

EMERGENCY EVACUATION POLICY

PURPOSE:

- 1 To provide for a system of safe evacuation from school buildings, during an emergency.
- 2 To provide flexibility and allow for emergencies that may not require evacuation.

OBJECTIVES:

A For Emergencies requiring evacuation:

1. The fire alarm and bell will sound continuously in case of an emergency evacuation.
2. Students will quickly leave their classrooms in an orderly fashion, and walk along their designated route to the assembly point on the top field.
3. Teachers should collect their classroom rolls as they leave their classrooms, and proceed with their class to the assembly point. They should stand in front of their class, facing the children and ready to move children further away if necessary. At the grass area, **teachers will check the children in their class line to check they are all accounted for.**
4. The Wardens (DPs) will check that all children are accounted for with each class teacher and give the Principal (Building Warden) a status report. Year 7 teachers report to the DP Admin, Year 8 teachers report to the DP Curric. The Principal will wait at the front of the school for status reports from senior management.
5. The Principal will give instructions regarding any further action to be taken.
6. The building warden (Principal) will wait at the front of the school to inform the Fire Service of the evacuation status and location of fire/emergency.
7. Class teachers will use their Attendance Registers to double check all pupils have been evacuated.
8. At the time of evacuation, office personnel will Telephone 111, check toilets and sick bays, close fire egress doors and take the Admission Registers with them to the assembly point.
9. Team Leaders will check the pupils' toilets and closure of doors as they leave each block.
10. To be taken: Cellphone Principal
First Aid Kits School Receptionist
Absentee Checklist School Receptionist
Disks School Data Systems School Secretary
Library Back Up disks Librarian
Resource Room back Up Discs resource Room Manager

B For emergencies not requiring evacuation:

1 Earthquake

- In an earthquake, take cover immediately under a table, desk or counter. If it moves, move with it, holding the legs. Turn away from windows or glass panels.
 - The children should keep quiet and listen for further instructions.
(Refer: Laminated charts displayed)
throughout the school)
- teachers remember
pupils remember
ancillary staff remember

Earthquake Drill

It should be emphasised that, in an earthquake, students should remain in the building until the shaking has stopped and/or the 'all clear' is given by the teacher.

It is suggested that teachers use the word 'DROP' or some other pre-arranged signal, to indicate the beginning of an earthquake drill for their class. Students should take cover under a sturdy desk or table, if one is near, and hold on to its legs. If no desk or table is available, they should drop to their knees (away from windows); keep knees together; clasp both hands firmly behind their heads (bowing their heads); bury their faces in their arms, protecting their heads; close their eyes tightly; and stay in position until it is safe to move. If students cannot move away from windows they should turn away from the glass to minimise injuries from broken glass.

Safe distance

If the signal to evacuate the building is given, all occupants should proceed to the agreed assembly point, which must be at a safe distance from any buildings and other potentially dangerous structures, such as power poles and water tanks.

A safe distance is:

- * 20 metres from a single storey building
 - * 40 metres from a two storey building
- Keep well clear of all overhead power lines.*
- Do not move until the shaking has stopped and the DP or AP (block warden) tells children and other teachers to move.

2 Electrical Storms

- If inside, stay away from metal and electrical fixtures as these can act as lightning conductors.
- If outside keep clear of trees.

3 Lock Down Procedures (Where a dangerous person is roaming the school site.)

A lock down will be signalled by a communication over the intercom

Or

Communication by word of mouth from a staff member.

Procedures within buildings:

- Close and lock windows
- Pull curtains
- Turn off lights
- Close and lock all doors
- Turn off any equipment emitting noise. Eg television, CD player, computer.
- All personnel to sit on floor under desks and tables out of sight of windows.
- Maintain silence.
- Remain in this position until a second communication giving the 'all clear' is made.

Procedures in the Playground:

- Proceed to the nearest lockable building
- Follow steps above

Special Considerations:

School Hall: All personnel proceed to Bob Grant Theatre and lock doors as above.

Library: All personnel proceed to Resource Room and lock doors as above.

All personnel will be informed as soon as practicable if a lockdown is likely to persist for a prolonged period.

NOTE: Maintenance of Evacuation and Safety Scheme

- The Caretaker will regularly check exits and egress doors to insure the school complies with fire regulations. All teachers are expected to comply with fire regulations when setting up their classroom furniture and are responsible for ensuring egress passage is not impeded in any way.
- An evacuation drill will be carried out each term in association with the NZ Fire Service.

Emergency Procedure

FIRE and FLOODING

The alarm bell will ring continuously.

Pupils Remember

Don't panic - Stay calm.

1. Listen to teacher instructions.
2. Walk to the emergency assembly area.
3. Wait quietly. The teacher will check that all children are safe.
4. The teacher will tell you what to do next.

Emergency Procedure

FIRE, FLOOD, EARTHQUAKE

Ancillary Staff Remember

1. Listen for evacuation signals - a continuous bell or whistle blown.
2. Check sickbay and toilets.
3. Leave through nearest exit (*walk!*).
4. Assemble with school.
5. Check all staff are safely evacuated using roll check.
6. Report damage or missing staff to warden.
7. Assist warden if asked to.

Emergency Procedure

FIRE, FLOOD, EARTHQUAKE

Teachers Remember

Remain with your class. Check all are accounted for.

Speak clearly and calmly.

Reinforce the procedures for pupils.

Listen for evacuation signals.

Report damage or injury to senior staff as soon as possible. Including missing pupils.

***KNOW THE SCHOOL'S EVACUATION PLAN
AND PROCEDURES THOROUGHLY***

Emergency Procedure

EARTHQUAKE

A continuous alarm may not sound

Pupils Remember

Don't panic - Stay calm.

Get under your desk. Hold on to it!

Listen to teacher instructions.

Move away from falling objects: glass,
trees, powerlines, cupboards.

Stay in your room unless the teacher tells
you to evacuate the building.

The signal will be a continuous bell ringing or
whistle.

IF OUTSIDE OR AWAY FROM YOUR CLASSROOM

1. Do all of the above.
2. When the shaking stops, find your teacher or an adult.

Emergency Procedure

LOCK DOWN

You will be told over the intercom.

Remember

Don't panic - Stay calm.

Listen to teacher instructions.

Close curtains, lock all doors and windows.

Get on floor out of sight of windows.

Maintain silence.

The teacher will tell you what to do next.

If not in your classroom, listen to teacher's instructions for moving to a lockable area.