



# EMERGENCY PROCEDURES

PLEASE DISPLAY 'BRIEF OUTLINE OF EMERGENCY PROCEDURES ON CLASS NOTICE BOARD AND HAVE REGULAR CLASS AND AREA PRACTICES

PREREQUISITES TO ALL FACTORS OF SCHOOL SAFETY WHICH MUST OPERATE AT ALL TIMES.

1. The importance of the Classroom and School Environment to Safety.
  - a) Chairs against table
  - b) Keep access ways clear of furniture and objects which may hinder evacuation
  - c) Evacuation Drills – all drills should be practiced at least once a term, and at different hours of the day.

## **GENERAL ALARM FOR FIRE & BOMB EVACUATION:**

A CONTINUOUS SIREN – ELECTRIC OR HAND BELL

ASSEMBLY AREAS: SCHOOL FIELD WELL CLEAR OF BUILDINGS (refer to map)

## **CLASS PROCEDURES**

### **ACTION ON DISCOVERY OF FIRE**

1. On discovery of fire, operate the nearest fire alarm manual call point and,
2. Ensure that a 111 call is made to the Fire Service (this should be made by the School Secretary).
3. If the smoke alarm operates, activate the nearest fire alarm call point.

### **PROCEDURES TO BE FOLLOWED AFTER HEARING ALARM**

1. All stop talking
2. Stand quietly
3. Students exit through the safest exit, at teachers direction. Students leave buildings as quietly as possible.
4. Students nearest exit move first, followed in order by remainder and walk by the MOST DIRECT SAFE route to assembly areas (please note main entry doors and fire exits must be free from furniture and displays at all times).
5. Teacher collects attendance register to take to assembly area.
6. Teachers turns off all power points/light switches
7. Classes using the library and hall leave by the nearest safe exit and move to the assembly area.
8. Students withdrawn from classes for individual or group tuition will move with the teacher or teacher aide in charge to their class assembly areas.



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9. Administration Block – Principal, Secretary or Administration staff to close doors, check Sick Bay and staff toilets, collect Admission Registers, Visitors sign in book and Assistance Register, and leave by the safest route to the assembly area.
10. Principal or most senior staff member to resume the roll of Warden and is to be identified by the Civil Defence jacket.
11. Key Team Leaders in each block to check all cloak bays, toilets and resource rooms.
12. Secretary to check all registered visitors to the school are present at the assembly. Notify the Warden verbally if all are present or supply a list of names of those missing.
13. As soon as the class is assembled class teachers make absolutely certain that all students are present and safe by counting the students then checking from the class roll.
14. As each class is checked and class teacher is sure of the situation, the teacher sends a runner to the Warden with the “all present” card stating class room number and that all students are present or to notify of missing students.
15. If students are missing and Fire Brigade has not arrived, Warden will initiate action to locate missing students.

## EVACUATION OF STAFF, STUDENTS AND VISITORS WITH MOBILITY DISABILITIES

1. Evacuate buildings and ground as specified.
2. Disabled persons and their designated Teacher Aide to assemble at the base of field fencing close to the administration block.
3. Teacher Aide in charge of disabled student/s to indicate student/s present at roll call by 'Thumbs up' to Warden (warden to check against 'Building Assistance Register' to ensure all students/staff with disabilities are assembled)
4. Teachers' with disabilities - support person to assemble class in designated area on field and comply as for Numbers 13 and 15 of Evacuation Procedures of classes.

## FIREFIGHTING BY SCHOOL STAFF

The staff's first task is to get all students clear of any buildings endangered by fire. Only when every person is accounted for can staff contemplate dealing with the fire itself and only if safe to do so under the direction of the Warden.



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## FIRE DRILL DURING RECESS TIMES

If an emergency arises during recess the General Alarm for Fire Evacuation and Assembly areas will be the same. Students will walk smartly to Assembly Areas by the safest clear route.

DUTY TEACHERS WILL PLAY A VITAL ROLE – DIRECT STUDENTS CALMLY AND FIRMLY AND DISCOURAGE RUNNING OR UNDUE TALKING

Whilst students are moving to assembly areas, class teachers will move to classrooms, check classrooms and awahina spaces. Teachers then carry out procedures 11 to 13. Duty teachers will do this once they have made sure that students in their duty areas have moved quietly and calmly to Assembly Areas, and have dealt with any emergency involving students that may arise.

The Warden will check the staff Location Board and collect the registers from classrooms if the teacher is off site.

Teachers will remain on duty and responsible for the students in their care in all instances until told by the Warden that the emergency is over and that they may resume normal duties.

## BOMB SCARE

1. Continuous bell as for Fire Alarm
2. Follow emergency evacuation procedures to appropriate assembly area and call registers
3. Staff will be notified of the situation
4. Await further instructions from the Warden

## INTRUDER ALERT IN SCHOOL

1. Alert given over intercom as 'Intruder Alert!'
2. Ensure students move away from windows and gather together.
3. Keep students in the classroom and clear of windows until informed otherwise over the intercom by the Warden (Senior member of staff).



# EMERGENCY PROCEDURES

## EMERGENCY EARTHQUAKE DRILL

### Teacher signal- DROP

(Warden may signal evacuation with continual ringing of electric or hand bell)

Because of the susceptibility of New Zealand to earthquakes, drills designed to ensure the safety of school children must receive continued emphasis.

1. Students should be given instruction and practice in the procedure for taking cover in the event of an earthquake when they are inside the school grounds.
2. Unlike a fire drill, this type of drill will not be set going by a school-wide signal, but will be initiated by the teacher in each class.
3. Teachers will use the word DROP to indicate the beginning of drill for their classes.
4. The following is the drill to be practiced in the classrooms:
  - a. Get under a desk or table if near at hand: link outside arm around table leg; otherwise...
  - b. Drop to knees, turn with back to windows and knees together
  - c. Clasp both hands firmly behind the head, covering the neck.
  - d. Bury face in arms, protecting the head; close eyes tightly.
  - e. Stay in this position until instructed that it is safe to move.
5. The signal for the evacuation of the school after an earthquake will be the same as that for a fire.

Do not run outside during an earthquake, regardless of the structure of the building you may be in at the time. Get beneath some part of the structure which is reinforced, such as a doorway, or under a strong desk or table which can bear the weight of anything that collapses on top. Falling material is responsible for most earthquake casualties, and as a rule more rubble falls into areas surrounding the buildings than inside the buildings. If outside when an earthquake commences, move clear of all buildings and potentially dangerous structures. A safe distance is 20 metres for single storey buildings.