks for assistance.
- Notifies the team leader when the situation is under control.
- Follows further instructions from the team leader.

Tasks for receiver external services;

- Ensures that the external services (Fire Brigade, Ambulance Service and/or Police) are received and guided to the agreed location(s).
- Reports to the team leader which service has arrived and the time of their arrival.
- Directs the services and / or responders to the scene of the emergency.
- Notifies the team leader when his/her task has been completed.
- Follows further instructions from the team leader.

Tasks for the evacuator / teacher

- Guides guests and / or students by the shortest safe route to the assembly place.
- Follows further instructions from the emergency response officers.
- Counts the number of students in his/her group.
- Reports any missing persons according to the instructions in the evacuation procedure.
- Never leaves the assembly point without permission.
- Waits for further instructions from the assembly point coordinator.

Duties of school office employees;

- Collects the class lists in the emergency response cabinet downstairs in OWL.
- Collects the absence and visitor lists at the reception.
- Brings them to the assembly place.
- Waits for further instructions from the assembly place coordinator

Tasks of the Field communicator

- **On instruction of the Team leader**, goes to the assembly place after the evacuation signal.
- Brings his/her walkie-talkie or is provided one at the first response assembly place (reception - outside)
- Supervises the procedures at the assembly place.
- Keeps the team leader informed of the state of events at the assembly place and possible missing persons.

Reconnaissance tasks (only to be assigned to emergency response officers)

- Goes to the designated place with at least 1 other scout on the instructions of the team leader.
- Brings a walkie-talkie and a hand fire extinguisher (available at every entrance!).
- Explores the situation on the spot.
- Reports his/her findings to the team leader as soon as possible.
- Follows further instructions from the team leader.

Tasks Management (or deputy)

- Goes to the central first responder assembly location (outside reception OWL) after a call from the team leader and/or activation of the evacuation alarm.
- The management (or deputy) has ultimate responsibility for the total evacuation.
- Bears responsibility for the performance of their own first response organization.
- Ensures that the families of any victims are informed.
- Informs (in consultation with the emergency services) any news media present, supported by the PR employee.

Attachments:

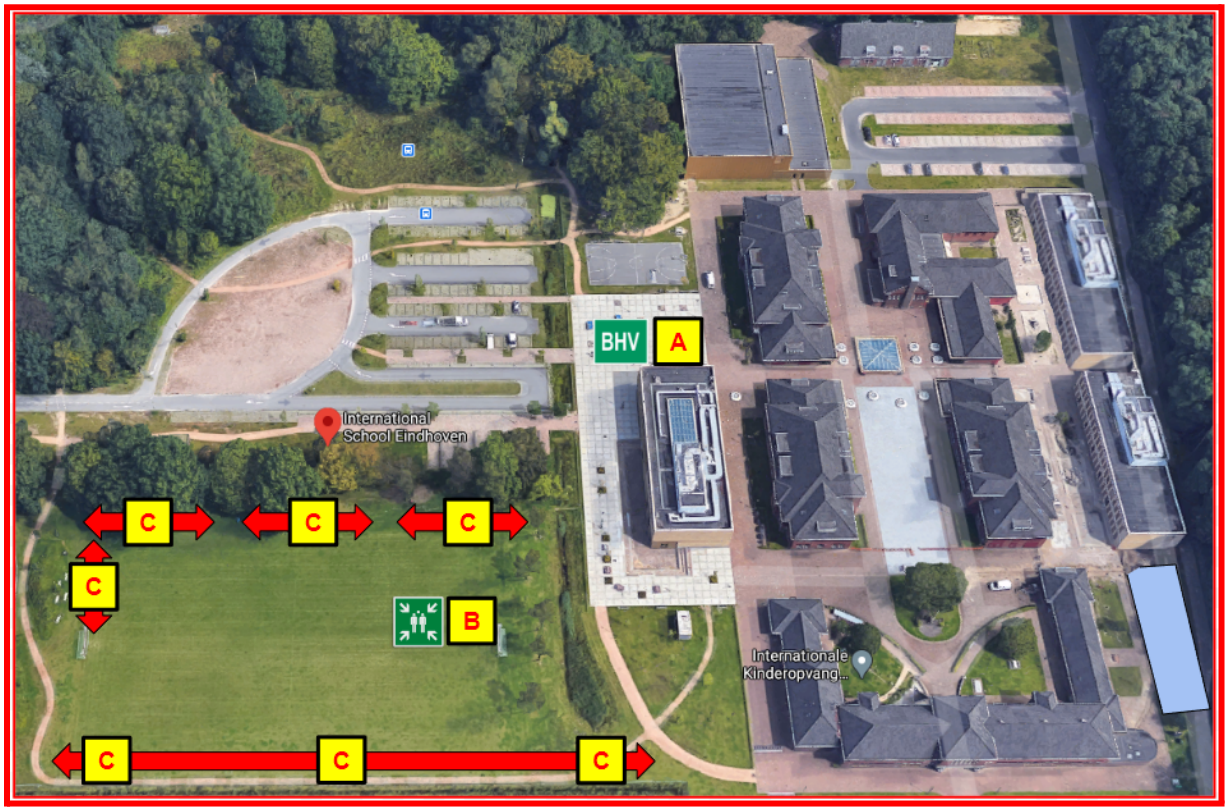
1. Checklist team leader
2. Situation drawing with assembly place
3. Access routes emergency services
4. ISE Campus Area
5. List of first responders

Appendix 1: Checklist team leader

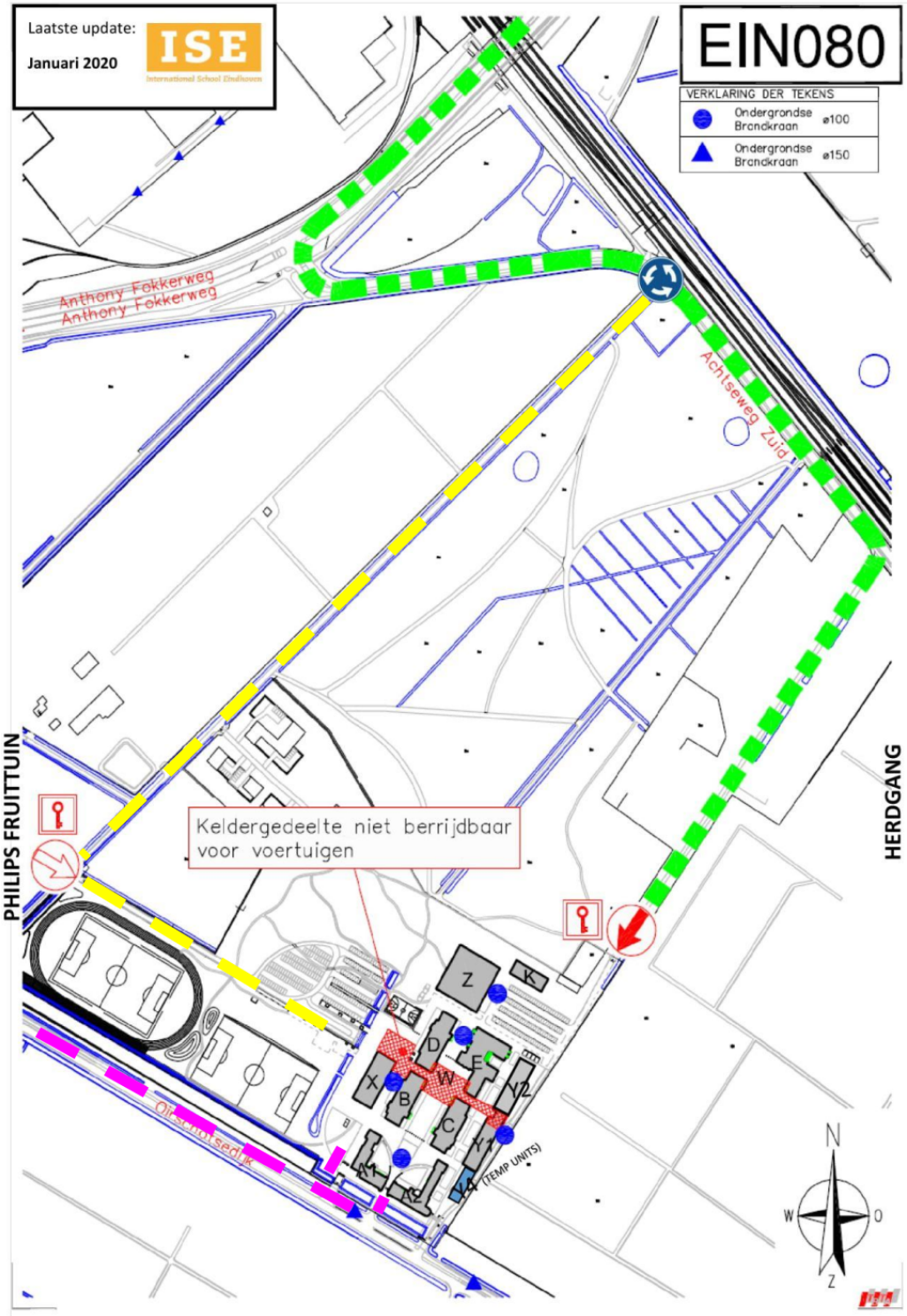
Action	Action	completed
1	Read message on control panel to make the emergency assessment to / get info from receptionist in case of manual report	
2	Address (at least) 2 first responders as scouts. Let them bring a fire extinguisher	
3	Identify extent of calamity, casualties and measures	
4	The evacuation leadership and team manager working from the central emergency response station (outside reception OWL)	
5	Take decision for a general, full evacuation if needed	
6	Instruct the evacuation teams in the correct evacuation order and have them check per zone	
7	Deploy emergency officers where necessary: reception of emergency services / coordinator of assembly point / supervision of emergency exits after evacuation	
8	Receiving emergency services and providing them with correct information	
9	Stay available for consultation with professional emergency services	
10	Register which zones have been evacuated	
11	Register injured persons and record where they are going	
12	Deactivate the alarm signal if the building is completely evacuated	
13	Release the building (When any emergency services are deployed only after agreement of the fire chief)	
14	Inform the assembly place coordinator to re enter the building(s)	
15	In consultation with the management inform relatives of any victims	
16	If necessary, bring the crisis team together.	

Attachment 2: Map with assembly points (A, B & C)

A= Assembly point for emergency response officers. B= Visitors gathering place. C= assembly point students



Attachment 3: emergency services approach routes



Appendix 4: The ISE Campus Area (With approach routes)

EVACUATION PLAN	ISE International School Eindhoven	Date: **01-01-2022**
		Version: 1.0