

Absentee Checklist School Receptionist

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 to laminated charts }
 displayed throughout the school } → teachers remember
 → students remember
 → ancillary staff remember

Earthquake Drill

It should be emphasized 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 work ‘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 minimize 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 other 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 away from overhead wires

Do not move until the shaking has stopped and the DP or AP (Block Warden) tells students and other teachers to move.

2. Electrical Storms

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

LOCK DOWN PROCEDURES (where a dangerous person is roaming the school site)

A lock down will be signaled 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 the 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 the 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 Property Manager 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.