



**SAGESSE HIGH SCHOOL**  
MARY MOTHER OF WISDOM  
AIN SAADEH

# **SHS EMERGENCY HANDBOOK**

**Academic Year 2018-2019**

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## **Introduction**

To deal with an emergency one must be prepared. Being ready can save lives, prevent injuries and lessen damage to property. Every teacher and member of staff should read this handbook and be prepared to follow all emergency procedures.

Teachers are to present and discuss all emergency procedures and exit routes with their students. These procedures should be practiced regularly throughout the year. Drills, both announced and unannounced, will be conducted during the year according to a schedule set by the Emergency Response Team (ERT) (Appendix A). Evacuation routes are clearly indicated on the maps of the school grounds and are posted on each floor, offices as well as other areas. These routes may vary according to the emergency. During an emergency, it is important to remain calm and keep records (witnesses, incidents, actions) at every stage of an emergency.

The Infirmary is equipped with Emergency First Aid Kits – basic and large – that must be with the nurses during emergencies.

For an explanation on the location of all First Aid Kits in other areas refer to Appendix B.

The following modes of communication are in place to provide SHS community with information in the event of any emergency:

### **Emergency Communication System**

SMS messaging to cell phones

SHS Website ([www.sagessehs.edu.lb](http://www.sagessehs.edu.lb))

SHS Twitter account (@SagesseHS)

Direct E-mailing

Direct Telephone Calling

## EVACUATION PROCEDURES IN CASE OF FIRE

**SIGNAL:** Fire Alarm – siren sound

**ASSEMBLY POINTS: Block A** Front Driveway  
Or  
Lower Elementary Playground

**Block B** Volleyball Court- Intermediate and Secondary Division  
Or  
Front Driveway

**Preschool** Front Driveway or Back road

### Procedures

When a fire or smoke alarm is triggered, the alarm will sound in the three building, and the alarm system will indicate the location where the device is located.

Security Manager will determine whether there is an actual fire and report to the Rector or designee.

All occupants of the buildings, should evacuate immediately to the assembly point.

Windows and doors should be left closed, but doors should remain unlocked. Swinging doors at the end of the corridors should remain open at all times.

Nurses and their teams will take the First Aid Kits to the assembly points.

HDs will take bullhorn; HDs' assistants will take updated absence sheets to the assembly points; Teachers who have class will take student class lists to assembly points. Attendance lists should also be available outside the building, should they not be accessible inside.

In an actual emergency, the fire department and other buildings in the immediate vicinity will be notified by the Rector or designee.

Unassigned teachers make their way to the assembly points to assist with attendance checking. Supervisors are responsible for clearing out the washrooms and evacuating from the nearest exit. No one should be allowed access for any reason. All teachers should lead the classroom to the evacuation point by the stairs, on the left side, holding the rail where applicable, and take the nearest exit out. Do not enter back for your belongings, do not use the elevator.

If the premises become dangerous, the emergency communication system and/or SMS messaging will be activated. Students will remain at the assembly points until a parent or an authorized person comes to pick them up. Please refer to the “Emergency Release Plan” (page 14).

Students can only be released to parents/guardians or those designated by prior authorization from parents/guardians.

If, for any reason, the common evacuation route is blocked, and students are locked in their rooms, windows without bars shall be used for evacuation. Meanwhile, a damp cloth should be placed at the bottom of the classroom door to slow down the smoke from entering the class.

### **General Fire Safety Tips**

- Staff members should not try to fight fire unless they have been trained in fire-fighting, fire is small & confined, have access to proper type of extinguishers, and exit is secure.
- One should **not run** if one’s clothing catches fire – running fans and spreads the flames. **A person** on fire should **STOP, DROP, and ROLL**. Rolling in a coat, blanket, or on the floor helps to smother the flames.
- The person should go to a window call for help or attract attention by waving a piece of bright cloth or other means.
- In case of fire, people in charge should follow the steps listed below:
  - R**: RESCUE people in immediate danger.
  - A**: ALARM ask to pull the alarm.
  - C**: CONTAIN shut door, do not lock it.
  - E**: EVACUATE / EXTINGUISH fire. Extinguishing fire is an optional step and only trained people may opt to extinguish fires when the fire is small and their exit is assured.
- **DO NOT SHOUT FIRE!**

**EXIT ROUTES  
EVACUATION PROCEDURES IN CASE OF FIRE**

**ALL EXIT DOORS TO BE KEPT UNLOCKED AT ALL TIMES.**

**PRESCHOOL**

**Assembly Point A → Front Driveway**

**Assembly Point B → Back Road**

**Exit Routes**

- **Main Preschool Entrance**
- **Outdoor playground gate**

**BLOCK A**

**Assembly Point A → Front Driveway**

**Assembly Point B → Lower Elementary Playground**

**Exit Routes**

- All ground floor occupants will exit from the door that leads to the Block A bookstore.
- All first floor occupants will take the stairs near the Block A auditorium and exit from the main Block A entrance door.
- All second floor occupants will exit from the side door between the Block A and Block B buildings.
- All third floor occupants will go down to the second floor and will exit from the main Block A entrance door.

# **BLOCK B**

## **ASSEMBLY POINTS**

**Secondary and Intermediate Division → Volleyball**

**Or**

**Front Driveway**

### **Intermediate and Secondary Divisions Exit Routes**

**People in classrooms on the first, second and third floors**

Classrooms facing Block A	Classrooms facing Block A	Classrooms facing Block A	Classrooms facing Block A
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**Towards staircase overlooking the Block B main entrance to the assembly point**

**Towards staircase overlooking the Block B parking to the assembly point**



**Towards staircase overlooking the Block B main entrance to the assembly point**

**Towards staircase overlooking the Block B parking to the assembly point**

Classrooms overlooking the Block B cafeteria	Classrooms overlooking the Block B cafeteria	Classrooms overlooking the Block B cafeteria	Classrooms overlooking the Block B cafeteria
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- People on the first, second and third floors in areas such as offices next to the elevator, computer room, labs and nearby offices, supervisors' offices will go to the assembly points using the staircase overlooking the Block B main entrance.
- People in the teachers' lounges and nearby offices will exit to the assembly points using the stairs leading to the area near to the Block B auditorium.

### **People on the Ground Floor (GF), in the Basement and Outside SED Classes**

- People in the Block B auditorium and offices in the auditorium area (GF) will go to the assembly points using the direct exit on that floor.
- People in the Basement classes and nearby offices will exit to the assembly points using the door leading to the small playground and then take the stairs.
- People in the art and pottery rooms should exit to the assembly points through the back doors to the garden then to the small playground and then take the stairs.
- People in the outside SED classes near the main entrance of block B should exit to the assembly points through the stairs of the small upper elementary playground, through the indoor basketball court to the assembly point.

### **People in the Gymnasium**

- Block B students who are in the Gymnasium may remain in the Gymnasium. Class lists are available in Gymnasium and will be used to account for the students. An ERT member will communicate with other members in Block B regarding this matter.



## **Responsibilities of Teachers, Supervisors and Head of Division Assistants During an Evacuation Procedure**

- On hearing the fire alarm, supervisors must open the doors wide at both ends of the corridors.
- Supervisors check toilets then proceed to the assembly points.
- The Emergency Response Team (ERT) members will direct employees and visitors to the assembly points.
- Teachers who have classes take the class folder (that is kept in the classroom cupboard) and walk with their students in a single file on both side of corridors or stairs in an orderly manner until they reach the designated assembly points. **DO NOT RUN.**
- Students separated from their class for different parallel subjects, activities and students from the SED classes will join their grade level section/class at the designated assembly point.
- Students who are in the playground, library, labs and offices will join their grade level section/class at the designated assembly point.
- If the alarm sounds in Block A while students from Block B are present, they evacuate the building according to the set Block A exit routes to the Block A assembly point. An ERT member will communicate with other members in Block B.
- If the alarm sounds in Block B while students from Block A are present, they evacuate the building according to the set Block B exit routes to the Block B assembly point. An ERT member will communicate with other members in Block A.

### **At the Assembly Point**

- When the teacher and students reach the assembly point, they must line up according to the grade level section/class.
- The teacher stays with his/her class and takes attendance (roll call). The teacher will call out the student's name and tick it off. Unassigned teachers help with attendance. This is to ensure that everybody is accounted for and nobody is left inside.

When attendance is finished, **Show GREEN, YELLOW or RED CARD**

-Green card – All clear/everyone accounted for.

-Yellow card – Non-life threatening injury present.

-Red card – Missing student(s) **AND/OR** life threatening injury.

Any missing student(s) is reported to the ERT member.

All people must stay at the assembly point until further instructions are issued.

The HDs' assistants will take the updated absence lists to the assembly points. Attendance on each floor must be recorded accurately every morning by the supervisor and absentees given to the HDs' assistants who will compile the absence lists for the day. These lists must be updated throughout the day depending on the issue of leave passes. The floor supervisors and HDs' assistants are responsible for updating the absence sheets.

A member from the ERT team should be available at the entrance of the building to communicate with the parents. This person will have a list of all the students, to be able to calm the parents and have them wait in line until they can pick up the child.

## **BOMB WARNING**

In the case of a Bomb Warning, the following steps should be considered:

- All warnings received as to the placing or presence of a bomb on school premises have to be treated as serious. The police must be called when a bomb warning is received (Internally: Dial100). On their arrival, the police will be informed of the circumstances. The Rector must be informed and the building should be evacuated.
- If a suspicious object is discovered, it must not be tampered with and the police must be called.
- If the bomb threat is made by Mail do not handle the envelope or destroy the evidence and report immediately to security.
- If the bomb threat is made by email do not delete the evidence and report immediately to security.
- In the event of a warning (usually occurring by telephone) follow 'Emergency Procedures in Case of a Bomb Threat'.

The following instructions should be followed where an actual bomb has been either found or strongly suspected:

### **Incendiary Bombs:**

In the case of a suspected Incendiary Bomb the following steps should be considered:

1. Do not use electronic devices within 100 meter radius of the bomb.
2. Do not tamper with the suspected bomb.
3. Notify the SHS Emergency Response Team members / The Security Manager (Mr. David Haikal: EXT:121 mobile number: 70-770650). Refer to Appendix A
4. The security will inform the Rector or designee who will take charge and call the fire station and police.
5. Evacuate to a safe haven\* (Follow the Emergency Procedure in case of a Bomb Threat that is on page 12 ).
6. If possible, security will remove combustible material from the area where the object has been found. Do not take undue risk.
7. When the emergency services arrive, they will be directed by the security to the area concerned and informed of the action already taken.
8. Staff and students must not return to the area until they have been informed that it is safe by the ERT.

In the case of suspicious package, the following steps should be considered:

- Do not touch, open or move the package.
- Isolate the package.
- Notify security immediately. They will call the fire station and police and inform the Rector.
- Do not go near the package again until the emergency services arrive and clear the situation.
- Do not take undue risk.

\*Safe haven= site off campus (Appendix D).

## **EMERGENCY PROCEDURES IN CASE OF A BOMB THREAT**

SIGNAL: Announcement through the PA system. “Please Shelter –In-Place”

In case of a Bomb Threat Call the following must be considered:

- Receiver of call should obtain as much information as possible. Complete the Bomb threat checklist (Appendix E)
- Remain calm. Pay attention to what is being said and how it is said, and note any background noises or sounds.
- Notify ERT immediately who will inform the Rector or designee and call the police station (Appendix F) and report the incident and findings.
- Remain available to answer questions.

In case the Bomb Threat is real, the following steps must be followed:

1. Once the grounds and exit routes have been deemed safe by security, the decision to evacuate to a safe haven will be given by the Rector or designee and the teachers will lead their students out according to the exit routes determined by the Rector or designee.
2. The nurses will take the First Aid Kits to the safe haven.
3. Teachers/staff /students should not use any electrical appliances or mobile phones in the immediate vicinity of the school, as it is possible for them to detonate bombs.
4. If the school is deemed unsafe, the students will remain at the safe haven until they are picked up by an authorized people (Refer to the ‘Emergency Release Plan’ from safe havens)  
In this case, the authorized people will be contacted by sms to pickup the students from the safe haven.

## **SHELTER-IN-PLACE AND LOCKDOWN PROCEDURE**

\* Shelter-in-place = stay in classrooms

\* Lockdown in place

Signal: Announcement through the PA system. “Please Shelter –In-Place”

Shelter-in-place and Lockdown Procedure are used in case of civil unrest, an intruder or other unexpected events (e.g. release of chemical agent).

### **Procedure**

The Shelter-in-place and Lockdown procedure includes the following steps:

1. Upon hearing the announcement, supervisors and teachers will check corridors and toilets and gather any students into their classrooms. If the incident occurs during recess or physical education classes, supervisors and teachers will gather students into the nearest school building.
2. Security will close all gates. No one will be allowed to enter or leave the campus until further notice. Guards will report any developing situation on the road to the security personnel who will relay the information to the Rector or designee.
3. The Rector or designee will contact SHS Internal Security for an assessment.
4. Each classroom must have the Release book (Appendix G).
5. Lockdown area will remain locked down until further instructions are given by the Rector or designee
6. When inside the lockdown areas, doors must be kept locked and the shutters/curtains closed.
7. The Rector or designee will make an announcement when it is safe for everyone to be released.

## **EMERGENCY RELEASE PLAN FROM LOCKDOWN**

The emergency release plan will take effect when the Rector or designee determines it is safe to begin releasing the students. Throughout the emergency and until all students are released, all administrators/designees will monitor and communicate by phone with each other.

Students will be released to parents/guardians/drivers at the following gates:

- Main Gate SHS entrance – Elementary Divisions.
- Back Gate SHS Block B- Intermediate and Secondary Divisions
- Preschool Main entrance –Preschool Division

An administrator will be assigned to each gate in addition to faculty members and security as follows:

Main Gate SHS entrance: HD\*, HOD, 2 Teachers (1 Elementary and 1 Upper elementary), 1 Security Guard.

Back Gate SHS Block B: 1 HD\*, HOD, 1 Teacher from each Division (Intermediate and Secondary) and 1 Security Guard.

Main Entrance Preschool: HD, HD's assistant, supervisor and teacher.

Buses: Mr. David Haykal.

Release books will be kept with the HDs' assistants. Copies should be made for the classrooms, gates and buses.

Release books will be replaced and/or updated on a regular basis by the IT Office.

## **RELEASE INSTRUCTIONS**

When it is safe to release students, administrators and designated faculty members will assume their posts as outlined before at the

Main Gate SHS entrance  
Back Gate SHS Block B  
Preschool Main Entrance  
Buses

When the parent/guardian/driver arrives at one of the gates, the person with mobile phones at the gate will contact Lockdown.

If buses are running, Lockdown supervisors will get the message on the mobile phone to release students by bus number, and he/she will record which children left and the time in the release book.

Preschool and Elementary students will be led to the buses by faculty escorts.

If the parent/guardian/driver has to collect students from different grades, as in a family, the supervising administrator at the gate contacts the supervising administrator at the appropriate Lockdown and has the students sent to that gate where the parent/guardian/driver is parked. The students' release and time is documented as they leave the Lockdown and again at the gate of pickup.

Any students whose parents cannot pick them up at the end of the day will be housed with the Rector, designee, or HDs.

**RELEASE INSTRUCTIONS ARE THE SAME FOR ASSEMBLY POINTS, LOCKDOWN AREAS AND SAFE HAVENS.**

## **EMERGENCY PROCEDURE IN CASE OF AN ATTACK WITHOUT WARNING**

**SIGNAL: An announcement will be made through the PA system**

### **PROCEDURE**

- Teachers will lock the classroom doors, close the windows and pull down the curtains.
- Teachers and students will crouch on the floor near the corridor wall, preferably under desks or anything providing protection, and will move away from windows and remain quiet.
- Students and teachers are to remain on the floor until further instructions are given.
- HDs will remain with their students and teachers. The HDs and other members of the Emergency Response Team will communicate via the mobile phone to make critical decisions while the students are locked down. Phones must be silenced.



## **EMERGENCY PROCEDURES IN CASE OF NATURAL DISASTERS**

### **Earthquake**

**Note:** The type, severity, reactions, and impact of an incident are not always the same. The information below provides some suggested actions to take. This may or may not be everything one should or should not do as one's actions may vary depending on the incident.

### **Always be prepared**

- Make sure fire extinguishers, first aid kits.
- Learn first aid.
- Make up a plan of where to meet fellow staff members after an earthquake.
- Don't leave heavy objects on high shelves (they'll fall during a quake)

### **BEGINNING OR DURING**

First feeling of tremor, faculty, staff and students should follow the instructions below:

- **Stay calm!** If you are indoors, stay inside. If you are outside, stay outside.
- If you are indoors, stand against a wall near the center of the building, or crawl under **heavy** furniture (a desk or table).
- Move away from windows and light fixtures. Students should kneel alongside the wall, bend their heads close to their knees, cover the sides of their heads with their elbows, and clasp hands firmly behind neck.
- Do not stand in an interior doorway - it can collapse and you will be crushed.
- If you are outdoors, stay in the open away from power lines or anything that might fall. Students should lie down or crouch low to the ground. Be aware of dangers that may demand movement.
- Do not use matches, candles, or any flame. If you are in a car, stop the car and stay away from power lines, bridges, overpasses and buildings. Stay inside the car until the earthquake stops. School buses should pull over and stop. Students should remain in their seats.
- Do not use elevators.
- Do not face the windows.
- If in a laboratory or kitchen, all burners should be extinguished by shutting off the sources of gas before taking cover.
- Evacuate facility once tremors have subsided.

## **AFTER**

- Evacuate the building as soon as possible according to the exit evacuation procedures.
- Injured people should not be moved unless the condition of the building is life threatening.
- Anticipate the after-shock. It will come.
- Hand-held two way radios or cell phones are essential.

### **Assembling First Aid Stations**

#### **■ First Aid Team Block A.**

- Nurse Chantal Tabet with members of ERT will carry first aid supplies and equipment.

#### **■ First Aid Team Block B.**

- Nurse Carla Ghanem with members of ERT will carry first aid supplies and equipment.

#### **■ First Aid Team Preschool.**

- Nurse Carole Ghaya with members of ERT will carry first aid supplies and equipment.

### **Sweep Team**

All supervisors will check their designated areas and will communicate the location of any injured person to the nurse, who will send the emergency transport team to the designated locations to evacuate the injured. The injured will be brought to a first aid station for assistance. Sweep teams must not enter an area with extensive structural damage. The Sweep team leader (head supervisor) will call in the location of the damage and Rector/designee will coordinate with the security to conduct a sweep of the damaged area.(Refer to Appendix C)

The ERT will report and help with transport of casualties.

The Red Cross should move seriously injured people unless they are in immediate danger of further injury.

### **TSUNAMI**

In the event of a **TSUNAMI**, the school is unlikely to be directly affected, because of its location on high ground. However, the school must be aware of students who live along the coast and make the necessary provisions for their safety and accommodation. The school may also offer/be called upon as a temporary refuge for tsunami victims. The Rector/designee will take the decision.

In case of **floods** the school must be aware that transportation to and from school may present a problem. The Rector or designee will determine whether or not to cancel school for the day or dismiss students early.

## **EMERGENCY PROCEDURE FOR FIELD TRIPS**

**When taking students on field trips, the teacher(s) should have the following:**

- Class lists completed with confidential health information (in a sealed envelope).
- First Aid Box (Supplied by the nurses in Infirmary) & Insurance Form (Appendix H).
- The addresses and telephone numbers of emergency contacts for students.
- The addresses and telephone numbers of hospitals used by the school.
- Mobile telephone.

**Should a serious injury or death occur while on the field trip,**

- the teachers will inform the Rector or designee who will call the immediate family of the injured or deceased person.
- procedures for staff/students injury or death will be followed (Attachment I).

## **EMERGENCY PROCEDURES FOR FACULTY AND STAFF**

It is important to handle faculty and staff injuries carefully and sensitively. Other staff members should not move any injured person if

- The person is unconscious, not breathing, or severely bleeding.
- A back or neck injury is suspected.
- An arm, leg, or pelvis is suspected to be broken.

Persons certified by Lebanese Red Cross may attempt to move injured persons.

### **Accidents and Injuries**

When a faculty or staff member is injured during regular school days, the following procedures will be followed:

- If the accident happens in the classroom, the person who witnessed the incident will report to the HD and summon the nurse to the casualties.
- The nurse should write an accident claim form to be used if needed within 24 hours from the time of accident.
- The nurse informs the HD who will inform the Rector. The nurse may accompany the injured teacher to the hospital if needed.

### **Medical Emergencies**

When a faculty or staff member has a medical emergency during regular school days, the patient will seek nursing advice and the nurse will communicate with the school doctor for the best care plan.

## **EMERGENCY PROCEDURES FOR STUDENT INJURY**

It is important to handle student injuries carefully and sensitively.

Teachers or staff should not move any injured person (unless they are trained in first aid) if:

- The person is unconscious, not breathing, or severely bleeding.
- A back or neck injury is suspected.
- An arm, leg or pelvis is suspected to be broken.

Do not send an injured student to the nurse if there is any possibility of aggravating the injury or causing discomfort. Nurses are available to respond to emergencies and to organize transport for injured students.

## **Accidents and Injuries**

When a student is injured in class or on the playground, the following procedures will be followed:

- If the accident happens in the classroom, the teacher will request the supervisor to summon the nurse to evaluate the injury.
- If the accident happens in the playground, the teacher/supervisor will send a messenger to the HD and the nurse.
- The teacher should hand in a report about the accident to the designated nurse within 24 hours from the time of accident (Appendix I).
- The nurse informs the HD who will call the parents. The nurse/faculty member will accompany the student to the hospital.
- The nurse writes a report about the accident, the treatment given and the doctor's recommendation within 24 hours from the time of injury.

An announcement about the incident will be made to allay fears and anxieties. If the incident is very serious, teachers shall discuss it with their students. Students should be allowed to express their grief and openly discuss their feelings, fears and concerns. Any student who is upset by the incident should be allowed to talk to a counselor or an administrator.

It is not always predictable how adults will react in the event of an actual emergency. For this reason, a Crisis Counseling Team will support those adults who may need support. The members of the SHS Crisis Counseling Team include the Psychologist/Counselor (Appendix J).

## **EMERGENCY PROCEDURES FOR A DEATH IN THE COMMUNITY**

### **If death occurs on campus,**

- a staff member should remain with the deceased person and send another staff member (or a reliable student) for the school nurse or an administrator to assist.
- staff members will move away any students gathering in the area.
- students who witnessed the incident should be gathered in an appropriate space for counseling.
- students who are in class at the time should be kept in their classrooms, especially if the body is visible. Students who are not in class at the time should be gathered in the auditorium or other appropriate areas.
- the Rector or designee will call the immediate family of the deceased person while the assistant calls the ambulance and police.
- the Rector and Heads of Divisions will meet to decide on early dismissal and/or schedule changes, and what information is to be given to parents and students.
- the campus should be closed to the media.
- legal counsel should be contacted.
- if students are to be dismissed, the Rector or designee will inform the parents by SMS and will contact the transportation company.
- after the students have been dismissed, the staff will meet to receive accurate information regarding the death.

### **When students return to school after the incident,**

- each teacher should announce the death of the student or staff member to his/her students and any of the known facts concerning the death.
- students should be allowed to express their grief and openly discuss their feelings, fears, and concerns.
- the counseling office or administration will set up crisis centers in the school (Appendix J). If students react strongly and/or appear to be very upset by the news of the death, they should be sent to one of the crisis centers with an escort, if necessary. Counselors will be available at all times during this period. If individual students are extremely upset, their parents will be called.
- students should be encouraged to attend their regular classes as soon as possible; however, individual students will be allowed more time for grieving, if necessary. Staff members should be especially sensitive to and aware of the students' needs and concerns throughout this period.

If a funeral or memorial service is to be held, the time and location will be announced.

## **EMERGENCY PROCEDURES FOR A HAZARDOUS MATERIAL SPILL**

**NOTE:** The type, severity, reactions, and impact of an incident are not always the same. Below are some suggested actions that can be taken. This may or may not be everything you should or should not do as your actions may vary depending on the incident.

### **BEFORE**

- You should fully understand the hazardous characteristics of the specific chemicals that you use.
- The Material Safety Data Sheet (MSDS) for each chemical is the best source of information on hazards associated with the material. It will give personal protective equipment information you will need to wear when working with the chemical. Always be aware of any warning signs on containers.
- While using hazardous material you should know:
  1. The minimum quantity of material that is toxic or hazardous.
  2. The specific routes of entry that can cause injury are: by inhalation, through the skin and eyes, by ingestion and through injection.
  3. The type(s) of hazard(s) whether they are corrosive, explosive, flammable, reactive, sensitizer, irritant or toxic.
  4. The types of injury the material can cause – acute toxicity, chronic toxicity, carcinogen, mutagen, or teratogen.
  5. The symptoms of over-exposure as well as the target organs that may be involved.
  6. The physical characteristics of the material physical state (solid, liquid, gas), vapor density, vapor pressure, flammability.
  7. Chemical compatibility and incompatibilities.
  8. What personal protective equipment (PPE) is recommended to safely work with the material.

To protect yourself from unnecessary exposures, you should adopt the following safe work practices:

- Always try to work in a fume hood whenever possible.
- Never work alone when handling hazardous materials.
- Always keep your work area clean.
- Always wear eye protection.
- Always wear a clean laboratory coat.
- Always wear the proper type of gloves for the materials you are handling.
- Always wash your hands before leaving your work area, and before eating, drinking, or using the bathroom.
- Always label every container.
- Always keep storage containers closed, and the lids tightly secured, when they are not in use.
- Always segregate hazardous materials and keep incompatible materials apart.

## **BEGINNING OR DURING**

- Always respond promptly to a spill or accident involving hazardous materials.
- If you have been properly trained by your supervisor, you may clean up a small chemical spill with the assistance of other personnel in your area.
- A small spill is defined as a spill where:
  - Ø□ there is little threat to human health personnel property or to the environment;
  - Ø□ there are no injuries beyond what simple first aid can manage;
  - Ø□ the characteristics and the hazards of the material are known; and
  - Ø□ you have both the supplies and the knowledge necessary to clean up the materials.
- If your spill does not fit all of the specifications above, you have a **Large Spill**.

## **LARGE SPILL**

- Report injuries to the Infirmary and HD immediately.
- Tend to injured personnel if you can do so without causing harm to yourself.
- Leave the area of the spill.

Whenever possible be prepared to give the following information when requesting emergency assistance:

1. Where has the hazardous material spill occurred? Specify building and room number.
2. Has there been a fire and/or explosion?
3. Are there any injuries?
4. What is the name(s) of the material(s) spilled?
5. How much material has spilled?
6. What is the state of the material – solid, liquid, gas or combination?
7. Is any of the hazardous material escaping from the spill location?

If you are unsure of the material that has spilled, or if the spill produces noxious odor, smoke, or steam, leave the area immediately. Attempt to activate the building alarm system if you feel that you, and others, should evacuate the building.

## **AFTER**

Provide as much additional information to investigators to determine the exact cause of the incident and to assist in preventing future incidents.

**For advice:** Call Mr. Tony Imad (Ext: 139 /Cell: 03946447)



## **Spills in the Work Area.**

### **Acids.**

Instruct students to notify the teacher immediately of all acid spills.

If a student spills acid on himself/herself, the following steps will be followed:

1. Immediately remove clothing and flush the affected area with water for 4-5 minutes.
2. If acid should get into eyes, flush eyes immediately with running water and continue doing so for at least 20 minutes using eye wash.
3. The affected student should go to the school infirmary immediately afterward.

If acid is spilt on the laboratory bench or on the floor, the following steps will be followed:

1. Wear goggles and protective gloves when cleaning up a spill.
2. Surround the spill with neutralizer (sodium hydrogen carbonate,  $\text{NaHCO}_3$ ) and work from the outside in to neutralize and clean the spill. Finish by using mop, soap and water. Do not put water or neutralizer on any spill as this will spread the contamination.
3. The acid has been neutralized when bubbles of gas are no longer produced when more sodium hydrogen carbonate is added.

## **Storage and use of Hazardous Substances**

All hazardous cleaning substances are stored in a locked room. In general, the Housekeeping School supervisor and cleaners will ensure the maintenance of clean classrooms, social areas, toilets, washing facilities, corridors and other areas in accordance with standards approved by the Rector and Head of Operation Services.



## EMERGENCY BUS EVACUATION

### When to Evacuate?

**ONLY** when remaining on the bus could present greater hazard than evacuation.

### Reasons to Evacuate:

- §  Becoming disabled in an unsafe location
- §  Fire or Danger of fire.
- §  Smell of Fuel or leakage

### Types of Evacuation:

- §  Front Door
- §  Alternative Emergency Exits
- §  Rear Door (if exists)

### How to Decide on Evacuation?

- §  Is there fire or danger of fire?
- §  Is there smell of fuel or leaking fuel?
- §  Is the bus likely to be hit by other vehicle?
- §  Would evacuating the students pose more risk on them?
- §  Would the evacuation pose risk on students such as increasing injury?
- §  Is there hazardous spill around the bus?

### Responsible Student:

The supervisor/teacher on the bus should choose responsible student(s) to assist in the evacuation process. Two students in the bus to guide others to the emergency door. One student to lead the team to the “safe place” away from the bus

### Safe Place:

- §  It is somewhere around 40 steps away from the bus while walking in the direction against the traffic.
- §  In case of spilled hazards, walk 120 steps away from the bus.
- §  Make sure to CLEARLY INSTRUCT the responsible student to the SAFE PLACE.
- §  If there is no pavement to walk on, make sure the students walk facing the traffic so they can be aware of approaching hazards.

### General Procedure:

- §  Determine if evacuation is in the best interest of Safety
- §  Secure the bus: (brakes, shut off engine, remove key, hazard lights on)
- §  Notify Transportation Manager (if time permits)
- §  Determine safest Exit Route
- §  ORDER EVACUATION

### Order Evacuation

- §  FACE THE STUDENTS
- §  OPEN THE DOOR
- §  GET THEIR ATTENTION
- §  GIVE CLEAR DIRECTIONS:
  - FRONT DOOR EVACUATION
  - LEAVE THINGS IN THE BUS
  - STAY SEATED UNTIL YOUR TURN COMES

### EXPLAIN CALMLY

- §  RESPONSIBLE STUDENT(s) will leave first and assume position on exit
- §  Supervisor/teacher will pass to every seat to order clearance to leave.
- §  Evacuation will go in rows alternating between right (bus door side) then left side.
- §  WALK DO NOT RUN
- §  Use hand rail when available.

## DO NOT PANIC & STAY CALM ALL THROUGH

## Appendix A

### A. Responsibilities of the Emergency Response Team (ERT)

- Attending to all emergencies and assuming incident command.
- Preparing emergency policies and procedures.
- Reviewing emergency policies and procedures at the beginning of each year.
- Organizing and conducting regular drills for each type of emergency.
- Distributing the Emergency Handbook to all staff members.
- Providing leadership in a crisis situation.
- Coordinating transportation during an emergency.

### Sagesse High School Emergency Response Team

#	Name	Extension	Position at School
1	Fr. Gabriel Tabet	106	Rector
2	Fr. Joseph Charbel	111	Bursar-Designee
3	Fr. Jihad Saliba	222	Secondary HD- L.P.
4	Judy Yammine	300	Preschool Head of Division
5	Zeina Kassab	116	LE Head of Division
6	Jouhaina Abukhalil	104	UE Head of Division
7	Mireille Koupaly	157	Intermediate HD
8	Lady Maalouf	120	IB & A.P. Coordinator
9	David Haykal	121	Security Manager
10	Dany Al Soueidy	201	Tutorial Center
11	Charbel Ghaya	321	Head of Maintenance
12	Carla Ghanem	162	Head of Medical Services
13	Carole Ghaya	302	Preschool nurse
14	Antoine Imad	139	Laboratory Manager
15	Zeina Bakhos	192	Head of Operation Services
16	Mariella Saadeh	148	Head of Math Department
17	Christelle Zeinoun	187	Chemistry teacher
18	Zeina Ghazal		Math teacher
19	Tania Moughabghab	103	Internal Coordinator
20	Jean Pierre Assaf	124	I.T. Officer
21	Omar Mechleb	153	Supervisor Block B
22	Eid Farah	134	Supervisor Block A
23	Michelle Zakhem	154	Supervisor Block B

## **Appendix B**

### **Emergency Supplies and Equipment**

#### **Emergency Evacuation Bag**

The Emergency Evacuation Bag contains the following items in a sealed labeled envelope:

- Attendance lists. A red dot is placed on the name tag if a student has a medical problem.
- SHS Emergency Handbook
- Confidential Health Problem list provided by nurses (in a sealed envelope)
- Basic First Aid Supplies. Insurance Form.
- Red/Yellow/Green cards for attendance reporting

- **First Aid Kits**

First Aid Kits will be accessible to every staff member during out-of school trips, activities and retreats. Staff members will check out these kits from the infirmary.

- **Block A.** First Aid Kits are in the Infirmary .
- **Block B.** First Aid Kits are at the infirmary and in the laboratory.
- **Preschool** First Aid Kits at the infirmary

## Appendix C

Responsibilities of the Sweep Teams:

The responsibility of the Sweep Team is to check their designated and assigned areas and make sure that students / adults are out and doors are shut.

<b>Sweep Teams</b>			
<b>Team</b>	<b>Area</b>	<b>Leader</b>	<b>Members</b>
Team 1	Block A Ground Floor- Lower Elementary Division	Aline Saad	Amine Madi
	Block A First Floor - Lower Elementary Division	Maria Mansour	Anita Soueid Ellisar Kfoury
Team 2	Block A Second Floor-Upper Elementary Division	Mary Obeid	Jeffroy Mattar
	Block A Third Floor - Upper Elementary Division	Eid Farah	Mary Daher
Team 3	Block B First Floor- Intermediate Division	Omar Mechleb	
	Block B First floor offices and teachers' lounge	Helen El Abed	
Team 4	Block B Second Floor- Inter -Secondary Divisions	Joelle Freije	Michelle Zakhem
	Block B Second Floor- Labs & nearby offices	Tony Imad	
Team 5	Block B Third Floor- Secondary Division and Computer room	Marianne Chamoun	Tarek Wakim
Team 6	Block B Ground Floor- Auditorium, offices and toilets.	Marc Mokbel	Lina Khalaf
Team 7	Block Basement Floor- Art rooms, offices, Classrooms	Aphrodite Saliba	Nathalie Chalhoub
Team 8	Block B Basement Outer Special education classes	Aphrodite Saliba	
Team 9	Block A nad B Physical education classes (Playgrounds)	Gebran Haddad	Sports teachers
Team 10	Preschool First Floor	Carole Ghaya	
	Preschool Second Floor	Judy Yammine	
	Preschool Third Floor	Maria Nemr	

## Appendix D

### EMERGENCY EVACUATION ROUTES TO SAFE HAVENS

#### SAFE HAVENS:

- Mont La Salle School
- Home

#### **Block A**

1. All floors leave by the back stairs and filter through the gate leading to the basketball playground and exit Block B through the back door/gate and follow the route to Mont La Salle.
2. Alternatively, all floors evacuate through the side door between the Block A and Block B buildings to Assembly Point of Block A or to Block B.
3. In the event of the above being impassable, all floors leave by the front stairs and exit by Main Entrance door to assembly Point of Block A to await further instructions.
4. Alternatively, all floors leave by the Main Entrance door and filter through to Block B.

#### **Block B**

1. All floors leave by back stairs/door to playground and exit by the back door/gate to Preschool. Basement exit by back door and outside stairs, then follow same route.
2. In the event of the above being impassable, all floors leave by the front stairs, and exit by front door to area opposite and along short driveway to await further instructions.
3. An alternative route for Block B is to filter through to Block A via basketball playground

# Appendix E

## BOMB THREAT REPORT FORM

Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm. Received by: \_\_\_\_\_

Origin of call:     Local     Long distance     Phone Booth     Mobile

Exact words of person placing the call \_\_\_\_\_

### Questions to ask

When is the bomb going to explode?

Where is the bomb right now?

What kind of bomb is it?

What does it look like?

Why did you place the bomb?

Identity of caller     Male     Female     Adult     Juvenile     Age \_\_\_\_\_yrs.

Voice	Speech	Background Noise	Manner	Language	Accent
Loud	Fast	Office machines	Calm	Excellent	Local
High-pitched	Distinct	Factory machines	Rational	Good	Not local
Raspy	Stutter	Animals	Deliberate	Foul	Foreign
Intoxicated	Nasal	Airplanes	Righteous	Poor	Regional
Soft	Slurred	Street traffic	Angry	Other	
Deep	Slow	Voices mixed	Irrational		
Pleasant	Distorted	Trains	Incoherent		
Other	Lisp	Music	Laughing		
		Quiet, party, bedlam			

## Appendix F

### Emergency Phone Numbers

Safety and Security Manager –Mr. David Haykal	121
Fire department	175
Red Cross	140
Civil Defense	125
Local Police Station	112
	(04-860226 – Brumana)



## Appendix G

### EMERGENCY RELEASE BOOK

<b>Family Name</b>	<b>First Name</b>	<b>Father's Name</b>	<b>Mobile</b>	<b>Mother's Name</b>	<b>Mobile</b>	<b>Authorized Driver's Name</b>	<b>Bus route &amp;Number</b>	<b>Time of Release</b>	<b>Picked up Time/Date</b>
						Empty		Empty	Empty

# Appendix H

## Insurance Form

LTA insurance  
Lebanon

DECLARATION A REMPLIR ET ADRESSER A  
LA COMPAGNIE LE PLUS TOT POSSIBLE

Avis de sinistre N° \_\_\_\_\_ Police N° **DE/12/4168**  
 Nom du SOUSCRIPTIONNAIRE \_\_\_\_\_  
 Nom de la victime \_\_\_\_\_  
 Adresse \_\_\_\_\_  
 Domicile \_\_\_\_\_  
 Adresse \_\_\_\_\_  
 Adresse \_\_\_\_\_  
 Adresse \_\_\_\_\_

Nom du préposé à la surveillance ou des témoins \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Nom du médecin \_\_\_\_\_  
 Adresse \_\_\_\_\_

Signature

LTA insurance  
Liban

BULLETIN A REMPLIR ET ENVOYER IMMEDIATEMENT  
AU MEDECIN DE LA COMPAGNIE A L'HOPITAL

Nom de l'Ecop \_\_\_\_\_  
 Adresse \_\_\_\_\_  
 Date \_\_\_\_\_  
 Monsieur le Docteur \_\_\_\_\_  
 Adresse \_\_\_\_\_

Nous vous prions de bien vouloir examiner et prêter vos soins à l'élève  
 Victime d'un accident survenu le \_\_\_\_\_  
 assuré par la compagnie LTA Insurance sous la police n° \_\_\_\_\_

Veuillez remettre vos renseignements à \_\_\_\_\_  
 En vous remerciant \_\_\_\_\_  
 \_\_\_\_\_

Date

## Appendix I Injury Report Form

Student's Name: \_\_\_\_\_

Date/time of injury: \_\_\_\_\_

Location of injury: \_\_\_\_\_

Teacher reporting incident: \_\_\_\_\_

Description of injury: \_\_\_\_\_

What first aid treatment or medicine, if any, was given at school?

Was a doctor or paramedic contacted?    Yes            No

If yes, state the name.

Time of call: \_\_\_\_\_

What medical treatment was given?

Did the student finish the school day at school?            Yes                            No

Parents/Guardians comments, decision made:

Name and Signature of person contacting: \_\_\_\_\_ Date:

Nurse's comment:

Head of Division Signature: \_\_\_\_\_ Date

This form must be filled out by the person in charge within 24 hours of accident and returned to the nurse to keep in file.

## Appendix J

### CRISIS MANAGEMENT COUNSELING STATIONS

Head of Division's Office  
**Elementary Block A**

Head of Division's Office  
**Secondary Block B**  
**1<sup>st</sup> floor**

HD Assistant's Office  
**Elementary Block A**  
**1<sup>st</sup> floor**

Head of Division's Office  
**Intermediate Block B**  
**1<sup>st</sup> floor**

Head of Division's Office  
**Preschool**

HD Assistant's Office  
**Secondary Block B**  
**1<sup>st</sup> floor**

HD Assistant's Office  
**Preschool**

HD Assistant's Office  
**Intermediate Block B**  
**1<sup>st</sup> Floor**

Special Education Classroom  
**2<sup>nd</sup> Floor Block A**

School Counselor's Office  
**Ground Floor Block B**

Teachers' Lounge

**1<sup>st</sup> Floor Block A**

IB & A.P.  
Assistant's office  
**2<sup>nd</sup> Floor Block B**

CRC Christian Resource Center  
**Ground Floor Block B**

**SHS Crisis Counseling team members are:**

Mrs. Elsy Khalouf Geagea- Mrs Michele Abou Sleiman Saliba- Mrs. Rita Mahfouz - Ms. Jessica Chamoun- Mrs. Petra Taok

In the event of an evacuation of the school buildings, stations will be set up at the assembly points or safe havens.