

NORMAN HENSILWOOD HIGH SCHOOL



Health and Safety Policy

Table of Contents

Purpose	1
School Safety Audit	2
Regulations for Safety at School	2
Regulations for Safety Measures at Public Schools: Amendment 2006	2
School Safety and Security Committee	3
Organisation	3
Duties	4
Emergency Planning	8
Emergency Resource Bank	8
Responding to an Emergency at School	10
Initial Response	11
Determine the Type of Emergency	11
Determine the Level of the Emergency	11
Determine Immediate Response Actions	12
Immediate Response Action	12
Stand by Alert	12
Take Cover	13
Secure Building	13
Evacuate Building	14
All Clear	15
Emergency Procedure Exemplars	15
Acts of Violence; Disorderly Conduct and Gangsterism	15
Bomb Threat	16
Explosion / Threat of Explosion	17
Scenario 1: Explosion on School Property	17
Scenario 2: Credible Threat of an Explosion on School Property	18
Scenario 3: Explosion or Threat of Explosion in Surrounding Area	19
Fire on School Grounds	19
Fire in Surrounding Area	19
Supplementary Information and Forms	20
Suggested First Aid box supplies	20
Fire Equipment:	21
Annexure A	22
Annexure B	23
School Layout	24

Purpose

To promote the highest practicable standard of health and safety for Norman Henshilwood High, and to ensure compliance based on legislative requirements as per the Occupational Health and Safety Act.

To provide the necessary direction and support to ensure Norman Henshilwood High meets its responsibility and accountabilities under the requirements of the work health and safety legislation and associated regulations and to provide clear guidelines for all school staff, students and others in meeting their legal obligations.

The guide is divided into a number of sections, including -

School Safety Audit and Calendar

A rapid assessment form to determine what you, your staff and your School governing Body (SGB) know about the emergency processes at your school.

The Calendar will act as a visible reminder as to when to conduct the fire drills, when to inspect the fire equipment and when to schedule First Aid Training. **This needs to be created to suit our needs*

Regulations for Safety at School

This section deals with two critical pieces of information from the National Education Department and the Nelson Mandela Bay Municipality.

School Safety and Security Committee

A School Safety Committee should be established consisting of:

- The Principal
- The Emergency Controller
- The Security leader
- The Fire Leader
- The Evacuation leader
- The First Aid leader

This section details what each of their tasks should be and will assist the school in determining who is responsible for the various emergency procedure templates referred to later in this manual.

Emergency Planning

Suggestions on how to develop and collate the information you need on hand to ensure that, if a crisis does occur, you are able to deal with it quickly and effectively.

Responding to an Emergency at School

Various response actions in case of an emergency are outlined.

Emergency Procedure Exemplars

This section suggests possible ways in which an emergency can be dealt with.

Establishing Emergency Teams

This section focuses on the composition and role of emergency teams to complement the roles of the School Safety Committee.

Supplementary Information and Forms

An information bank containing useful school safety templates and forms.

School Safety Audit



Regulations for Safety at School

Schools must, according to the National Department of Basic Education Regulations and the Western Cape Education Department, have emergency procedures in place. The Occupational Health and Safety Act also has requirements for ensuring that schools are safe working environments.

Regulations for Safety Measures at Public Schools: Amendment 2006

Section 8(f): Emergencies

States that –

1. A public school must ensure that –
 - (a) It establishes emergency evacuation procedures;
 - (b) The emergency evacuation procedures are displayed in all offices, classrooms and amenities and
 - (c) Where reasonably practicable, the local fire department assesses and reviews all fire evacuation procedures every year
2. A public school must take measures to install –
 - (a) Fire extinguishers, which the principal must ensure are checked regularly; and
 - (b) Fire alarms that are audible in all parts of the school premises, depending on the availability of funds.
3. The principal must ensure that staff members and where applicable, learners who are in grades 8 or higher are trained to use fire extinguishers.
4. If a bomb threat is received or a suspicious object is discovered –
 - (a) The principal must immediately report it to the police;
 - (b) The object, or anything related to the bomb threat, must be left untouched; and
 - (c) The public school must apply emergency evacuation procedures

School Safety and Security Committee

The SGB of the school is responsible for establishing a Safety and Security Committee which will function as a sub-committee of the SGB. It's organizational and composition is as follows:

Organization

The Safety and Security Committee will regularly discuss security at committee meetings that will be held once a term (and when necessary).

The Safety and Security Committee consists of the following members:

PORTFOLIO	NAME
Principal	Jawaad Holland (Principal)
Emergency Controller (staff)	Anwar Adams
Security Leader (staff)	Envor Capito
Evacuation Leader (staff)	Yolanda Miller
Fire Leader (staff)	Kobie Ambrall
First Aid Leader (staff)	Basheera Manuel
SAPS Liaison Officer (school secretary optional)	Rosetta Scheepers

Duties

The duties of the Emergency Committee Members are as follows:

Emergency Controller

The Emergency Controller will be the Chairperson of the Emergency Action Committee and is to ensure that:

- Comprehensive emergency planning is undertaken with the assistance of the Emergency Action Committee and such planning is recorded in the form of a written Emergency Plan.
- Emergency planning is reviewed regularly and updated, when necessary, in order to be optimally effective.
- Emergency leaders are appointed and their duties delegated in writing

- All educators and learners are adequately trained to perform their duties and that all facets of the Emergency Plan are practiced regularly.
- The required equipment is procured and kept serviceable and secure.
- Emergency facilities are serviceable and well-maintained.
- Communications are effective and instructions can be given to emergency personnel in any part of the school within the minimum loss of time.
- The safety of all educators, learners and visitors is planned for. All exits, evacuation routes, firefighting equipment and first aid equipment are prominently displayed.
- Monthly status reports are received from all Emergency Leaders using the prescribed format.
- Emergency situations are effectively and efficiently managed.
- Emergency personnel are identifiable.
- Regular drills are practiced.
- He/ she assumes overall command during emergencies.
- The secretaries are trained to summon the emergency services, when authorised to do so, without delay.
- An emergency control centre or an alternative venue is available and equipped.
- A method is devised whereby the emergency action committee can be convened without delay.
- Vital movable valuable records and documents are afforded priority ratings for salvage purposes in the event of fire, etc.

Security Leader

The Security Leader is responsible to the Emergency Controller for the following:

- Compilation of bomb threats and search procedures.
- Access, loss and riot control.
- Any other duties particular to the school in security and pursuant to effective emergency planning and execution thereof.

Fire Leader

The Fire Leader is responsible to the Emergency Controller for the following:

- Assessment of premises from a fire prevention and protection point of view.
- Implementation of effective fire prevention measures.
- Submission of recommendations for firefighting equipment, after liaison with the Fire Department.
- Appointment and training of sufficient firefighting team leaders.
- Determination of the safest and most effective fire escapes and evacuation routes.
- To ensure that fire escapes are practical and not locked in such a way to prohibit use.
- To ensure that evacuation routes are kept clear.
- To ensure that fire hazards are eliminated or kept to a minimum.
- To ensure the removal of vital or valuable documents if threatened by fire.
- To ensure that firefighting equipment is kept secure, but accessible, is well distributed and well maintained and effective.
- The training of educators and learners in the correct method of reacting in the case of a fire.
- Training of educators and learners in basic fire prevention principles.
- The organization of effective firefighting teams.
- Delegation of duties to fire team leaders and members of firefighting teams in writing.
- Signposting of firefighting equipment.
- Receipt of a status report from all fire team leaders on a monthly basis.
- Submission of monthly reports to the Emergency Controller.
- Assist the Emergency Controller with emergency planning and the management of actual emergencies.

Evacuation Leader

The Evacuation Leader is responsible to the Emergency Controller for the following:

- The safest possible evacuation route – determined after consultation with the Fire Leader.
- Evacuation routes (and alternatives) should be clearly marked on floor plans.
- Appointment of sufficient block leaders and the delegation of their duties in writing. Ratio fire marshals is 1:50
- Training of educators and learners.
- A record should be kept of all handicapped staff and learners and special arrangements made for their assisted evacuation (in consultation with the Fire Leader).
- A programmed form of evacuation should be devised for full evacuation of multi-storied buildings to prevent congestion along evacuation routes.
- To ensure that doors and windows are closed when evacuating due to a fire and opened when evacuating due to a bomb or the discovery of a bomb.
- To ensure that panic is kept to a minimum when evacuating and that order is maintained throughout.
- The identification of a number of suitable locations where staff and learners can gather, depending upon the nature of the threat. These sites should be determined in consultation with the Fire Leader and the Security Leader.
- Areas are searched after evacuation to ensure that all learners and staff have evacuated and that affected areas are clear.
- Orderly shutdown procedures are followed.
- That in the event of an evacuation, a report is received from the block leaders.
- That the block leaders are adequately equipped to perform their duties and to ensure that they are identifiable.
- Evacuation procedures are issued confidently or in code to alleviate panic reactions.
- To assist the Emergency Controller with emergency planning and the management of actual emergencies.

First Aid Leader

The First Aid Leader is responsible to the Emergency Controller for the following:

The determination, procurement and distribution of adequate emergency first aid equipment.

- The effective distribution of emergency first aid equipment throughout the school.
- To ensure that first aid equipment is readily accessible, yet sealed and secure, and stored separately from first aid equipment for day to day use.
- There are sufficient number of first aiders are appointed and trained to general level of standards. Their duties should be delegated to them in writing. A ratio of 1:50 is the minimum requirement.
- The suitable casualty points are identified and are accessible to ambulances and medically trained personnel.
- First Aid team members are identifiable and adequately equipped to perform their duties.
- That in the event of a first aid casualty situation, triage is applied and that this principle is familiar to all team members.
- Storage facilities of first aid equipment should be clearly marked by means of a green cross on a white background and should be identified on the floor plan.
- Submission of monthly reports on overall first aid situations to the Emergency Controller.
- To assist the Emergency Controller with emergency planning and the management of actual emergencies.

Emergency Planning

When developing an Emergency Plan it is important to keep some key principles in mind:

- It should be flexible and adaptable
- It should be effective and efficient
- It should be affordable and sustainable
- It should involve all role-players relevant to the situation
- It should accommodate local conditions
- It should have a multidisciplinary and integrated approach
- It must emphasize prevention and mitigation.

If a school aims to be ready to deal with an emergency, it must be pro-active, plan for any eventuality and gather as much information as possible that could be of use to the Police, Emergency Services, Fire Department, Health agencies etc. Schools usually have the information, but generally it is scattered around the school and there is no comprehensive information package.

The easiest way to solve this problem is to create an Emergency Resource Bank that has all the information at your fingertips. The School Safety Committee can play an important role in gathering all this information and keeping it up-to-date.

It is recommended that you have two of such resource banks to ensure that you are able to access at least one of them at any given time. They are not expensive to compile.

The Emergency Resource Bank may consist of a box, file or suitable container that houses the emergency information for your school. The following items should be kept in the Emergency Resource Bank -

School Plans (Please insert school plan)

These plans must be always up-to-date, they should include

- Classroom layouts, names and room numbers of class rooms
- Evacuation routes
- Fire and Burglar Alarm panel
- Main Power control panel
- Location of fire hoses or fire extinguishers
- Location of Biology or Science Laboratories and Art Room

The above must all be clearly marked on the school maps so they are easy to find.

Evacuation Plans

See Annexures C and D for examples of evacuation plans. If possible, have a backup evacuation plan should you not be able to get all the children to the Safe Area and needing to direct them to an alternative (second) area.

Teacher and Administrative Staff Time Table

Link each teacher to their classroom on the evacuation plan, if possible. In order for the Emergency Services to know how many staff there are they can account for them more rapidly.

Learner Attendance Register

This list, which is done per class, will enable the teachers to account for their learners when they are gathered at the Safe Zone. This can be cross-referenced with the absentee register to determine who is missing and who is not at school.

Keys

A spare set of keys and, if possible, a master key should be kept in the emergency bank and these should be clearly marked e.g. Art Room, Deputy Principal's Office, etc).

Location of First Aid Kits

- List of staff who are qualified First Aiders should be included as well
- If possible a first Aid kit should be attached to this toolbox

Special Needs

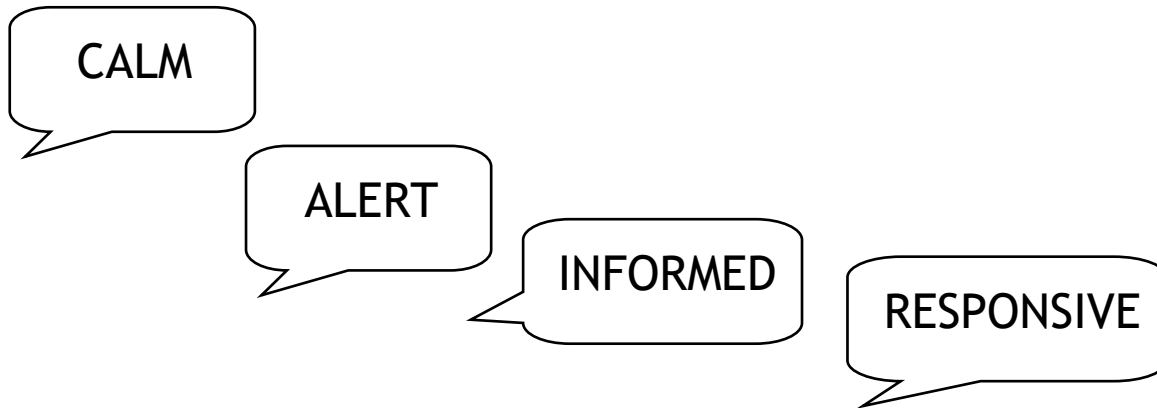
If possible, list the names of learners and staff who have special needs, for example, asthmatics, diabetics, hearing aids, etc.

This is not an exhaustive list, but it does cover the basics of what is needed. Add your school's specific needs not listed here to the Resource Bank check list.

Keeping the toolbox up to date might be a challenge. One way to monitor this is to develop a checklist which ensures all the information is present and up to date, as indicated in the example below.

Responding to an Emergency at School

It is important for teachers to set an example to learners under their control, especially during an emergency situation. Therefore, they should remain calm at all costs.



The following should be in place –

- Evacuation plans and procedures for each emergency must appear on the exit door of every room in the school
- The Alarm Signals signifying each emergency must also appear (both with and without power)

Initial Response

Determine the Type of Emergency

Listed below are 5 different types of emergency procedures -

- Acts of Violence/Disorderly Behavior
- Bomb Threat
- Explosion/Threat of Explosion
- Fire On-Site
- Fire in Surrounding Area
- Assisting with First Aid

Determine the Level of the Emergency

School emergencies can be categorized in terms of magnitude ranging from a minor injury to a major fire. Identifying the magnitude of an emergency will determine the allocation of resources.

Three levels of emergencies are described below.

- **Level 1 Emergency**

An emergency handled by school personnel without assistance from outside agencies. Examples include: temporary power outages and/or minor first aid cases.

- **Level 2 Emergency**

A moderate to severe emergency in most cases is handled by school personnel with the assistance from outside agencies (e.g., fire department, police, and other emergency services). Examples include: a fire, minor sports injury.

- **Level 3 Emergency**

A major disaster that school personnel cannot handle without the assistance of outside agencies. For level 3 emergencies the response time of outside agencies may be seriously delayed. Examples include bomb threat, a shooting or stabbing at the school.

Determine Immediate Response Actions

Most emergencies will require one or more of the Immediate Response Actions listed below –

- Stand-By Alert
- Take Cover
- Secure Building
- Evacuate Building
- Off-Site Evacuation
- All Clear

Immediate Response Action

Stand by Alert

This action is used to alert the staff and learners and place them on Stand By until further instructions.

If time permits, the principal will make the following announcement on the Public Address (PA) system. If the PA system is not available, use other means of communication, for example, send messengers to deliver the instructions.

**Your attention please X 3; Stand by X 3.
Additional information to follow.**

Executing the Action –

- If inside, teachers will hold learners in classrooms until further instructions.
- If outside, teachers will assemble learners into a single location.

For all situations, remain on Stand By until further instructions or an All Clear signal is given.

Take Cover

This action is used to protect learners and staff from flying or falling debris. The Principal will make the following announcement on the PA system.

**Your attention please X 3
Take Cover X 3
Additional information to follow.**

Executing the Action –

- If inside,
 - DROP to the floor,
 - GET under the desk and remain facing away from windows.

- If outside,
 - Direct learners into the nearest classroom or school building.
 - Consider the proximity of the identified hazard.
 - If necessary, proceed to an alternative indoor location.

Secure Building

This action is used when threat of violence/gunfire is present, and it is necessary to prevent the perpetrator(s) from entering occupied areas. The principal will make the following announcement on the PA system.

Your attention please X 3
Secure building X 3

Executing the Action –

- If inside, teachers and other staff members are to:
 - LOCK doors and have learners lie on the floor,
 - CLOSE any shades and/or blinds if it appears safe to do so,
 - REMAIN on the floor until a recognized staff member assures it is safe to unlock the doors.
- If outside,
 - DROP to the ground and wait for further instructions from the principal or designated announcer.

Evacuate Building

This action is used after the decision is made that it is unsafe to remain in the building. The principal will make the following announcement on the PA system.

Your attention please X 3
Leave the building X 3

Executing the Action –

- The Principal will initiate fire alarm.
- Evacuate the building(s) using designated routes to the assigned Assembly Area. Once assembled, stay in place until further instructions.
- Teacher will secure the learner attendance register when leaving the building and take row call once the class is assembled in a safe location.



All Clear

This Action is used after the decision is made that normal school operations can resume. The principal will make the following announcement on the PA system.

Your attention please X 3
All clear X 3
Thank you.

Executing the Action –

- This Announcement signifies that the emergency is over.
- If appropriate, teachers should immediately begin discussions and activities to address learners' fear, anxiety, etc.



Emergency Procedure Exemplars

Acts of Violence; Disorderly Conduct and Gangsterism

In the event of a hostile or potentially threatening event, staff should take reasonable steps to calm and control the situation. If weapons are involved and/or other significant threats are anticipated, do not approach or disarm the threat. Immediately isolate all non-involved pupils and staff from the person and notify the Principal. The school should immediately be locked down, controlling all learner and staff movement.

Implement the following procedures to control and contain the situation.

1. The Principal will initiate the appropriate Immediate Response Actions, which may include:
 - Take Cover
 - Secure building
 - Evacuate building
 - Off-site evacuation
2. Staff should attempt to isolate perpetrator from learners, if it is safe to do so.
3. The Principal will call "10111" and provide the exact location on campus and the nature of the emergency.
4. If an immediate threat is not clearly evident, attempt to diffuse the situation. Remain calm, talk in a soft, non-threatening manner. Request perpetrator to leave the area or campus, as appropriate. Avoid all hostile actions or interactions, except to maintain the safety and welfare of learners or staff.
5. If the perpetrator is a student, notify the family. Family members may provide useful information on handling the situation.
6. The Principal will notify the Education Development Officer for the school and the Education District Director of the situation.

7. Refer media inquiries to the Principal Communications member of the Incident Command Team.
8. The Security Team will control all points of entry.
9. The Learner and Staff Accounting Team will conduct a headcount and notify the Principal of missing persons.

Bomb Threat

In the event that a bomb threat is received directly by school staff, the following procedures should be implemented:

1. If the threat received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert **someone** else to call "10111" – telling the operator, **"This is (name of caller) from (name of school). We are receiving a bomb threat on another line. The number of that line is _____."**
2. The Principal will initiate the appropriate Immediate Response Actions, which may include:
 - Take Cover
 - Secure building
 - Evacuate building
 - Off-site evacuation

If the Principal issues the EVACUATE BUILDING action, learners and staff will follow the prescribed routes and proceed directly to the Assembly Area. The teacher shall bring the learner attendance register and take attendance to account for learners at the Assembly Area. Teachers will notify the Learner and Staff Accounting Team of missing learners.

3. The Principal will notify "10111" to provide the exact location (e.g., building, room, area) of the potential bomb, if known.
4. The Principal will complete a Bomb Threat Form similar to the example on the next page.
5. The Principal will notify the Education Development Officer for the school and the Education District Director of the situation.
6. Do not resume school activities until the building(s) have been inspected by proper authorities and determined safe. The Principal will give the All Clear signal when appropriate.

Explosion / Threat of Explosion

There are three possible scenarios involving the explosion/threat of explosion.

Determine which scenario applies and implement the appropriate response procedures described below.

Scenario 1: Explosion on school property

Scenario 2: Credible threat of an explosion on school property

Scenario 3: Explosion or threat of an explosion in a surrounding area

Scenario 1: Explosion on School Property

1. Upon explosion all persons should TAKE COVER.
2. The Principal will consider the possibility of another imminent explosion and take appropriate action.
3. After the blast, the Principal will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, SECURE BUILDING, EVACUATE BUILDING or OFFSITE EVACUATION. Evacuation may be warranted in some buildings and other buildings may be used as shelter.
4. If the explosion occurred within the school buildings, the Principal will issue EVACUATE BUILDING action. Learners and staff will evacuate using prescribed routes or other safe routes and proceed to the Assembly Area. Teachers shall bring the attendance register and roll call to account for learners. Teachers shall notify Learner and Staff Accounting Team of missing learners.
5. The Principal will call "10111" to provide the exact location (e.g., building, room, area) and nature of emergency.
6. The Maintenance and Utility Team Leader will notify the municipality of damages.
7. The Principal will notify the Education Department???
8. The Security Team Leader will post guards safe distance away from the building entrance to prevent persons entering the school buildings.
9. The Principal will issue other instructions as needed.

Scenario 2: Credible Threat of an Explosion on School Property

1. The Principal will initiate appropriate Immediate Response Actions, which may include TAKE COVER, SECURE BUILDING, EVACUATE BUILDING or OFF-SITE EVACUATION.
2. If the Principal issues EVACUATE BUILDING action, evacuate the building using prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers shall bring the learner

attendance register and take attendance to account for learners. Teachers shall notify Learner and Staff Accounting Team of missing learners.

3. The principal will call “10111” to provide the exact location (e.g., building, room, area) and nature of emergency.
4. The principal will direct the Fire/Rescue Team to suppress fires and rescue personnel as appropriate.
5. The Emergency Controller will notify the municipality of damages.
6. The principal will notify the Education Development Officer for the school and the Education District Director of the situation.
7. The principal will take further actions as needed.

Scenario 3: Explosion or Threat of Explosion in Surrounding Area

1. The principal will order TAKE COVER
2. The principal will notify “10111” to provide the exact location (e.g., building, room, area) and nature of emergency.
3. The principal will take further actions as needed.
4. Remain in SHELTER IN PLACE (safe location) until further instructions.

Fire on School Grounds

In the event of a fire on school grounds, the following procedures should be implemented:

1. Upon discovery of a fire, direct all occupants out of the building and report the fire to the Principal.
2. The principal will immediately issue the EVACUATE BUILDING action. Learners and staff will evacuate buildings using the prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers will take learner attendance register and take attendance to account for learners. Teachers will notify Learner and Staff Accounting Team of missing learners.
3. The principal will call “10111” to provide the exact location (e.g., building, room, area) of the fire.
4. The Security Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
5. The Fire/Rescue Team Leader will assign a member of the Team to direct the fire department to the fire and brief fire department official on the situation.

6. The principal will notify the Education Department of happenings
7. For fires during non-school hours, the Principal and Education Department will determine whether the school will open the following day.

Fire in Surrounding Area

In the event of a fire in the area surrounding the school, the following procedures should be implemented:

1. The principal will initiate the appropriate Immediate Response Actions, which may include STAND BY, TAKE COVER, SECURE BUILDING, EVACUATE BUILDING or OFF-SITE EVACUATION.
2. The principal will notify "10111" to provide the location and nature of emergency.
3. The principal will activate the Security Team to keep access routes open for emergency vehicles.
4. The Fire/Rescue Team Leader will work with the fire department to determine if school grounds are threatened by the fire, smoke, hazardous atmospheres or other conditions. The Fire/Rescue Team will maintain open communication with the fire department.
5. If the Principal issues the EVACUATE BUILDING action, evacuate using prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers shall bring the learner attendance register and take attendance to account for learners. Teachers shall notify Learner and Staff Accounting Team of missing learners.
6. The principal will notify the Education Department of happenings



Supplementary Information and Forms

Suggested First Aid box supplies

- 3 x roller bandages (50mm)
- 3 x roller bandages (75mm)
- 2 x triangular bandages
- Gauze dressing: 1 dry and 1 paraffin-coated
- 1 bottle Dettol/Savlon (50ml)
- 2 x small wound dressings
- 2 x medium wound dressings
- 2 x large wound dressings
- 1 roll adhesive tape (1m x 2.5cm)
- 1 pair bandage scissors
- Safety pins
- 1 eyebath
- Tweezers
- 1 x burn dressing
- 1 tube antiseptic ointment
- 1 pair disposable gloves
- 1 mouthpiece for administering CPR
- 1 packet assorted plasters
- Paracetamol
- Calamine lotion for soothing skin irritations, sunburn and stings
- Thermometer
- Rehydration fluid such as Sorel or Rehydrate
- Measuring spoons

Fire Equipment:

- Regular inspection should be conducted for all firefighting equipment on school grounds.
- Staff and appointed students (if possible, most students) should undergo fire extinguisher training to ensure competency.
- All trained staff or students will ONLY extinguish a fire if safe to do so – Incipient stage of a fire.
- All faulty fire equipment should be reported and replaced immediately.
- Selected Fire Leader should ensure appropriate reporting structure to all staff and students.

Annexure A

Emergency Information (You can add more or design your own incident and accident forms)

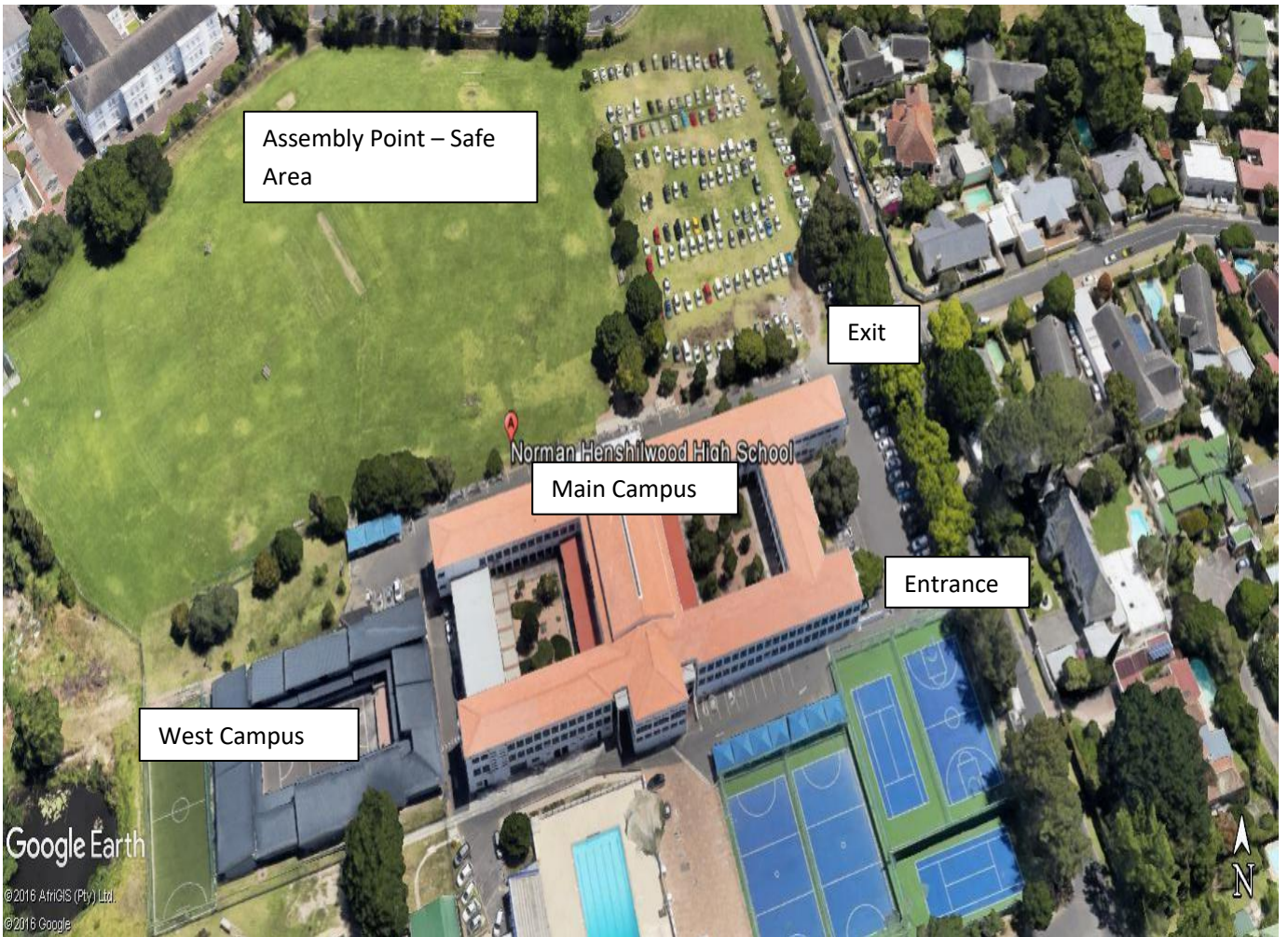
EMERGENCY: Police, Fire, Ambulance	10111
SECURITY COMPANY CALL CENTRE	
FIRE DEPARTMENT	
LOCAL POLICE STATION	
EDUCATION DEPARTMENT OFFICE	
HOSPITAL WITH EMERGENCY ROOM NAME:	
HOSPITAL WITH EMERGENCY ROOM NAME:	
NEAREST SKILLED MEDICAL ASSISTANCE / CLINIC	
DISASTER MANAGEMENT	
ELECTRICTY AND WATER	

Review Plan		
-------------	--	--

Prepared by: _____

Date: _____

School Layout



SGB Chairman: Mr Z Abbass

Signature: _____

Principal: Mr J Holland

Signature: _____

**Checked and / or updated:

Date: ___ NOVEMBER 2024 ___



NORMAN HENSILWOOD HIGH SCHOOL
CONSTANTIA ROAD, CONSTANTIA 7806
Telephone: 021 797 8043
Fax: 021 797 3949