A Parents Guide to Earthquakes and Other Emergencies at TBS

TBS has a well developed procedure for earthquakes and other emergencies. This is continually reviewed and updated. We have many links with outside agencies such as the British Embassy who offer advice and support in the planning for and in the event of any emergency.

Earthquakes
The School has taken a number of steps to ensure that it can respond to an earthquake. These include:

- Earthquake alarms – the school is fitted with earth tremor alarms that could give warning of an impending earthquake
- Staff training – the whole staff periodically have earthquake training sessions and all new staff at the start of new school year go through the procedures pertaining to earthquakes
- Drills – all teachers are required to carry out earthquake drills each term with their classes to inform the children and build up confidence in what to do if there is an earthquake. These drills have to be logged on a reporting system and any issues raised during the drill are addressed
- Roles and responsibilities – the staff are assigned at the start of each term to a specific task in the event of an earthquake with redundancy built in to cover for injury. The school holds regular first aid training sessions. The school has a designated Crisis Management Officer and a deputy.
- Equipment and supplies – the school has a wide range of equipment that would be useful in an emergency. The school is also stocked with medical supplies, foodstuffs, water purification tablets, gas, etc… These are kept at school and at the British Army camp.
- Communications – the school has two-way radios that operate on the British Embassy net. There are designated staff to man any communications systems that are operable and who can communicate in English and Nepali. We also have a satellite phone that allows international and local communication.

The basic procedure during the school day in the event of an earthquake is:

1. Children and staff ‘duck, cover and hold on’ in their classrooms
2. When it is considered safe to do so the children are evacuated to pre-designated locations and a roll call is taken
3. Staff who are designated to search teams for particular areas of the school are dispatched to find anyone who is missing
4. Once everyone is accounted for the staff engage in their designated role or one assigned to them by the Crisis Management Officer – these involve extraction from buildings, fire-fighting, first aid and medical support, caring for the non-injured, production of food, etc
5. All children will be kept at school and cared for until their parents or a recognised representative can collect them. A team from the British Camp
will come to assist in relocating all expatriate children to the camp after approximately 2 hours. If parents are unable to collect any other children, they will relocate to the camp after 6 hours.

**Fire Safety**
The school has smoke alarms, fire alarms and fire extinguishers. Staff members have been trained in their use. Fire drills are done each term and a report filed on issues raised.

The basic procedure during a fire is:
1. Classes are evacuated on the raising of the alarm to pre-designated locations and a roll call is taken
2. Staff who are designated to search teams for particular areas of the school are dispatched to find anyone who is missing
3. Once everyone is accounted for the staff engage in their designated role or one assigned to them by the Crisis Management Officer.
4. All children will be kept at school and cared for until their parents or a recognised representative can collect them. Any buildings that are not at risk from the fire will be used to house the children

**Other Emergency Situations**
It is very difficult to predict the exact circumstances of other emergencies and thus summarise them briefly. The school, however, does have plans that can cover all eventualities. The school is also in contact during any emerging situation with outside agencies such as the British Embassy and UN. The school has taken the decision that no children will be allowed to leave the premises in such an emergency without being collected by their parents or another designated person.

**Further Details**
If any parents require further details of our emergency planning they can contact the Crisis Management Officer, Mr Steve Priest, by phone at school or by email on steve@tbs.edu.np who will be more than happy to answer any questions you may have.