

PROCEDURE 14: EMERGENCY PROCEDURES

EARTHQUAKE PROCEDURES

Rationale:

Students and staff shall have a safe physical and emotional learning environment. Therefore, the Principal and BOT shall not fail to:

1. take reasonable steps to protect students from unsafe or unhealthy conditions
2. comply with the provisions of the Health and Safety Act 2015
3. ensure plans and contingency systems are developed and implemented in the event of an earthquake or disaster
4. ensure a risk analysis management system (RAMS) is carried out where and when appropriate.
5. consult with the community regarding the health and safety programmes being delivered to students.

Procedures:

1. If indoors, DROP, take COVER under a desk or table and hold onto the legs until the shaking stops.
2. Keep away from windows, shelves, and unfixed large items/furniture.
3. Stay indoors until the shaking stops, wait for the teacher to provide instructions.
4. If outside, students to stay there until teacher comes to get them.
5. Keep away from buildings and power lines.
6. When the shaking stops, staff check the health and safety of students.
7. Teacher collects their Class Register.
8. Safely walk calmly and quickly and avoid panic to the School Field Assembly Point.
9. Ensure students/visitors with disabilities are assisted by a responsible person.
10. Ensure any class visitors are included in the evacuation: – record their names on the Register.
11. Principal to check toilet and library areas.
12. Teacher to 'mark-off' students on Register and ensure names of visitors are recorded on Register.
13. Staff alert the Principal of any concerns or issues, including dangerous areas within the school.
14. Ensure all students remain at the Assembly Point until clearance to leave is given by Principal.
15. Do not return to class until given the "all clear" by the Principal.
16. Listen to the radio for instructions from Civil Defence.
17. The Principal, with support from staff, will utilise SMS, the school email network, and phone calls, to convey student wellbeing information and the overall situation at school to parents, along with information on action required by parents (if any).
18. Loss of essential services (electricity / water) will necessitate the closure of the school and a request for collection of children by parents.
19. If essential services are operating, children will remain at school as normal with a judgment made as to whether parent collection is required
20. If the earthquake is severe enough to cause damage to buildings, we will start the evacuation procedure. In this case:
 - Staff will ensure students leave the classroom in an orderly fashion and meet on the field where they will sit in a tight circle, providing support for each other, and be supported by staff.
 - All students will remain on site until a parent or caregiver arrives at school to pick them up. They will be sent home with immediate family only if this has been arranged and the school has been notified.

NOTE: Should a significant earthquake occur during an interval or lunchbreak, or during a school-wide sports event (based outdoors), children and staff will initially assemble on the hard-court area. All

children and visitors will be accounted for. A decision as to whether to move into the buildings will be made by the Principal, based on aftershock frequency, building integrity, and weather conditions.

Earthquake Pupil Procedures:

1. Don't Panic-Stay Calm
2. Get under a desk, doorframe, or table. Hold on to it.
3. Turn away from windows and other glass surfaces
4. Listen to the instructions of your teacher
5. Stay in the room until your teacher advises you to move
6. If you are outside, keep away from buildings and falling objects. Trees, power lines etc.
7. When the shaking stops, find your teacher or an adult at your class assembly area.

Earthquake Drill - (Preparation)

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. Falling debris is responsible for most earthquake casualties.

1. Teachers should use the word "DROP", or some other pre-arranged signal, to indicate the beginning of an earthquake drill for their class.
2. Students should take cover under a sturdy desk or table, if one is near, and hold on to its legs.
3. If no desk or table is available, they should drop to their knees (away from the windows), keep knees together; clasp both hands firmly behind their heads (bowing their heads); bury their faces in their arms, protecting 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.
4. If students cannot move away from windows, they should turn away from the glass to minimise injuries from broken glass.

FIRE EVACUATION PROCEDURES

Where a fire is not easily extinguishable, the first priority of staff is to evacuate the building immediately.

1. Sound the ALARM – shout "**FIRE – FIRE – FIRE**"
2. Dial **111**
3. If safe to do so extinguish the fire.
Teacher collects their Class Register
4. Evacuate the building by the nearest safe EXIT and direct students to the Assembly Point on the Hard-Court Area.
5. Quickly close all doors and windows (if possible)
6. Walk calmly and quickly and avoid panic.
7. Ensure students/visitors with disabilities are assisted by a responsible person.
8. Ensure any class visitors are included in the evacuation.
9. Principal checks library and toilet areas.
10. Teacher to 'mark-off' students and visitors on the Register.
11. Alert the Principal if any student or visitor is missing.
12. Ensure all students remain at the Assembly Point until clearance to leave is given by the Principal
13. Do not return to class until given the 'all clear' by Fire Service.

Fire Hose locations: <where>

Dry Powder Fire Extinguisher location: <where>

VIOLENT INTRUDER PROCEDURES

If shots are heard or a violent intruder is seen on the school grounds.

1. Alert staff and students by ...<how>
2. Quickly and safely lock all doors and windows, if possible.
3. Teacher collects Class Registers, if possible.
4. Calmly and quickly move everyone, including visitors, into the classroom and LOCK room and HIDE as best as possible, and BE QUIET!
7. Teacher to 'mark-off' students and visitors on Register.
9. Ensure everyone remains LOCKED-DOWN until clearance is given by the Principal. (Principal/Office Staff to Dial **111**).
10. Everyone to report to classroom for debrief.

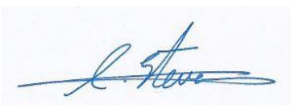
TRESPASSER PROCEDURES

A trespasser is a person who enters our school and does not have permission to be here, or their behaviour is such that the school would not give permission for them to be here.

1. Greet the Trespasser, where possible have a colleague with you.
2. Engage in a conversation: Introduce yourself, ask why they are here? Is someone expecting them? Get them to report to the office?
3. If the reason for the visit is not legitimate, explain to them they have to leave the school grounds.
4. If the trespasser refuses to leave, explain we will have to call the Police.
5. If the trespasser gives any indication of being violent or aggressive, calmly, and quickly remove students away from the area of the trespasser.
6. Alert Senior Management, and provide a description, location and activity of the trespasser.
7. Follow the VIOLENT INTRUDER procedure.

For all school emergency situations:

- **Administration Area/ Staffroom** checked by Principal
- **School Car Park** checked by Principal
- **Library and Toilet Areas** checked by Principal
- **Pool Area** checked by Principal
- Support Staff brings the first aid kit.
- Support Staff to assist with assembly of children.
- As soon as class is assembled, teacher checks the roll – Principal informed.
- Support Staff remain with the students and visitors providing for the needs of the children until either it is safe to return to the classroom, or other arrangements are made. Principal may be preoccupied at this time, otherwise will be present with the children and staff.



PRINCIPAL

Dated: February 1, 2022

APPENDIX Chart for Classrooms & other buildings / spaces (*page 4 of 4*)

EMERGENCY PROCEDURES

If you discover a **FIRE**

1. Sound the ALARM...**FIRE, FIRE, FIRE**
2. Dial **111**
3. If safe to do so, extinguish the fire.
4. Evacuate the building by the nearest safe EXIT and direct students to the Assembly Point, hardcourt area.
5. Quickly close all doors and windows (if possible).
6. Walk calmly and quickly.
7. Ensure everyone is included in the evacuation. Use Register.
8. Ensure students remain at Assembly Point until clearance is given.
9. Principal informs parents: **Procedure 13 – Emergency Procedures**

If there is a **VIOLENT INTRUDER**

If shots are heard or a violent intruder is seen on or near the school grounds:

1. Alert staff and students: <how>
2. Ensure everyone is inside. Quickly and safely lock all doors and windows.
3. Staff check all students and visitors are accounted for.
4. Dial **111**. Phone Presiding Member.
5. Ensure everyone stays in LOCK DOWN until clearance is given by Principal.
6. Principal informs parents: **Procedure 13 – Emergency Procedures**

If there is an **EARTHQUAKE**

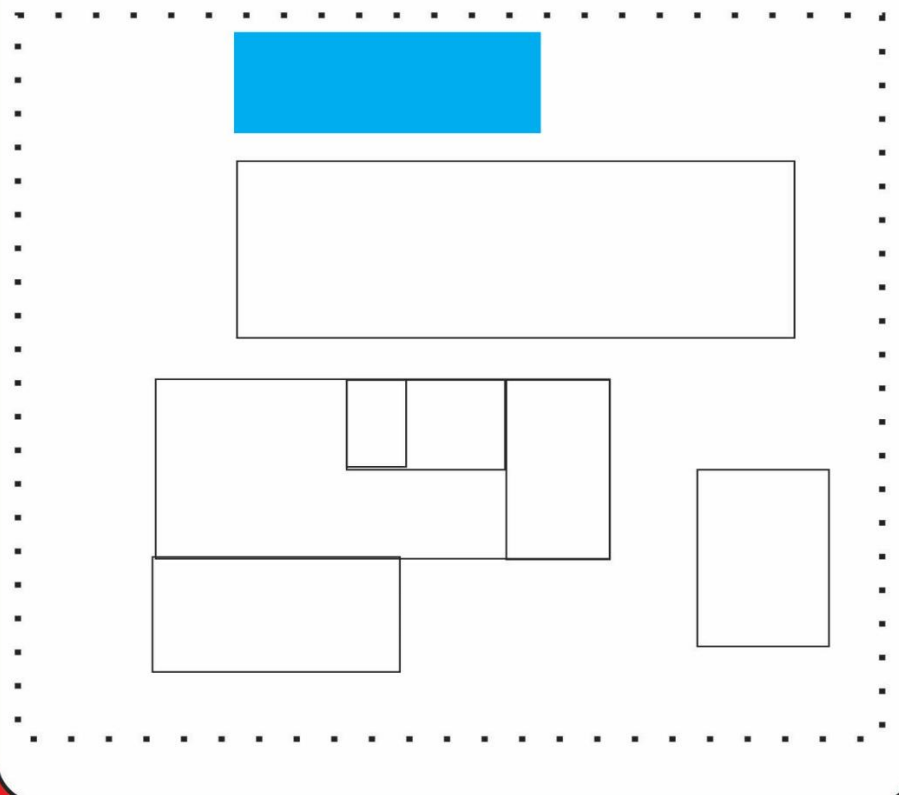
1. If indoors, **DROP**, take **COVER**, and **HOLD ON** until shaking stops.
2. Stay calm and support each other.
3. Wait for teacher instructions.
4. If outside, stay there. Staff will come and get you. Keep away from trees, buildings, and power lines.
5. Teacher to use Register to check students and visitors. Ensure all children and visitors remain at the Assembly Point. Do not return to classroom until told by Principal.
6. Principal informs parents: **Procedure 13 – Emergency Procedures**

If there is a **TRESPASSER**

A trespasser is a person who enters our school and does not have permission to be here, or their behaviour is such that the school would not give permission for them to be here.

1. Principal approaches person to find if their reason for visit is legitimate, if not legitimate, ask them to leave.
2. If person gives indication of being aggressive, move children away from the area of the trespasser.
3. Follow **VIOLENT INTRUDER** procedure.

WHAREORINO SCHOOL



***** DRILLS WILL BE PRACTISED REGULARLY *****