

EVACUATION PROCEDURES

"The purpose of fire exit drills is to ensure the efficient and safe use by the children of the available exits. Proper drills lead to orderly exit under control, and prevent panic which has been responsible for the loss of lives in fire disasters. Order and control are fundamental. Speed in emptying buildings, while desirable, should be secondary to the maintenance of proper order and discipline".

Evacuation Drills Each term the Deputy Principal will arrange an emergency drill. Class teachers are required to discuss and teach their children all emergency procedures including earthquakes, at least once a term.

EMERGENCY PHONE CALL

TO PLACE AN EMERGENCY PHONE CALL OUT OF THE SCHOOL YOU MUST DIAL 111

SIGNAL

- The signal to evacuate the school, for whatever reason, will be the fire alarm.
- Evacuation of pupils safely is the first responsibility.
- The only record or item to be taken is the Attendance Folder for roll call.

ASSEMBLY

Upon hearing the signal the class should leave the classroom immediately by the following routes:

- Rooms 1 through to the Multipurpose Room – main doors eastern side onto the quad
- Rooms 7 to 12, Rooms 13 to 15 and Rooms 20 – 22 - fire doors, eastern side.
- Rooms 16 to 19a - fire doors, northern side
- Rooms 23 and 24 use fire doors on eastern side.
- Main Hall, Hall Meeting room & Hall office – via doors on eastern side
- Teachers should ensure that children in classroom & hall toilets are also evacuated.
- Should the alarm sound during any interval, duty teachers should direct children directly to the Assembly Area on the fields. Class teachers should ensure their classroom is evacuated, including toilets.

Teachers should

- Open doors for evacuation
- Check students are out of the classroom
- Turnoff power and fuel supplies
- Close all doors
- Bring attendance folder

All staff should

- Make their way to the assembly point where a check will be made to ensure all staff are present.
- The Administration Officer will carry out the staff check.

Other Responsibilities

- Staffroom/Administration area - all personnel to leave via northern door. Principal to check all rooms clear
- Hall – to be cleared through east side doors – adult in attendance to check toilets/meeting rooms
- Library – Librarian/Principal to check all resource area including toilet, AV and L.T suite.
- Withdrawal Groups (includes Greenroom, Arts Centre, Reading Recovery Room etc). Person in charge of group to follow evacuation procedures. At assembly area return pupils to class teacher.
- Where classes are split, teacher to take the class they have to the assembly point where they will line up in their usual class (suggestion that syndicates line up next to each other to help the above).
- Outside toilets (Room 7) – Deputy Principal
- Swimming Pool
 - Fire - common sense will.
 - Earthquake - class leave area and assemble on playing field outside of the enclosure.

CHILDREN WITH DISABILITIES

Overall the responsibility for evacuating children with special disabilities will be the class teacher. In the case where the above children have a caregiver this person will ensure the safe evacuation of the child. Details of children with significant disabilities and requiring assistance will be noted on eTAP and the attendance folder of the child's class.

ASSEMBLY AREA

On leaving classrooms via the procedure outlined above, children should be trained to line up 25metres from buildings. They should then move in an orderly manner towards the assembly point and line up in the prescribed manner, at the southern end of the soccer field. Roll call will be carried out at this assembly point.

- Either the Principal or Deputy Principal will be present to control events.
- As each class roll is completed, pupils in that class to either kneel or sit on grass.
- Administration staff to take master pupil roll and staff list to assembly point.

FIRE

Notification of the location of fire to be sent immediately to the Principal.

EARTHQUAKE

In an earthquake children should remain in the building until the shaking has stopped and/or teacher gives the "All Clear". The "All Clear" is the same as for fire, a continuous ring indicating that everyone should assemble in the emergency area. Teachers to indicate the beginning of an earthquake drill (Duck, cover, hold) should use the word "Earthquake".

- Children should take cover under a sturdy desk or table, and hold onto its legs. If no 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)
- Close eyes tightly
- Stay in position until it is safe to move
- If children cannot move away from the windows, they should turn away from them to minimise injuries from broken glass.

Safe Distance: If the signal to evacuate the building (fire bells or long blasts on a whistle) is given, all occupants should proceed to the agreed assembly point (as for Fire). A safe distance is:

- 20 metres from a single storey building
- 40 metres from a two storey building.
- Keep well clear of power lines

SEISMIC WAVE or TSUNAMI WAVE

If this event occurs at a time when school is in session, the Principal will order normal evacuation of the school and children are to be conducted to higher ground by their class teachers and await further instruction by Civil Defence. Higher ground is the top court near the Gilbert Street entrance. Assemble and wait for further instructions.

**NO CHILD SHOULD BE SENT HOME OR LEAVE THE SCHOOL
WITHOUT PARENTS BEING NOTIFIED.**

**A RECORD MUST BE KEPT OF PUPILS BEING RELEASED, INCLUDING WHO HAS
PICKED THEM UP AND A CONTACT PHONE NUMBER**

LOCKDOWN

The safety of students and staff in our school is paramount therefore the following procedures are to be used in response to a perceived or actual threat.

A lock-down of the school will be implemented anytime students need to be contained and protected inside school buildings, for example;

- A chemical spill, which could put students and staff at risk of toxic inhalation if allowed outside.
- A person on the school site who could pose the risk of a hostage situation.

In all these cases the police may request a lock-down of the school to prevent putting students and staff in danger separating them from the risk.

The lock-down may also help to prevent confusion, and to make it easier for staff to account for all students as it is simpler to determine if a student is missing when the students are at least standing still.

When the 'lock down' signal is given, staff will go to their classroom doors, listening, and then looking for a sign of imminent danger. If it's safe to do so, they will take in any students not already in a classroom, then close and lock the door and turn off the lights.

Communications

1. In the event of a critical incident requiring 'Lockdown', the person witnessing the incident must try to notify the school office so that the alarm can be raised. The office staff member receiving the incident call will notify the Principal or Senior Manager.
2. The person-in-charge at the time of the incident will determine the need for a 'Lockdown' and sound the appropriate alarm.
3. Signal: **the sounding of the School electric bell with intermittent 5 second (on/off) bursts for a continuous one minute period.**
4. The person in charge or delegated person shall immediately contact the Police and provide as much information as possible.
5. Fire evacuation alarms are not to be sounded

Lockdown Procedure

1. If the 'Lockdown Alarm' is sounded before school, during morning tea or lunch time students are to move directly to their classroom as long as it is safe to do so.
 - Teaching staff are to stay in, or move to, their classrooms immediately.
 - Support staff are to move promptly to the playground areas and direct students to their classrooms, if it is safe to do so.
 - The person in charge should stay in, or move to, the office area to facilitate the communication process.
2. Staff need to be mindful that students from other classrooms may seek sanctuary in their classroom.
3. As soon as possible:
 - lock the classroom and other doors;
 - close and lock windows;
 - close curtains;
 - turn off lights
4. Staff and students should stay away from windows and doors, and remain low to the ground. Everyone is to remain quiet.
5. Staff should not allow students to use the classroom phone if there is one available. It must be kept free for communication with the office.
6. Staff with mobile phones should ensure they are turned on, and should check them frequently for messages.
7. No one is to answer the door under any circumstances.
8. Staff should take a head count and obtain the name of each individual in the room.
9. Students and staff should stay where they are until official notification is provided by the person in charge or an identified police officer that the lockdown is over.
10. Where the lockdown lasts an extended period of time or extends beyond normal school hours, the person in charge or designated serious incident co-ordinator should notify parents via local media and with the assistance of local police.
11. In conjunction with local police, the person in charge or designated serious incident co-ordinator should arrange for parents to pick students up from school at a designated safe area.