

EVACUATION NOTICE IN THE CASE OF CYCLONE and TORRENTIAL RAIN

COMMON GUIDELINES

If a Class 2 cyclone warning or torrential rain warning is issued on a school day before classes begin, students and teachers should not go to school. Non-teaching staff are expected on site. If a Class 2 cyclone warning or torrential rain warning is issued during school hours, students must be sent home without delay. The school will be closed when all students have left.

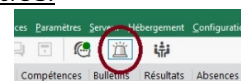
Crisis unit at the Head of School's office

Role	NAME
Head of School	Mustapha SELMAOUI
Director of Financial Affairs	Cendrine GELLÉ
Primary Director	Stéphan CHALLET
Assistant Principal	Nadia CARIOU
Human Resources Manager	Laurina HENNEQUIN

INSTRUCTIONS FOR PRIMARY SCHOOL

Person responsible for the smooth running of operations:

- **Primary school: Stéphan CHALLET, Director**
- **Pre-Primary: Francesca UPPIAH, Primary Vie Scolaire Assistant**
- Even before the evacuation notice, if the rains are too heavy, sports activities, half-group classes and group activities are cancelled. Students remain in their regular classrooms under the responsibility of their teacher.
Teachers of English, visual arts, French as a foreign language, PE and substitutes remain available to carry out the operations. They are referred to as "referent personnel" below.
- As soon as the evacuation notice is issued by the Mauritian authorities:
 - Each teacher in their classroom is notified of the notice through Pronote's emergency information channel
 - Each teacher already has the individual PPMS sheets of the students in their class as well as a discharge register to timestamp the students' departures and have the authority to ensure they are signed.
 - Classes and recess are cancelled. The teacher and students must remain in their usual classrooms throughout the evacuation.
 - The referents immediately join the position corresponding to the responsibilities entrusted to them.
 - In each room, the teachers
 - Explain the nature of the event and reassure students
 - Inform them of the course of action to be taken
 - Provide supervision for students
 - Control student attendance
 - Communicate student absences on Pronote as they leave
 - Inform the referents or nurse of any problems encountered
 - Stay in their classroom until the last student in their class leaves



Operation:

- Each time a bus arrives, the school's secretary indicates this on Pronote's emergency communication channel
- The teachers of the classes bring together the students concerned

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- The referent personnel come to collect the students concerned to direct them to their bus
- Class teachers enter the departure on Pronote's absence sheet

The referent personnel are the teachers without class (Primary) and the ASEM (for Pre-Primary): they accompany the students who take the bus to the car park to be picked up by the drivers.

- Students who do not take buses wait for the person in charge (parent or designated guardian) to pick them up from the classroom. Teachers have the person in charge sign the necessary form.
- 2 hours after the alert is triggered, the students who have not left the school will be gathered at the administration. If the pupils who have not left the school are children of members of staff, the 2-hour period does not apply, as the staff will be occupied until further notice.
- All staff will only be able to leave the establishment with the authorisation of the Head of School, who will ensure that the security measures taken no longer require their presence.
- LIFTING OF ALERT: The lifting of the alert will be announced on radio. The reopening of the school will be confirmed on the school's website and by email to parents where possible.

INSTRUCTIONS FOR THE COLLEGE

Responsible for the smooth running of operations:

- **Nadia Cariou, Vice Principal**
- **Wendy Tartarin, Senior Education Advisor**

Even before the evacuation notice, if the rains are too heavy, sports activities, half-group classes and group activities are cancelled.

- As soon as the evacuation notice is issued by the Mauritian authorities:
 - PE teachers gather their students in the middle school multipurpose room (salle polyvalente collège).
 - Every teacher in their classroom is notified of the alert through Pronote's emergency information channel.
 - Classes and recess are cancelled. The teacher and students must remain in the room they are in during evacuation operations.
 - The referents immediately join the position corresponding to the responsibilities entrusted to them:
 - The supervisors set up a reception area by level in front of the Vie Scolaire office to register the discharge of students. The supervisors spread throughout the building picking up the students concerned from the classes.
 - At the same time, the supervisors retrieve the students leaving by bus after having managed the first wave of parents coming to pick up their children
 - In each room, the teachers
 - Explain the nature of the event and reassure students
 - Inform them of the course of action to be taken
 - Provide supervision for students
 - Control student attendance
 - Make sure that they have communicated the nominative list of absentees via Pronote
 - Inform the referents or nurse of any problems encountered



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- The supervisors organize the departure of the students travelling by bus to the parking lot for pick-up by the drivers.
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- All staff will only be able to leave the establishment with the authorisation of the Head of School, who will ensure that the security measures taken no longer require their presence.
 - **LIFTING OF ALERT:** The lifting of the alert will be announced on radio. The reopening of the school will be confirmed on the school's website and by email to parents where possible.