



WHAKATANE INTERMEDIATE SCHOOL EVACUATION FROM SCHOOL SITE 2016

Should the occasion arise where we need to evacuate the school premises, the following instructions must be followed.

3 staccato bells will be rung which will indicate that we need to evacuate the school. These bells will ring a few times to ensure all have heard the signal.

Each class must have a paper roll near the door which can easily be accessed.

Syndicate D and E, Office Staff, RTLB and Dental Clinic Staff will move, under the direction of the teacher, to the concrete area outside the Art Room, where Mrs Volmuller will evacuate each class. Classes will leave the school via James St. From here classes will walk across the pedestrian crossing and down to the Rowing Club – a safe assembly area – where Miss Crook will be waiting to account for everyone.

Syndicate A and B will move under the direction of the teacher, to the concrete outside Room 8 and 9, where Miss Crook will begin the evacuation process.

Classes will leave the school via Fraser St, and along the alleyway to James St. From here classes will walk across the pedestrian crossing and down to the Rowing Club.

Miss Crook will leave with the first class, so she can be in charge at the Rowing Club. Syndicate A or B Leaders will control the evacuation after Miss Crook leaves.

POINTS TO NOTE:

- The Tech. Teachers will be responsible for their class for the duration of the exercise; classroom teachers will meet at assembly area.
- Make sure an up-to-date roll is at the classroom door.
- Office Staff will bring student receptionists with them to assembly area
- Classes will leave the school as soon as they are ready, under the instruction of a Deputy Principal.

DATE: November 2016