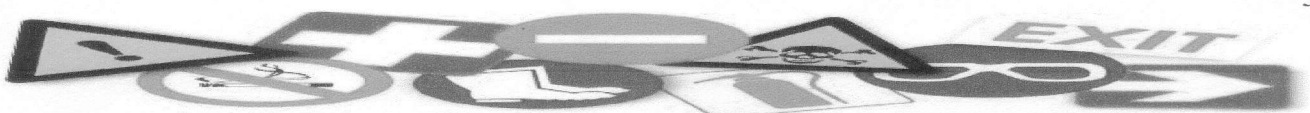
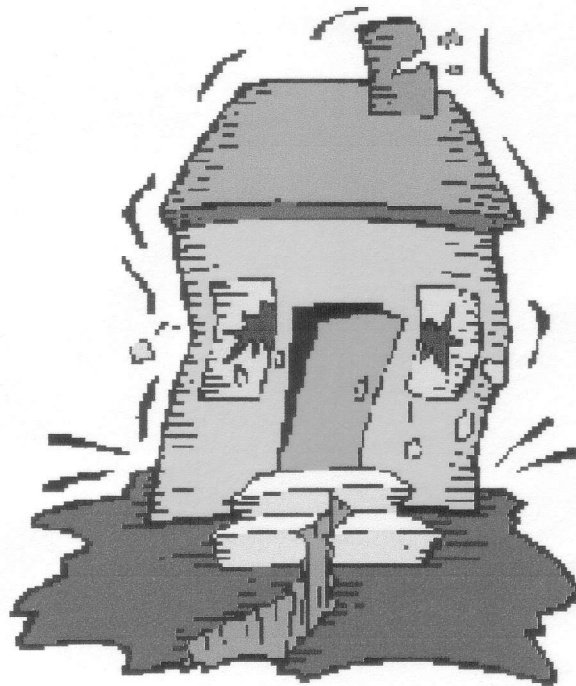


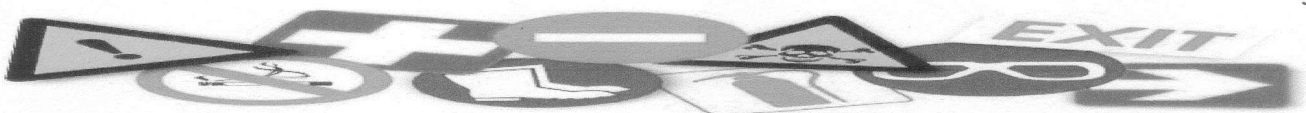
School Emergency Operations and Crisis Response Plan



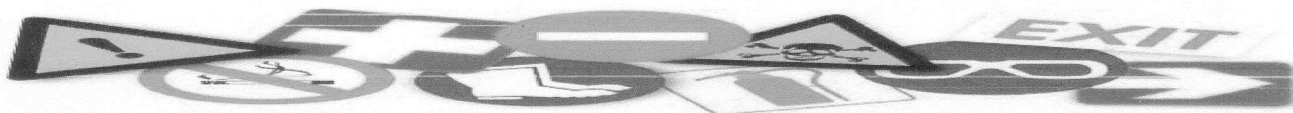
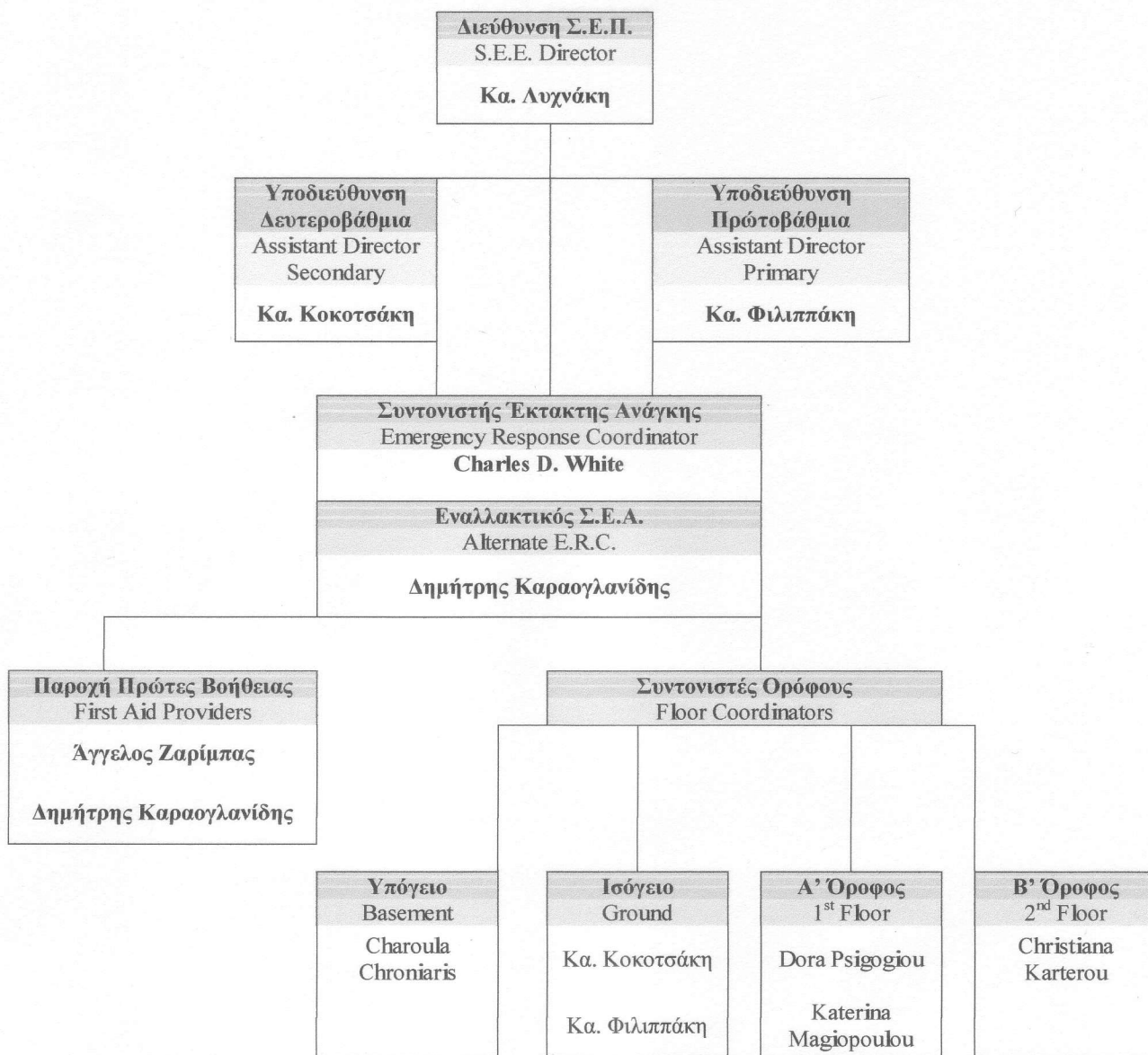
1st Rule:



**KEEP
CALM
AND FOLLOW THE
EMERGENCY
PLAN**



Emergency Response Team



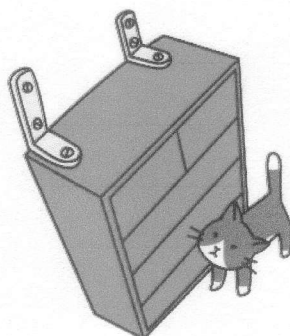


BEFORE – PREPARATION:

All checks are carried out or delegated to a fellow educator in writing by the **Emergency Response Coordinator, Charles D. White** who reports the results to the S.E.P. Management.

The Final responsibility of each check resides with the S.E.E. School Management.

- A regular check – every 2 months – of the emergency equipment is (fire extinguishers, emergency exit lights, etc.) carried out, as well as stability checks of all heavy and tall objects, such as furniture, boards, projectors, etc.



The School Management carries the responsibility for the checks.

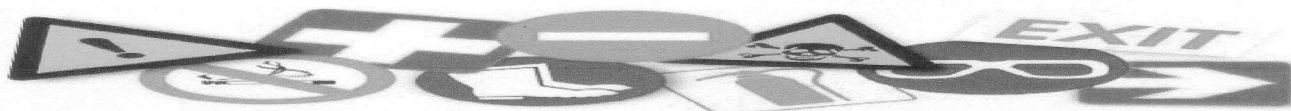
- A bi-monthly check is carried out to verify the contents/expiration dates of the items in the portable pharmacy. The educators **Angelos Zaribas** and **Dimitris Karaoglanidis** have been appointed as the school's **First Aid providers**.
- A bi-monthly check is carried out to verify the sufficient supply and proper operability of auxiliary equipment, such as whistles, torches/flashlights, etc.

The School Management carries the responsibility for the checks.

- Regular Earthquake Exercises and Evacuation drills are held following a schedule, the frequency of which is determined by the S.E.E. Director.

The School Management is responsible for frequency and the implementation of the exercise schedule.

- The Emergency Assembly Point is located on the West side of the yard - near the church fence, in front of the steps –, as it is large enough to hold the complete student population of the school (this year ... students) and is far enough removed from buildings and other structures.
- Every first check is to be carried out within the first two weeks of each school year.

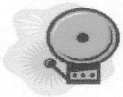


DURING AN EARTHQUAKE:

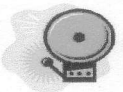
The teacher in the class shouts: **"Earthquake! Everyone under the desks! Drop and Cover!"**



The Director or the person closest to the alarm bell in the director's office rings the alarm bell three times – about 5 seconds each time followed by a 2-second pause.



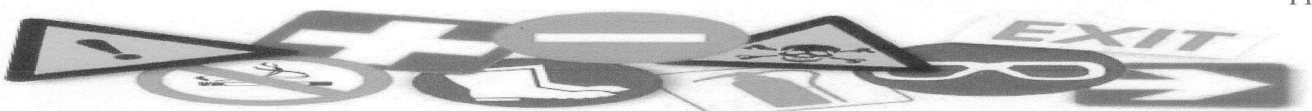
When the earthquake stops, the Director or the same person rings the bell **continuously for about 10-15 seconds sounding the signal for evacuation of the building.**



The bell might not ring in case of damage to the electrical system.

Listen for a whistle!

- At the end of the earthquake, the teachers open their class doors, and ask the students to leave the room **in an orderly fashion**. During the earthquake and the evacuation, the **students should stay silent** so that everyone can hear instructions given by their teachers or over the PA system.
The teachers should verify that they have accounted for every student before leaving the classroom. **The teachers close but DO NOT LOCK the doors.**
- The teachers ensure to make eye contact with their colleagues escorting other classes and collaborate with each other to ensure a correct and calm evacuation of the students who should walk - **NOT RUN** - along their designated evacuation route to the nearest exit. The direction which students should follow from their respective classrooms has been posted near the door of each room in the building.
- While escorting the students their way out, the teachers check the exit route and guide the children past any possible obstacles and safeguard them from dangers, such as broken windows, fallen objects, etc.
- The teachers ensure that the students leave the building following the evacuation order.



EVACUATION OF THE BUILDING

The order in which the building is evacuated is determined by the location of the classrooms. The rooms situated on the left side are to be evacuated using the left stairwell, and the rooms on the right using the right stairwell.

This means that the students leave the building in the following order:

Students coming from the basement have absolute priority over the other floors.

1. Basement:

a. STAIRWELL SOUTH

1. Lunch Room / Library
2. Computer Room
3. Art Room
4. 4th-5th Primary English

b. STAIRWELL NORTH

1. 5th Secondary Greek

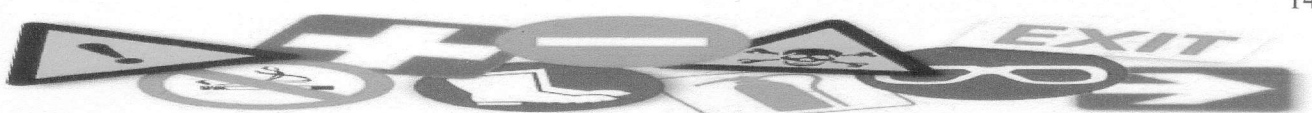
2. 2nd Floor:

a. STAIRWELL SOUTH

1. 2nd Secondary Greek
2. 1st Secondary Greek

b. STAIRWELL NORTH

1. 1st-2nd/4th-5th Secondary English
2. 6th Secondary Greek
3. 4th Secondary Greek
4. 3rd Secondary Greek
5. 5th Secondary Greek



3. 1st Floor:

a. STAIRWELL SOUTH

1. 1st-2nd Primary English
2. Nursery English
3. 3rd Primary Greek
4. 1st Primary Greek
5. 4th Primary Greek

b. STAIRWELL NORTH

1. 3rd Primary English
2. 2nd Primary Greek

The students who are already in the yard (ex. for Gym) during an earthquake are to remain in the yard under the watchful eye of their teacher. The teacher ensures that the children stay away from the building, and line up in their position at the assembly point.

Under no circumstances will they be allowed to enter the building.

Emergency Assembly Point

The west side of the yard, near the church fence, has been decided to be the Emergency Assembly point, where all students and members of staff will gather in case of emergency, such as earthquakes, fire, etc.

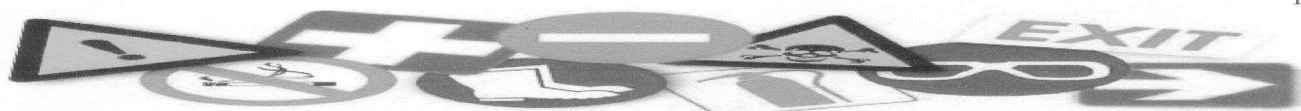
The parents will meet and pick up their children from this place, coming on foot.

Parents are kindly but urgently requested to park their cars on the main road near the water front and NOT to drive into the narrow roads around the school following any kind of emergency so as to ensure easy access for the emergency services, fire brigade, ambulances, police, etc.

Child Pick-up

Parents are urgently requested not to pick up their children without first informing their class teacher or the person in charge of the Student Master Call List.

Failing to notify school officials may lead to erroneous missing persons reports and will cause unnecessary search and rescue efforts by the emergency services.



EARTHQUAKE DURING THE BREAK:

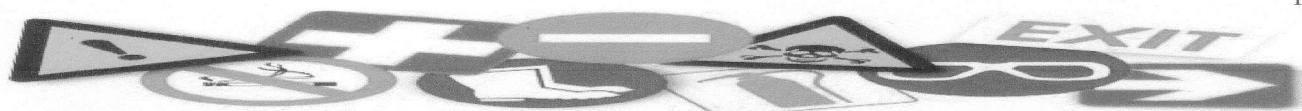
- The Director warns the members of staff who are present in the teachers' lounge to proceed immediately to the yard where the students are.
- The staff members/teachers on duty position themselves near the school entrances, stop any children from entering the building and direct them to the Emergency Assembly Point. Under no circumstances can a child be allowed to enter the building during or immediately following an earthquake.



- The staff member on duty at the door is responsible for checking the male and female student restrooms for any students who might be in the restroom during an earthquake. He/she will ensure their immediate exit from the building.
- The other teachers/staff members gather the students and direct them to their respective positions at the Emergency Assembly Point where they line up.

EARTHQUAKE WHILE IN THE STAIRWELL:

- All students and staff members stay where they are at the time of the earthquake, crouch down and cover/protect their head with their hands.
- When the evacuation signal sounds, everyone walks down in an orderly fashion – without running.



AFTER THE EARTHQUAKE:

The teachers ensure that:

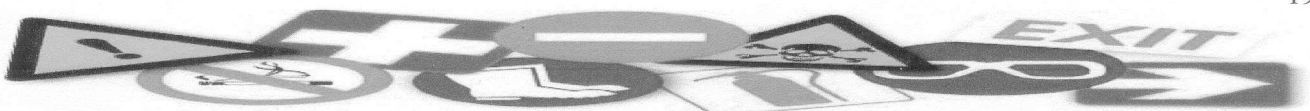
1. the children line up in their assigned spots/ per class so as to facilitate a head count;
2. they complete a head count for their assigned classes as soon as possible and inform the **Emergency Response Coordinator**.
3. they reassure the children and stay calm to avoid any sense of panic and to maintain a calm and disciplined atmosphere;
4. they check the building for any sign of fire or other danger – if there are obvious signs of structural damage to the building, they should not enter the building.

If the possibility exists a child/person has been trapped within the building, the person in charge should notify the emergency services as soon as possible, i.e. fire brigade, ambulance service, Red Cross, etc.

5. they all remain at the Emergency Assembly Point with the students until all children have been picked up by their parents.
6. they do not leave school grounds without having been dismissed by the Director or their respective Assistant Director.

S.E.E. DIRECTOR

Mrs. Lychnaki



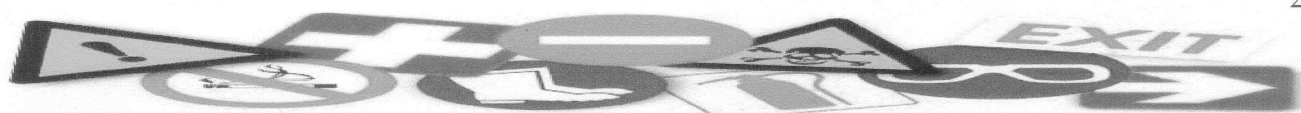
Emergency Phone List

Civil Protection	112
Fire Brigade	199
Ambulance Service	166
Police	100
Regional Education Directorate	

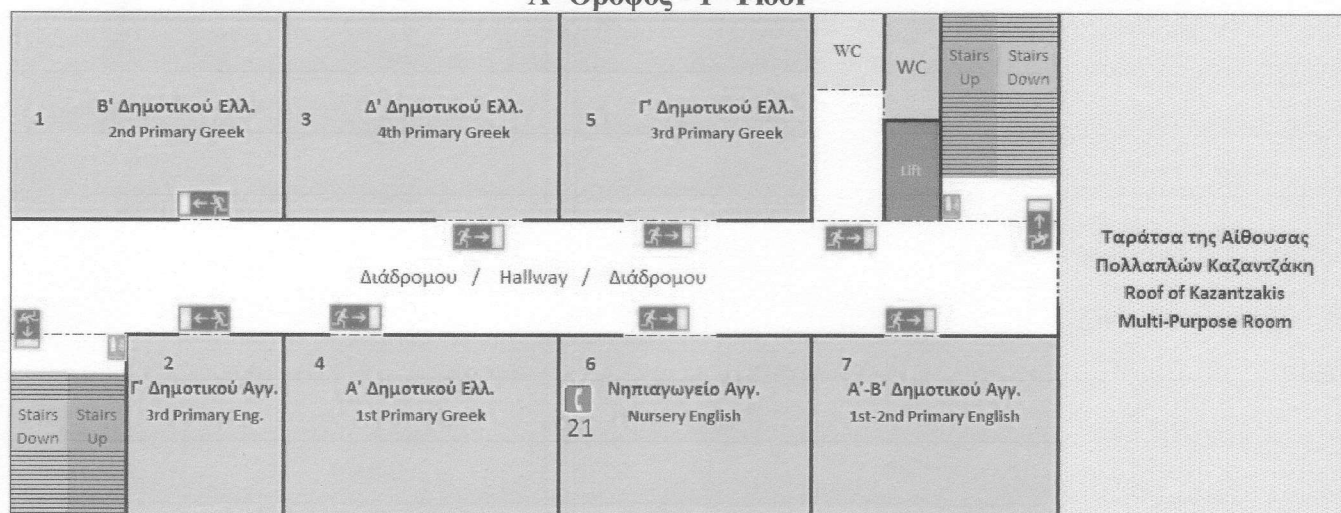
Non-Emergency telephone numbers for these services/departments

Civil Protection	210 33 59 002-3 (24/7) http://www.civilprotection.gr/el
Fire Brigade	2813 407000
Ambulance Service	2810 377203 // 2810 372222
Local Police - Heraklio	2810 274140 http://www.astynomia.gr/
Red Cross	2810 242084 // 210-3613848
Regional Education Directorate	

Greek Earthquake Planning and Protection Agency: www.oasp.gr
(site in Greek, with activities for kids: kids.oasp.gr/kids_main/kids.html)



Α' Όροφος - 1st Floor



Α' Όροφος:

1st Floor:

a. NOTIO ΚΛΙΜΑΚΟΣΤΑΣΙΟ

a. STAIRWELL SOUTH

1. Α'-Β' Δημοτικού
Αγγλόφωνο
2. Νηπιαγωγείο
Αγγλόφωνο
3. Γ' Δημοτικού
Ελληνόφωνο
4. Α' Δημοτικού
Ελληνόφωνο
5. Δ' Δημοτικού
Ελληνόφωνο

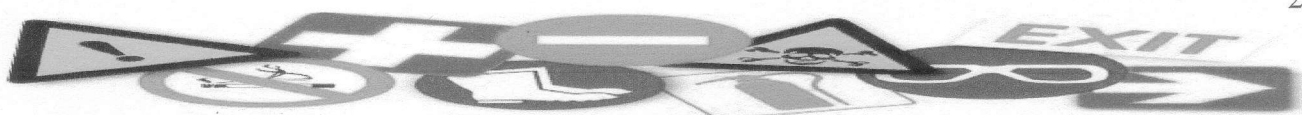
1. 1st-2nd Primary
English
2. Nursery English
3. 3rd Primary Greek
4. 1st Primary Greek
5. 4th Primary Greek

b. ΒΟΡΕΙΟ ΚΛΙΜΑΚΟΣΤΑΣΙΟ

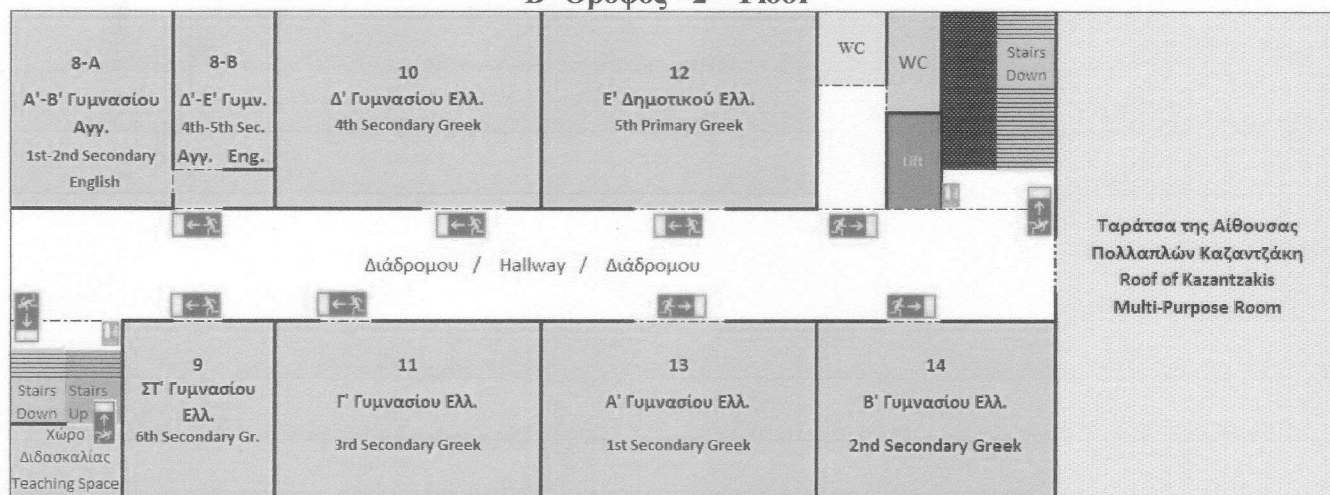
b. STAIRWELL NORTH

1. Γ' Δημοτικού
Αγγλόφωνο
2. Β' Δημοτικού
Ελληνόφωνο

1. 3rd Primary
English
2. 2nd Primary Greek



Β' Όροφος - 2nd Floor



Β' Όροφος:

2nd Floor:

a. NOTIO ΚΛΙΜΑΚΟΣΤΑΣΙΟ

a. STAIRWELL SOUTH

1. Β' Γυμνασίου
Ελληνόφωνο
2. Α' Γυμνασίου
Ελληνόφωνο

1. 2nd Secondary
Greek
2. 1st Secondary
Greek

b. ΒΟΡΕΙΟ ΚΛΙΜΑΚΟΣΤΑΣΙΟ

b. STAIRWELL NORTH

1. Α'-Β'/Δ'-Ε'
Γυμνασίου
Αγγλόφωνο
2. ΣΤ' Γυμνασίου
Ελληνόφωνο
3. Δ' Γυμνασίου
Ελληνόφωνο
4. Γ' Γυμνασίου
Ελληνόφωνο
5. Ε' Γυμνασίου
Ελληνόφωνο

1. 1st-2nd/4th-5th
Secondary
English
2. 6th Secondary
Greek
3. 4th Secondary
Greek
4. 3rd Secondary
Greek
5. 5th Secondary
Greek

