



Reference: 20180726-4658

12/12/45

Enquiries: B Hammond

Circular: 0026/2018

Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers and Heads of all schools

Short summary: *Schools to ensure that contingency plans for emergency situations are in place*

Subject: Contingency plans for emergencies to be put in place at all schools

1. There have been a few incidents recently that has prompted the Head of Department (HoD) of the Western Cape Education Department (WCED) to request schools to review their safety plans, specifically with regards to effective access control measures and their contingency plans in emergency situations.
2. Schools are also requested to ensure that they have well-functioning safety committees in place and that staff members are aware of their relevant responsibilities should any emergencies arise.
3. Schools are reminded to ensure that all the necessary evacuation procedures and responsibilities are put in place, and that evacuation drills are rehearsed on a regular basis.
4. Should any school receive any suspicious calls or alleged bomb threats, the recommended number to call is the Flying Squad on 10111, before alerting the district office and Safe Schools.
5. Such calls must be treated with the necessary seriousness until law enforcement officers give the go-ahead for schooling to continue.
6. Such incidents must always be dealt with calmly and it is advised that, for security purposes, all media enquiries be referred to Bronagh Hammond (Director of Communications) on 072 724 1422 or Bronagh.hammond@westerncape.gov.za.

7. The safety of our learners and educators is paramount and we ask that all schools take the necessary precautions in order to prepare for any emergency.
8. Please bring the contents of this circular to the attention of all concerned.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2018-07-26