



NEWTON COLLEGE

Founded 1979

Newton College Communications Plan in Case of Emergency

Newton College, as member of the National Civil Defense System, has an approved and validated contingency plan in case of an emergency.

In case of an earthquake, staff and students have been training on a general evacuation plan. Its objective is to keep our students, staff, and any visitors safe and sound. Our staff has specific responsibilities to carry on during and after an earthquake. We have a fully stocked storage facility with everything necessary for our students and staff.

In case of fire, we have assorted kinds of fire extinguishers, each located in specific places where different combustive materials may be. These are regularly inspected to verify their correct operational capacity and to review expiration dates. Our staff receives training and practice in the correct use of this equipment at least once a year.

In case of incidents with hazardous materials (gases, fuel, acids, alkalis or other dangerous products), we are prepared to respond and manage this situation, evacuating the children from the hazardous area.

The School has a Civil Defense Coordinator and a team working together, as well as external advisors. Prefects (students in the last two years of Upper School) are prepared and trained to react to these types of situations. We also have a health and security team at all times.

Whenever possible, emergency messages will be published on the school website, <http://www.newton.edu.pe>. Experience has taught us that internet is the most reliable source of communication when telephone lines are down. The School will try to contact parents or guardians over the phone or e-mails registered in our files. Therefore, we ask that you keep all of your information up to date on our Intranet. We also ask you to update on the Intranet the emergency contact authorized to pick up your children in case of an emergency.

DURING AN EMERGENCY, PLEASE DO NOT CALL THE SCHOOL, since we need to keep the lines free in order to reach parents or tutors once all students are safe and accounted for. If all parents try to call school to ask for information, they will block the lines and interfere with our efforts to make sure all students and staff are safe. Moreover, the person who answers the call will not be able to provide any specific information about an individual student.

An announcement will be placed as soon as possible when the school needs to close due to an emergency. A sign with all the information will be placed in all school entrances for those parents who could not read it online.

Some situations may complicate a safe evacuation from a building or the school, or moving the students from one place to another. In these cases, the school will close its doors, and all students and staff will remain inside, in safe locations. We will temporarily restrict access to anyone into the school premises, until we make sure the evacuation conditions and shelters are adequate.



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Students will not be allowed to leave with anyone who is not their parent or tutor, unless these people bring a signed permit or have already been approved in the emergency contact list.

Please remember that this authorization form must contain the names of the people who can withdraw the students from the school in case of emergency.

We hope to count on your support to effectively care for your children in case of an emergency. Our students' and staff's safety is our responsibility, which is why we kindly ask that you respect these guidelines. Since there is always room for improvement in these plans, we would be glad to hear any suggestions you may have.