



NAG 5 – Health and Safety

EMERGENCY PROCEDURES

In a disaster all students/ākonga will be retained at school until collected by a caregiver. Students/ākonga will be retained in the most appropriate area for their safety. If the school has to be evacuated a staff member will remain to tell parents where their child has been sent.

The emergency signal is a continuous ringing of the bells.

Fire Drill

- All staff and students/ākonga will act on hearing the fire alarm.
- Close doors and windows
- Staff and students/ākonga in classrooms, administration area, Knowledge Centre and music block to move to the nearest clear exit and then to the outside field area beyond the cricket pitch.
- Staff and students/ākonga on first floor to move to nearest clear exit and proceed to field area beyond the cricket pitch. If students/ākonga are out of their classrooms, they must leave the building they are in and proceed to area beyond the cricket pitch.
- Staff and students/ākonga in hall, technology rooms and immediate surrounding area to move to nearest exit and proceed to clear area. This may be Trafalgar Street south-side footpath until such time that common sense makes it appropriate to join the rest of the school on the field area. SPEC teachers to regroup students into homeroom classes and check that all students are present.
- Staff and students/ākonga in withdrawal teaching spaces on the Trafalgar St side are to move out through the exit to the corridor and exit the building between Rooms 11 and Room 12.
- Any one in toilet areas to get to the clear area beyond the cricket pitch upon hearing the alarm.

All the above movement will be under supervision of the classroom teacher (or other staff) that is responsible for the safety of students/ākonga.

Registers to be taken by teachers (if possible). Upon assembly in the clear area (field or footpath) check student presence and note absences.

Emergency Evacuation Wardens

Accounts Manager	Check ground floor
Receptionist	Check women's toilet, sick bay, visitors and assistance register. Take: Emergency kit, student class lists. School diary, visitors and sickbay register. Assist and accompany students/ākonga in sick bay.
Caretaker	Check students' toilets – east and west block. Ensure that all contractors evacuate. Wait in staff car park to meet fire crew and stop anyone else entering building. To call the dental clinic and inform them of the fire.

Once all students have been accounted for, report to the Deputy Principal as soon as possible. Report includes all present and any students/ākonga absent.

Deputy Principal report to Principal and await the all clear to either return to school site or alternative procedure.

Earthquake Drill

In the event of an earthquake, students/ākonga and staff should remain in the building in the Drop, Cover, Hold position until the shaking has stopped and/or the teacher gives the all clear.

Drop Cover Hold: If you are inside a building, move no more than a few steps, then Drop, Cover and Hold. Stay indoors till the shaking stops and you are sure it is safe to exit. It is safer if you stay where you are until the shaking stops.

If you are outside, move no more than a few steps away from buildings, trees, streetlights, and power lines, then Drop, Cover and Hold. Stay there until the shaking stops. Following the all clear, movement as for fire drill. Be aware of overhead power lines, moving away from buildings and ground cracks.

Respond quickly: In a severe earthquake it is absolutely vital that people respond immediately and remain calm. Confusion about what to do can result in people being seriously injured or killed.

Early in the year, identify safe places such as under a sturdy piece of furniture or against interior walls so that when the shaking starts you can respond quickly. Ensure that the Drop, Cover, Hold drill has been taught and the visual poster has been regularly referred to.

An immediate response to move to the safe place can save lives. And that safe place should be no more than a few steps or less than three metres away, to avoid injury from flying debris.

Response

- Staff will carry out their duties as per Emergency Evacuation plan.
- Communication within and outside school with emergency services/Civil Defence will be through the most senior staff member available.
- Receptionist: turn on radio for Civil Defence information, retrieve first aids kits
- First aid will be carried out by qualified First Aid Certificate holders who will oversee non-qualified staff if necessary.
- Student release: in a disaster all students/ākonga will be retained at school until collected by a caregiver.
- Students/ākonga will be retained in the most appropriate area for their safety.
- If the school has to be evacuated staff members will remain to tell parents where their child has been sent. Staff will be posted on both the Trafalgar St and Symonds St entrances to communicate with parents. The location and destination of all students/ākonga and staff will be recorded.
- In circumstances where it is not possible to return students/ākonga to their home, alternative arrangements will be made urgently with the Emergency Services/Civil defence. **0800 22 22 00** or contact the Auckland Council on 09 301 0101
- Steps will be taken to advise parents of the location and condition of their students/ākonga as soon as possible.
- All messages received will come through one delegated person and will be recorded.

LOCK DOWN EVACUATION

Note: If there is to be a practice drill for a lockdown, ensure relievers and facilitators are informed prior to the event

From time to time students/ākonga will need to move inside quickly or stay inside for their own safety.

If students/ākonga are outside:

Three bells are rung (one short, one long, one short) and students/ākonga are told to move quickly inside, this is repeated a number of times.

If the students/ākonga are inside:

Three bells are rung (one short, one long, one short), 'Lockdown' is announced and repeated and students/ākonga are told to stay inside or move inside should they be at PE.

Accounts Manager to call the dental clinic to inform them of a lock down.

EVACUATION:

At all times students/ākonga will remain with the teacher they are with at the time of the emergency, until told to regroup by the Principal and/or DP.

If the lockdown occurs during a break-time, students/ākonga will be informed to go directly to the closest class

Split class students/ākonga return to split class rooms, **not** home rooms

Students/ākonga in toilets move to the closest class.

Administration staff will be required to remain in the Administration area or assembly point.

Learning Assistants (Teacher Aides), Support staff, Released teachers & Specialisation Staff will need to return to the main building by closest external door and assist in settling students/ākonga as necessary.

If circumstances change, the Principal and/or DP will make the decision of Assembly areas for classes.

Exits to be locked: (by adult)

- R4 to lock exterior corridor door facing Symonds Street and exit to R2
- R6 to lock toilet access doors
- R7 to lock corridor exit door to courts
- R8 to lock PE shed door (if possible or necessary)
- Office staff to lock main doors, both sides
- Room 11 to lock adjacent exterior doors
- R12 to lock 11/12 corridor exit door to courts
- R15 to lock exit door to Specialisation rooms and entrance through to Knowledge Centre
- Gate nearest to Science Room to be locked by caretaker

Teachers will complete a roll check in their class or at the assembly area. N.B. If a class is not in their own classroom at the time of the emergency it may not be appropriate to return to the classroom to collect the class list.

It is imperative that each class has an up to date copy of the class list attached to the wall by the exit door. Specialisation classes are required to keep current group lists in the same location inside a plastic pocket on the wall by the exit door.

Communication: Staff are urged to **communicate with the DP and/or Principal via classroom phones; cellphones (text)**, where able. Teachers are to ensure that speakers (PA and telephone) are turned on ready for announcements.

Students/ākonga will be directed to be **calm, stay away from windows and doors**, and be seated in an area away from the windows.

The **Administration Receptionist** will access the master roll, visitors book, staff sign-out book and first aid kits in the administration area.

In the event of a lockdown in a central assembly area, (which will be announced across the intercom system) the **Administration Receptionist** will take the **emergency kit** to the assembly area. This will contain a master roll, the visitor’s book, the staff sign-out book, a first aid kit, and radio.

Once the ‘all clear’ has been announced, the **Principal and/or DP** will visit each assembly area to ascertain how many students/ākonga, staff or other occupants (if any) are unaccounted for and if any medical assistance is needed.

The **Principal and/or DP** will liaise with emergency services.

Everyone will remain in classes or at the assembly points until the “**all clear**” is given or **Civil Defence/Police/Fire** personnel issue further instructions. There could be a wait of many hours. Keep group together for mutual comfort. Students/ākonga and staff will be advised as soon as the emergency is over. If possible, send an emergency roll to the office.

All staff members must be prepared to give on-the-spot instructions, exercise judgment and use common sense.

In the event of the DP being in a class, the Principal will run the lockdown and vice versa.

Recovery

1. Recovery procedures will start once all people are safe and appropriate all clear has been given by authorities e.g. Fire/Police/Council/Civil Defence.
2. Child support will follow the guidelines in the **Crisis Action Plan**.
3. Buildings will be professionally assessed as safe prior to re-occupation if damage has occurred.
4. Staff and students/ākonga will be debriefed once the physical and emotional circumstances allow.

The review of this plan and upkeep of resources will be a task of the Health and Safety Committee and will be conducted annually, or when necessary.

Next review: March 2016

Review History:

08/2012	06/2013	04/2014	03/2015					
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