

EMERGENCY EVACUATION PROCEDURE 2.13

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:

This will be carried out at least once per term.

Signal

- The sounding of 'please evacuate the building' alarm.
- In the event of a fire the secretary, principal or other staff member will ring the fire service.
- Emergency procedures are displayed in each classroom, staffroom, etc.

Evacuation

- Students and teachers will walk quickly from the school building in an orderly manner, using the quickest and safest escape route. The assembly point will be the southern end of the tennis court.
- The school secretary will bring a copy of the master rolls and the school register to the assembly point.
- All teachers will check off the names of students against the attendance register which they will bring from the classroom. If the class and teacher are out of the classroom when the alarm sounds a master copy of the class list will be with the documents the secretary has.
- Teachers will indicate all students are accounted for by taking their card from the secretary. The secretary will note when this has been done. The Principal will check that all staff and visitors are accounted for.

On departing the building:

- the Room 1 teacher will check the girls' toilet and cloakroom
- the Room 2 teacher will check the boys' toilet and cloakroom
- the Room 3 teacher will check the girls' toilet and cloakroom
- the Room 4 teacher will check the boys' toilet and cloakroom
- the Room 5 teacher will check the boys' and girls' toilets
- the Room 6 teacher will check the Interview Room
- the Room 7 teacher will check Room 8 if Room 8 is not being used as a classroom
- the Room 9 teacher will check the boys' toilet and cloakroom
- the Room 10 teacher will check the girls' toilet and cloakroom
- the Room 11 teacher will check the boys' toilets
- the Room 12 teacher will check the girls' toilets
- the Room 13 teacher will check the boys' toilets
- the Room 14 teacher will check the girls' toilets
- the secretary will check the rooms in the administration area and the principal will check the library
- students who are at learning support, dental clinic, etc, will be taken to assembly area and their teachers told they are safe

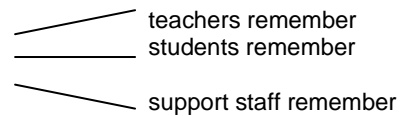
Please note that it is important to practise emergency procedures using the secondary classroom egress, and alternative routes to the assembly area.

Should a decision be made to evacuate the children from the school grounds, staff and children will walk to the Russley Retirement Village, 73 Roydvale Avenue, Christchurch.

B 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 students should keep quiet and listen for further instructions.

(refer to laminated charts displayed throughout the school)



Practice Drills

To indicate a practise earthquake, teachers will be notified. The hand bell will be rung to indicate they should begin earthquake drill procedure.

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 words "DROP, COVER and HOLD" 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 at the southern end of the tennis court, unless directed otherwise.

C Electrical Storms

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

D Lock Down Procedures (where a dangerous person is roaming the school site).

A lock down will be signalled by a manual, continuous ringing of the bell.

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 by phone is given and the 'all clear' is made.

Procedures in the playground:

- proceed to the nearest lockable building
- follow steps above

Special Considerations:

In extraordinary circumstances adults and students may be required to proceed to hall and library.

All personnel will be informed as soon as practicable if a lock down is likely to continue for a prolonged period.

NOTE: Maintenance of Evacuation and Safety Scheme

- The caretaker will regularly check exits and egress doors to ensure 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.

EMERGENCY PROCEDURE

Fire

The alarm bell will ring continuously.

Students Remember:

- **Don't panic, stay calm.**
- **Listen to teacher's instructions.**
- **Walk to the emergency assembly area.**
- **Wait quietly. The teacher will check that all students are safe.**
- **The teacher will tell you what to do next.**

EMERGENCY PROCEDURE

Fire and Earthquake

Support Staff Remember:

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

EMERGENCY PROCEDURE

Fire and Earthquake

Teachers Remember:

- **Remain with your class. Check all are accounted for.**
- **Speak clearly and calmly.**
- **Reinforce the procedures for students.**
- **Listen for evacuation signals.**
- **Report damage or injury to senior staff as soon as possible, including missing students.**

KNOW THE SCHOOL'S EVACUATION PLAN AND PROCEDURES THOROUGHLY

EMERGENCY PROCEDURE

EARTHQUAKE

A continuous alarm may not sound

Students Remember:

- **Don't panic, stay calm.**
- **Get under your desk and hold on to it.**
- **Listen to teacher's instructions.**
- **Move away from falling objects: glass, trees, powerlines and cupboards.**
- **Stay in your room unless the teacher tells you to evacuate the building.**
- **Evacuate building signal will go when safe.**

IF OUTSIDE OR AWAY FROM YOUR CLASSROOM:

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

**EMERGENCY PROCEDURE
LOCKDOWN**

You will be informed by continuous ringing of bell.

Remember:

- Don't panic - stay calm.
- Listen to teacher's 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 the teacher's instructions for moving to a lockable area.

EMERGENCY PROCEDURE

LOCK DOWN

You will be told by your teacher.

REMEMBER:

- **don't panic - stay calm**
- **listen to teacher's instructions**
- **close curtains, lock all doors and windows**
- **get on floor out of sight of windows**
- **maintain silence**

The teacher will tell you what do next.

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

EMERGENCY PROCEDURE

FIRE AND EARTHQUAKE

SUPPORT STAFF REMEMBER:

- Listen for evacuation signals - “evacuate the building” alarm.
- Check sickbay and toilets.
- Leave through nearest exit (walk!).
- Assemble with school.
- Check all staff are safely evacuated using roll check.
- Report damage or missing staff to warden.
- Assist warden if asked to.

EMERGENCY PROCEDURE

FIRE AND EARTHQUAKE

TEACHERS REMEMBER:

- **Remain with your students. Check all are accounted for.**
- **Speak clearly and calmly.**
- **Reinforce the procedures for students.**
- **Listen for evacuation signals.**
- **Report damage or injury to senior staff as soon as possible, including missing students.**

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

EMERGENCY PROCEDURE

FIRE

- *The “evacuate the building” alarm bell will ring continuously.*

STUDENTS REMEMBER:

- Don't panic - stay calm.
- Listen to teacher's instructions.
- Walk to the emergency assembly area.
- Wait quietly. The teacher will check that all students are safe.
- The teacher will tell you what to do next.



EARTHQUAKE

A continuous alarm may not sound.

STUDENTS REMEMBER:



- Don't panic - stay calm.
- Get under your desk. Hold on to it!
- Listen to teacher's instructions.
- Move away from falling objects; glass, trees, powerlines, cupboards.
- Stay in your room unless the teacher tells you to evacuate the building.

IF OUTSIDE STAY AWAY FROM BUILDINGS.

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

