

# POLICY 4001

## BBIS EMERGENCY AND EVACUATION PROCEDURES POLICY

### EMERGENCY AND EVACUATIONS PROCEDURES

The school has developed procedures for fire, injury and intrusion; as well it has been maintaining and practicing emergency procedures that are annually updated by the assigned Health and Safety Coordinators and the Management Team.

Evaluation drills will take place twice a year. Lock down procedures will be reviewed with the whole staff at the beginning of each school year. During this session, it will be made clear who the Health and Safety Coordinators are and which staff members are first aid trained.

The Emergency Plan Procedures (see appendix) will be displayed in every classroom as well as the hallways around the campus and they will be updated, when necessary.

Other emergencies, for example power cut, break in water supply, or extreme weather conditions will be dealt with at the discretion of the school Director, in accordance with the German law. In the absence of the Director, the appropriate course of action will be determined by the nominated substitute.