



WHAKATANE INTERMEDIATE SCHOOL EMERGENCY PROCEDURES - 2016

EARTHQUAKE – DURING CLASS TIME

1. On the command “Earthquake, Earthquake, Earthquake” move under or beside a desk. It may become necessary to grasp the desk legs.
2. Clasp hands behind neck, knees and elbows on the floor.
3. Face towards the centre of the room i.e. away from windows, shelving etc.
4. Remain in this position until the tremors have ceased. Students are encouraged to remain quiet to enable the teacher to give instructions and words of assurance. Remain in a safe position until an evacuation signal is heard (bell, speakers, air horn).
5. An evacuation signal (continuous bell or handbell) will be sounded, evacuate immediately to a pre-determined assembly point.

EVACUATION: QUICK - QUIET - ORDERLY MOVEMENT

6. Teachers take a class list to the assembly point and check if all are present. Classes to check in as “CLEAR” with Deputy Principal.

EARTHQUAKE - DURING INTERVAL OR LUNCHTIME

1. If outside in open space move clear of buildings AND STAY STILL or SIT DOWN. When shaking ceases move to the Assembly Area and sit in designated class areas.
2. a) Duty teachers and rest of staff will immediately report to their classrooms (if safe to enter) to ensure all students have gone to Evacuation Area. All classes to keep a current class list close to room exit, which can be picked up on the way to assembly area.
b) Once on the field, join the others and remain seated in class groups. Teachers will take roll check. Report to the DPs who will then note any missing children and put in to action strategies for their recovery.

EARTHQUAKE – DURING ASSEMBLY IN AUDITORIUM

1. Lean forward with hands clasped behind neck.
2. Remain in this position until tremors have ceased.
3. Move to the main field after organised dismissal from hall on evacuation signal.
4. Roll check – report to Deputy Principal by runner. DP will have copy of class lists.

FIRE – EVACUATE BUILDINGS IMMEDIATELY

1. Orderly movement from room on discovery of fire – report by runner to Office.
2. Office staff to dial 111 and ask for “Fire Service”.
3. Evacuation signal will be followed by assembly at Evacuation Area.
4. Roll check – report to Deputy Principal by runner.

OTHER EMERGENCIES

1. Evacuation signal as above to be followed by assembly on Evacuation Area.
2. Roll check – report to Deputy Principal by runner.

SAFETY MEASURES

1. FIRST AID KIT to be taken to the evacuation by Administration staff.
2. EMERGENCY KIT: to be taken to the evacuation area by Administration staff (cell phone, School Roll with all phone numbers).
3. Medical, toilet and interview rooms to be checked by Admin staff.

CIVIL DEFENCE EVACUATION

1. Caregivers may collect students – record name of person and time collected on E-Tap list with DP.
2. Remaining students will walk to the Trident High School Civil Defence Post Welfare Centre with identification – accompanied by the staff.

EVACUATION OF BUILDINGS

INSTRUCTIONS TO SYNDICATE LEADERS

On hearing the warning signal:

1. The Syndicate Leader is responsible for the safe evacuation via the nearest safe exit, of all persons in their Syndicate for that time, including all classrooms and toilets.
2. Classroom teachers are responsible for the safe evacuation upon the agreed signal (continuous ringing of electric or hand bell) of their class including checking toilet areas.
3. “All Clear”/”Persons Missing” reports initially are to be reported to the Syndicate Leaders who will organise further checks and advise status of evacuation to the Deputy Principal.
4. After checking own classes, Syndicate Leaders will offer assistance to other classes maintaining calm and order at all times.

INSTRUCTION TO DEPUTY PRINCIPAL

On hearing the warning signal:

1. Ensure the Fire Service has been called. Dial 111.
2. Report to Evacuation Point on field with master rolls.
3. Receive status reports from Syndicate Leaders.
4. Advise Fire Brigade/Civil Defence on arrival, of the situation.

Review Date: December 2016