



Earthquake Safety Policy

Purpose

The purpose of this policy is to ensure the safety of all students, staff and visitors at IBSB in the event of an earthquake. This policy sets out clear guidelines for staff to follow in preparation for the possibility of an earthquake and in the event of an actual earthquake. Our priority at all times is the safety of individuals.

Overview

Bucharest has in the past been close to the epicentre of a number of major earthquakes, some of which have caused much damage to buildings and great loss of life. The last major earthquake to hit the capital was the great Bucharest Earthquake of 1977 (7.3 on the Richter scale: 1,500+ people were killed, 11,500+ people were injured, and 35,000 homes were destroyed).

The current trend however has been towards smaller tremors (two or three can be felt in Bucharest throughout the year), which in theory at least reduces the risk of a major quake. However, despite much research and speculation, nobody can predict when or where a large earthquake might occur, but there are things you can do to be ready. These can make the difference between life and death.

We have formulated this policy to help us comply with our legal obligations to staff, students and visitors under Romanian law and also the UK standards where possible. Due to its importance, this Earthquake Risk Policy forms part of our overall Health and Safety Policy.

To assist us in achieving the highest level of earthquake safety we are inspected regularly by the Romanian Fire Department to carry out regular Risk Audits on the school to ensure that all precautions are taken and all procedures followed both on the main campus and the new Sixth Form campus, located on level three and five of the CODECS Building.

Fire/Earthquake Wardens

Primary Warden

Secondary Warden

Main Campus Office Admin Building

EYFS Centre Ground Floor
Lunchroom
Finance Office Level 1
Office Admin Level 2

Angharad Morgan
Ana Maria Stere
Mihaela Vlad
Flori Georgescu

Irina Ranete
Iulia Boboc
Elena Iluita
Lea Cohen

Main Campus Primary

Library:
Primary Ground Floor:
Primary First Floor
Primary Second Floor:

Veronica Pintilie
Orla O'Dwyer
Odeta Acxenie
Andreea Cazacu

Emelia Cucu
Emilia Cucu
Alexandra Ivascu
Luiza Stoica Diaconovici

Main Campus Secondary

Secondary Basement:
Secondary Ground Floor:
Secondary First Floor
Secondary Second Floor:
Secondary Third Floor:

Rob Lever
Pete Ennion
Bohdan Pantella
Anthony Varden
Aurora Stroescu

Philip Orme
Cristina Marascu
James Hudson
Mihaela Senzaconi
Diana Lia



Main Campus PE Hall	Maria Orban	Paul Georgescu
Sixth Form CODECS Campus: Level 3	Johanna Croci	Blessy Savu
Sixth Form College Campus: Main Building	Jayne Baker	Kendall Peet
Office Admin Building	Roxana Anghel	Kendall Peet
Examination Room	<i>Person on duty for exams</i>	Roxana Anghel
Dallas Admin Building Dallas Admin Building	Dan Boboc	Marius Bogdan

There shall be a meeting with all fire wardens as the start of the school year to confirm roles and responsibilities.

Staff Duty of Care

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

All staff are expected to cooperate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students, and visitors.

Communication

All staff will be kept informed by their line manager or respective Head of School of any relevant changes to earthquake safety procedures or earthquake risk assessments.

If staff have any concerns regarding earthquake safety within the school, they should inform the Head of School directly.

Procedures

The following procedures are in place to ensure high standards of earthquake safety.

- Earthquake risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Earthquake risk assessments are carried out by the Site Manager and Health and Safety coordinators.
- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.
- Earthquake risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Earthquake risk assessments are carried out by the Site Manager and by the Fire/Earthquake Wardens.
- Each room has an emergency evacuation plan. Staff should be familiar with the plan and should inform all students of the procedures in regard to safe evacuation at the start of each course.
- The earthquake evacuation procedure will be practised each term. A record will be kept by the Deputy Head of School of the date and the time taken to evacuate the buildings.



- It is noted that there are two distinct situations where different evacuation procedures are required: firstly, when students are in class, and secondly, during break time and after school when students are out of their classes. Evacuation procedures will be practised for both scenarios.
- All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly by the Health and Safety Officers or their 'responsible person'.
- Evacuation procedures are posted prominently in every corridor next to the Fire Alarm Call Point.
- Alarms are checked every year by a suitable contractor and tested regularly.
- Emergency lighting is checked annually by a suitable contractor and monthly by the Health and Safety Officer or their responsible person.
- All visitors must be logged into the Visitors' Log Book in the admin offices on arrival on site.

Please see the School Control Register for all records of checks, certificates and remedial works.

Emergency Evacuation Plan

To try to account for occasions where members of staff designated with various functions within this Emergency Evacuation Plan are absent, deputies have been allocated to all functions. However, in the event that both members of staff designated for a specific function are absent, the Head of Primary/ Secondary/Office Manager will sweep their respective buildings or shall temporarily allocate this function to an alternative suitably trained member of staff. Each class has been equipped with clear evacuation plans and procedures.

In the event of an earthquake

1. Move away from the windows

Windows can break during an earthquake and so it is important that any person near a window move away from the window

2. Protect yourself from falling objects

It is possible to be injured by falling objects in the event of an earthquake.

If inside

Stay within the room you are in. Shelter underneath a table if possible and/or under a safe beam within the room or a doorway.

If outside

Move away from buildings and stand together.

3. Once the earthquake stops, evacuate immediately using the nearest available safe exit

If a teacher is with his/her students in a classroom, he/she should take the students to the line-up area outside. If there is time and it is safe to do so, staff should switch off any electrical items. Do not stop to pick up any personal possessions. Do not stop to shut windows. The last staff member leaving the room should ensure that the door is shut and that the Fire Safety Sign



is taken from the back of the door and placed on the outside of the door to show the room has been cleared.

When exiting, ensure that stairways and access pathways are safe: it is not advisable to use exterior stairwells after an earthquake as they may have been affected by the tremor and tiles etc. may be liable still to fall off after the quake.

If children are out of the classroom when an earthquake starts, they should move away from any building immediately and calmly make their way to the designated meeting area (Outside Playground).

Pupils, staff, and visitors in the CODECS should use the stairs (not the elevator). Once outside the CODECS building, staff and students should make their way across the road to the Sixth Form Campus for roll call. All students in the Sixth Campus buildings should exit the buildings calmly and sensibly, meeting in the Sixth Form Courtyard for roll call.

Pupils, staff, and visitors in the Office Admin Building on the Main Campus should use the stairs (not the elevator). Once outside, staff and students should make their way to the area for roll call in the main courtyard on the playground.

Having exited the buildings, no-one should re-enter the building for any reason.

In a situation where there is a missing person, the relevant Head of School (Primary/Secondary), and in their absence the Head of School, will assess the danger of re-entering a building to search for a missing person.

In times of a pandemic, removing students, staff, and visitors from the immediate danger is the priority. Where social distancing can be maintained, this should happen.

4. Fire/Earthquake Wardens – on hearing or setting off the alarm

Fire/Earthquake Wardens should encourage everyone on their level to evacuate as soon as possible and check rooms are all empty before evacuating their level.

5. Report to the assembly point for a roll call:

- **Main campus** **Main Campus Quad/Playground Area**
- **Dallas Building** **Main Campus Quad/Playground Area**
- **CODECS Building** **Sixth Form College Quad/Courtyard**
- **Sixth Form College** **Sixth Form College Quad/Courtyard**

Students should line up in front of their class number.

The office staff will bring the class registers to check all students are present.

Head of Primary and Secondary will take the teacher register

Head of Office will take the Office Admin Staff, Cleaners, drivers, and Guards register

If you are with a visitor, ensure they accompany you.

If possible, the Health and Safety Officers should bring the Visitors' Log Book



6. Staff responsible for taking roll calls

The Form Teachers take roll and report to the Head of Primary and Secondary (or Deputy Head of School in their absence). If there are any students absent another sweep of the buildings will be carried out by the Heads of School if possible. Office staff will try to contact any missing person by phone, and will contact parents and the fire department to inform them of the situation.

Staff should take every measure to calm students and to ensure their safety.

7. Before the Fire Brigade arrives

If there is a fire that results from the earthquake, which is a likely scenario, the staff who have received appropriate training, and if it is agreed that the situation does not place them at risk, can make use of the fire extinguishers located on every floor in every room to put out the fire. If, at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the Fire Brigade to arrive.

8. Liaising with the Fire Brigade

The persons designated to liaise with the Fire Brigade on its arrival are the site manager Iulian Marin and the Deputy Head of School. The persons designated to liaise with the Fire Brigade on its arrival shall ensure they give the Fire Brigade as much information as possible regarding the evacuation and the roll call and must provide them with the Visitors' Log Book and the names of any person not accounted for during roll call.

9. Injured persons

Any person who is injured at the time of the fire should receive care in accordance with the First Aid Policy.

10. Re-entering buildings

In the event of a serious earthquake, no one shall re-enter any building until it has been checked by engineers to ensure it is safe for re-entry.

Related Policies

WS Fire Risk Policy

WS Health and Safety Policy

WS Lockdown Policy

WS Medic First Aid Policy