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13/12/45

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INSTITUTIONAL MANAGEMENT & GOVERNANCE PLANNING MINUTE: 0006/2011

TO: CHIEF DIRECTORS, DIRECTORS (HEAD OFFICE AND EDUCATION DISTRICT OFFICES), CHIEF EDUCATION SPECIALISTS, HEADS: CURRICULUM CO-ORDINATION AND ADVICE, CIRCUIT TEAM MANAGERS, HEADS: IMG CO-ORDINATION AND ADVICE, IMG MANAGERS, DEPUTY CHIEF EDUCATION SPECIALISTS, ASSESSMENT CO-ORDINATORS, CURRICULUM ADVISERS

REVISION AND SUBMISSION OF SCHOOL CONTINGENCY PLAN

1. This minute serves as notice to all Western Cape Education Department schools to revise and submit their **school contingency plan**.
2. In terms of Government Notice 22754 (No. 1040) and the [Occupational Health and Safety Act](#), schools must have a safety plan, which must include the following:
 - **Policy statement**
 - **General building information**
 - Location, nature of business, number of employees, control room
 - **Site plan**
 - Layout of the school buildings and roads
 - **Floor plan**
 - Floor plan of building(s), indicating emergency exits and area for which each emergency official is responsible
 - Floor plan of the building(s), indicating fire extinguishers, first aid equipment, emergency exits and dangerous materials
 - **Emergency management members**
 - Names, roles and contact numbers
 - **Threats, and possible consequences and mitigation**
 - **Emergency response procedures for various contingencies**
 - Strikes and stay-aways
 - Bomb threats
 - Flooding
 - Gangsterism
 - Fire, etc.
 - **Roles and responsibilities of emergency team members**
 - **A list of all emergency telephone numbers.**
3. The school contingency plan must form part of the school improvement plan.
4. Schools are requested to submit their revised contingency plan to their District Safe Schools Co-ordinator by no later than 31 October 2011.
5. Should you need assistance, please contact your District Safe Schools District Co-ordinator, or Oscar Apollis or Nariman Khan at tel. no. 021 467 9367/ 2597/ 2790
6. [Attached](#) please find a template that will assist you to compile or revise your school's contingency plan.

SIGNED: PA VINJEVOLD
HEAD: EDUCATION

DATE: 2011:09:05

Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town 8000
Please quote reference numbers in all correspondence
Employment and salary queries: 0861 92 33 22
Safe Schools: 0800 45 46 47

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Click on a title below: the document will open in *Acrobat Reader®* where you can save and/or print a copy.
To return to this minute, click on the *WCED Online* logo at the top of the screen.

["Appendix A - Contingency plan template"](#) (size: 74 KB)

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