

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 to whom we owe a duty of care.

Overview

This policy operates alongside the school Health and Safety Policy and the Independent School Standards Regulations (ISSR). Procedures also reflect safeguarding responsibilities outlined in Keeping Children Safe in Education (KCSIE 2025) to ensure the safety and welfare of all pupils, staff and visitors.

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. Whilst nobody can predict when or where a large earthquake might occur, there are measures we can put in place to be better prepared.

We have formulated this policy to comply with our legal obligations to students, staff, and visitors under Romanian law, and also the UK health and safety good practice and the Independent School Standards Regulations (ISSR). 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 Sixth Form campus.

Fire Wardens

Primary Warden

Secondary Warden

Main Campus Office Admin Building

EYFS Centre Ground Floor
Medical Room/Reception Ground Floor
Lunchroom Level 1
Finance Office Level 1
Office Admin Level 2

Jasmin Sanders
Ruxandra Stoica
Ana Maria Stere
Claudia Hulea
Florina Georgescu

Ioana Ciuca
Nicoleta Micu
Iulia Boboc
Elena Iluita
Lea Cohen

Main Campus Primary

Primary Ground Floor
Primary First Floor
Primary Second Floor

Delia Ciobanu
Orla O'Dwyer
Luiza Stoica

Deborah Ferguson
Oana Marcu
Alexandra Ivascu

Main Campus Secondary

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

Robert Brooks
Mark Thompson
Emma Fletcher
Andreea Descu
Aurora Stroescu

Leah Fisher/Ioanna Dumitrescu
Cristina Marascu
Cristina Latcu
Mihaela Senzaconi
Diana Lia



Main Campus PE Hall Main Campus Library

Paul Georgescu /Ciprian Iacob Alexandru Lacraru
Ruxandra Stoica Alan Cornish/Peter Ennion

Sixth Form College Campus

Building 1 (Office Admin Building)
Building 2 (Main Building)
Building 3 (Examinations Building)

Madalina Taraze Kendall Peet
Michelle Gourley Jayne Baker
Johanna Croci Fredrick Graham

Dallas Admin Building

Dallas Admin Building Florin Ghita Marius Bogdan

At the start of each year, fire wardens will be sent an up-to-date copy of the Fire Safety Policy and Earthquake Policy to read to confirm their roles and responsibilities. A whole school meeting focusing on Health and Safety, including fire and earthquake procedures, is included in the summer induction programme each year for all staff as a follow up to the online Educare Course completed by all staff over the summer break.

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, additional reviews will occur if there are 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. Returning staff will be given annual refresher training.
- 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 fire or earthquake evacuation drill will be practised and recorded each term. A record will be kept by the Head of School of the date and the time taken to evacuate the buildings.
 - **Earthquake Alarm** **1 second intervals**
 - Lockdown Alarm 3 second intervals
 - Fire Alarm Continuous
- 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 are clearly signed posted and should be kept free from obstructions at all times. Escape routes should 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, deputy fire wardens 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/School/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

Earthquake Immediate Response – 'Drop, Cover, Hold'

When an earthquake begins, staff and students should follow the internationally recognised 'Drop, Cover, Hold' procedure:

- Drop to the ground immediately to prevent being knocked over.
- Cover your head and neck and take shelter under a sturdy table or desk where possible.
- Hold onto the shelter until the shaking stops.

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 the building you are in immediately using the nearest safe exit. If a teacher is with students in a classroom, the teacher 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 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 on the Sixth Form College 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, students, and visitors should make their way to the designated meeting area for roll call along the front fence on the main campus, with classes lined up in an orderly manner, and in the Sixth Form Courtyard, again with classes lined up in an orderly manner.

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

In a situation where there is a missing person, a Head of School will assess the danger of re-entering a building to search for a missing person.

In any emergency situation, the immediate safety and evacuation of students, staff and visitors takes priority.

4. Fire/Earthquake Wardens – directly following an earthquake

Fire/Earthquake Wardens should encourage everyone on their level to evacuate as soon as it is safely possible and check rooms are all empty with windows and doors closed before evacuating their level.

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

- **Main campus** **PS Students & Staff to Football field**
 SS Students & Staff to playground near front fence perimeter
- **Dallas Building** **Parent Area**
- **Sixth Form College** **Sixth Form College Quad/Courtyard**

Students should line up in front of their class number.

6. Staff responsible for taking roll calls

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

- Prior to class registers being completed, a print out of attendance will be made by office staff

The Form Teachers take the roll and report to the Head of Primary and Secondary (or Head of School in their absence).

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.

The person on reception should bring the Visitors' Log Book

7. In a situation where there is a missing person

In a situation where there is a missing person, a Head of School will assess the danger of re-entering a building to search for a missing person.

Where it is deemed safe to re-enter a building, a member of the SLT or nominated MLT member will re-enter the building/s to complete a room check in search of the missing person.



Office staff will try to contact any missing person by phone, and will contact parents and to inform them of the situation.

Staff should take every measure to calm students and 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 Office Manager. 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.

11. Relocating onto the road

In a situation where there has been severe building damage, and an onsite assessment identifies a level of risk associated with remaining on campus close to the Office Administration building, the decision may be made to move the children and staff outside onto the footpath of Strada Ilarie Chendi, and road if needed. This will only be considered when areas within the school, such as the football pitch as deemed unsafe for students. In this situation, a person will be nominated to ensure that the flow of traffic has been halted before.

Related Policies

WS Fire Risk Policy

WS Health and Safety Policy

WS Lockdown Policy

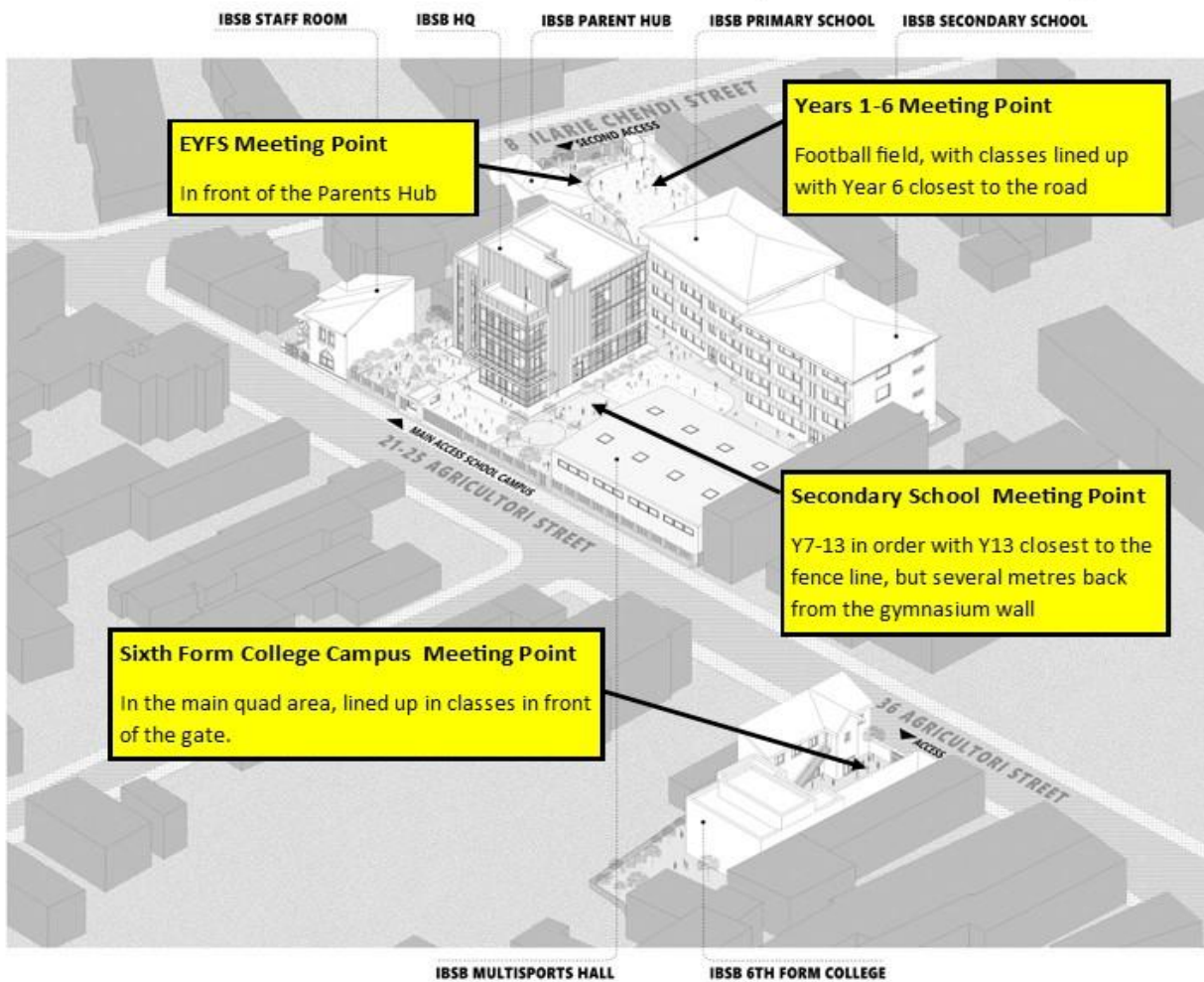
WS Medic First Aid Policy

Document Control	
Draft Issued	August 2025
Author	Kendall Peet
Draft Approval	Kendall Peet Headmaster
Signed off by	SLT
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Review cycle	1 year



APPENDIX

International British School of Bucharest - Fire and Earthquake Evacuation Meeting Points





Main Campus Classroom Posters

PRIMARY SCHOOL



EARTHQUAKE ACTION



EARTHQUAKE INSTRUCTIONS

In the event of an earthquake

1. Immediately move away from the windows
2. Protect yourself from falling objects
 - Crawl under a desk
 - Stand in the doorway or under a beam
 - Move away from buildings if outside
3. Exit the building calmly to the roll call area outside

Teachers: If possible- turn off all electrical items and close the door

4. Assemble at meeting point

Football Field

5. Do not reenter building unless you are given permission to do so

Dial 112 for any Emergency



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EDUCATION WITHOUT FRONTIERS

EARTHQUAKE ACTION



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EARTHQUAKE INSTRUCTIONS

In the event of an earthquake

1. Immediately move away from the windows
2. Protect yourself from falling objects
 - Crawl under a desk
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 - Move away from buildings if outside
3. Exit the building calmly to the roll call area outside

Teachers: If possible- turn off all electrical items and close the door

4. Assemble at meeting point

Outside Playground

5. Do not reenter building unless you are given permission to do so

Dial 112 for any Emergency



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EARTHQUAKE ACTION



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EARTHQUAKE INSTRUCTIONS

In the event of an earthquake

1. Immediately move away from the windows
2. Protect yourself from falling objects
 - Crawl under a desk
 - Stand in the doorway or under a beam
 - Move away from buildings if outside
3. Exit the building calmly to the roll call area outside

Teachers: If possible- turn off all electrical items and close the door

4. Assemble at meeting point

6th Form Courtyard

5. Do not reenter building unless you are given permission to do so

Dial 112 for any Emergency

