



Emergency Management Plan | Lodge guest and staff safety

LODGE EMERGENCY CONTACT 072 312 3030 | Assembly point: Parking-area lawn next to the front entrance.

Redesigned from the supplied six-page Emergency Safety Procedures document. The source refers to school learners and staff; site-specific roles and procedures should be confirmed by lodge management before formal issue.

01 Emergency Management Policy & Plan

Hoffanhein Lodge is committed to the safety and security of learners, educators, administrators, staff, parents and visitors on its premises. The original plan calls for emergency mitigation and prevention, preparedness, response and recovery for natural and human-caused incidents.

The plan identifies the venue at Plot 17 Ribbok Street, Waterval, Pretoria, and states that training, practice drills and maintenance are necessary to keep procedures current. It recognises the importance of communication with emergency response agencies and ongoing monitoring.

Descriptive statement

The Emergency Management Plan (EMP) describes the venue, possible hazards and the manner in which emergencies will be managed. It covers small localised incidents and larger emergencies requiring outside assistance, including flooding, windstorms and other natural events.

All incidents likely to affect the safety and wellbeing of learners, staff or visitors must be reported promptly. The plan also recognises that support may be needed after an incident to restore normal functioning.

REVIEW REQUIREMENT The Emergency Response Team (ERT) reviews the EMP annually and as soon as practicable following an emergency.

02 Emergency Team, Alarm & Assembly Point

Visitors and after-hours users of the facilities must acquaint themselves with the emergency procedures. The Chief Emergency Officer is responsible for explaining drills to visiting groups, with feedback recorded in the Emergency and Evacuation Drill Report.

CHIEF EMERGENCY OFFICER / LODGE CONTACT 072 312 3030

ASSEMBLY POINT Parking-area lawn next to the front entrance.

In an emergency, the Chief Emergency Officer or deputy controls evacuation. The original plan describes an announcement over the speaker system or a whistle sounded by a substitute officer.

The emergency plan refers to

- Floor plans and escape routes
- Emergency telephone numbers
- Roll-call list for room prefects and roommates

- Action plans for evacuation coordination, personnel and visitors, reporting or discovering fire, building evacuation and bomb threats

03 Emergency Telephone Numbers

The original plan lists the following external numbers. These are transcribed from the source and must be verified before reliance:

Emergency Management Services Department Head Office: 012 358 2124

Fire / Rescue / Emergencies: 012 310 6300

Ambulance / Metro Control Room: 10177

Sinoville Police Station: 012 543 8800

For the full additional contact directory, see the Emergency Contact Numbers tab on the lodge website. The original secondary lodge contact number has been replaced by the confirmed number 072 312 3030.

04 Emergency Preparation & Group Orientation

1. Ensure emergency officials understand the plan and can execute the instructions.
2. Ensure everyone is familiar with the sound of the alarm.
3. Ensure visitors know the procedures and alarms.
4. Test alarm and communication systems monthly, as stated in the original plan.
5. Explain and practise the emergency plan with each visiting group.

Arrival briefing for school groups — original plan

6. Students arrive and leave the bus.
7. Luggage is placed as directed by the receiving officer.
8. Students proceed to the assembly point for a welcome and explanation of emergency procedures.
9. Students are assigned rooms and collect their luggage.
10. A room prefect is assigned upon arrival at the allocated room.

05 Emergency Evacuation Drill — From Rooms

11. The designated officer activates the alarm using the speaker system or whistle described in the plan.
12. Use the closest safe route out of the room.
13. Proceed to the assembly point.
14. Remain calm. Do not run, shout or push others.
15. The Emergency Officer conducts roll call. Group prefects assist with accounting for their members.
16. Report anyone missing or injured immediately to the evacuation official.
17. The Chief Evacuation Officer completes the Evacuation Drill Report.

06 Evacuation During Activities

18. When the alarm is activated, follow the Chief Emergency Officer or substitute officer.
19. Room prefects gather their roommates, as described in the original plan.
20. Use the closest safe route to the assembly point.
21. Stay calm; do not run, shout or push.
22. Report to the designated group leader or emergency official for accountability.

07 Roll-Call Register

The original document includes a roll-call register with columns for Name, Room and Injury. Use this blank register for drills and incidents.

No.	Name	Room	Injury?
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			

08 Reporting a Fire

23. Stay calm.
24. Immediately report the sighting to the instructor or control room.
25. The Chief Emergency Officer or assistant assesses the situation.
26. Report the fire to the appropriate emergency service.
27. Provide your name, contact telephone number, fire address, what is burning and its extent, and the nearest crossroad.
28. If evacuation is necessary, emergency officers implement the evacuation procedure.

09 Bomb-Threat Procedure & Checklist

The original plan instructs the person receiving a threat to keep the caller talking where possible, record the details and report them to the Chief Emergency Officer. The checklist below is retained for authorised staff use.

Call details

- Time call received: _____
- Time caller says device will explode: _____
- Kind of device: _____
- Appearance: _____
- Name given by caller: _____

Voice observations

- Gender / perceived voice: _____
- Noticeable accent: _____
- Irrational or intoxicated sounding: _____
- Familiar voice: _____

Background sounds

- Music / voices / traffic / machinery / trains / other: _____
- Time call ended: _____

Record and report

- Exact words of caller: _____
- Remarks or impressions: _____
- Report to Chief Emergency Officer and notify relevant emergency official.
- Avoid spreading rumours or causing panic.

IMPORTANT Never re-enter an evacuated building until emergency officials declare it safe. The original plan also requires teachers to be available during programmes and after lights-out to assist learners.

Document status: Redesigned draft for management review. External numbers, alarm arrangements, staffing roles and procedures require confirmation before official adoption.