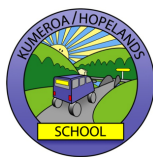




Kumeroa-Hopelands School

**EMERGENCY
EVACUATION
PROCEDURES**



Emergency Evacuation Procedures

At the beginning of each year, the principal will organise staff training in the school's Emergency Evacuation Procedures to ensure that all staff are familiar with the procedures and responsibilities which are common to most types of emergency.

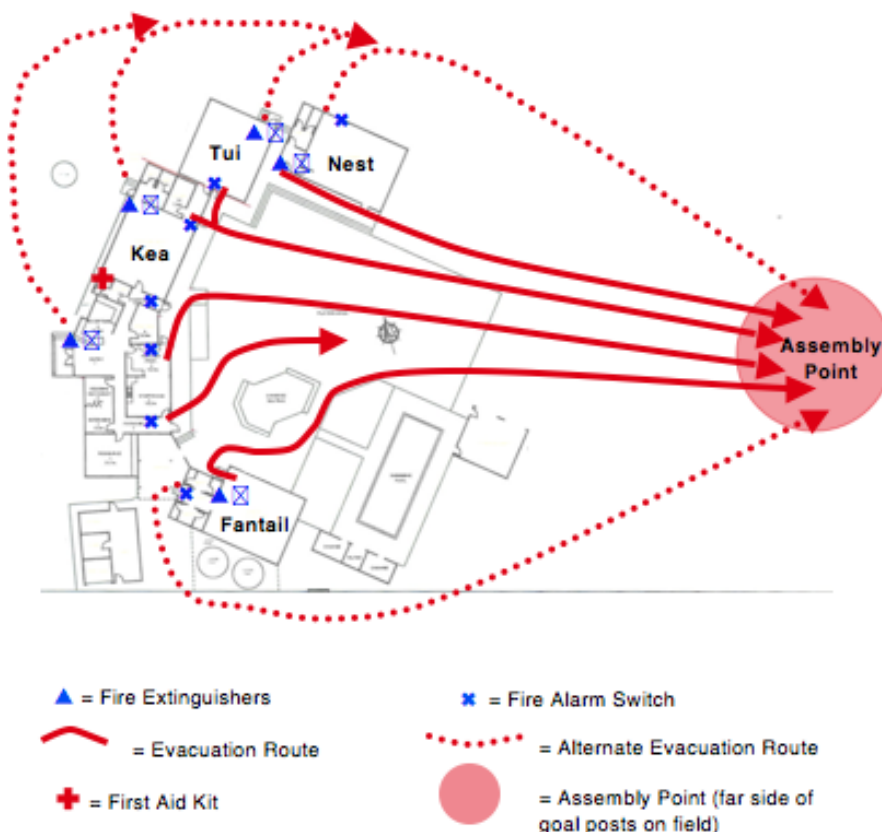
This training will be noted in the Emergency Log Book.

Before any evacuation drill using the fire alarm, the Fire Service Communication Centre should be contacted (phone 04 801 0810) to inform them that a drill is about to be carried out.

The Emergency Evacuation Procedures will be prominently displayed in the staff room and in the Administration area foyer, as well as in each classroom.

The Emergency Evacuation map will be displayed above or beside all fire alarm switches.

EMERGENCY EVACUATION MAP



ASSEMBLY POINT FOR ALL EVACUATIONS

On the field on the far side of the goal posts.

FIRE

Signal

- The fire alarm will ring continuously. In the event of power failure, the hand-bell will be rung by the principal or office staff. This bell is to be kept in the hallway between the principal's office and the Kea classroom.

Procedure

- First adult on the scene to call the Fire Service on 111.
- On hearing the signal, all pupils exit the classrooms under the direction of the class teacher and move to the assembly point.
- The class teacher takes the attendance register.
- The teachers and the principal are required to wear the provided high visibility vests.
- Support staff, including teacher aides, reading recovery teachers, cleaners, caretakers etc are to leave the building by the nearest safe exit and move to the assembly area.
- Each teacher will check the toilets closest to them before evacuating to the assembly point on the field on the far side of the goal posts.
- The teacher in the Kea room will also check the server room before evacuating to the assembly point on the field on the far side of the goal posts.
- The teacher in the Tui room will also check the Nest (library) before evacuating to the assembly point on the field on the far side of the goal posts.
- The office manager will check the sick bay/toilet, staffroom, teacher aide, reading recovery and resource rooms before evacuating to the assembly point on the field on the far side of the goal posts.
- The office manager will collect the emergency kit (a First Aid Kit and emergency contact list), visitors book, cordless phone and report with these to the assembly area.
- When assembled, teachers will check their rolls and personally notify the principal when all pupils are accounted for. This will be recorded in the Emergency Log Book as/when notified. This logbook will be kept in the principal's office and be taken to the assembly point.
- In the event of the fire emergency occurring in the afternoon or at any other time when the office manager is not present, the principal will collect the cordless phone, First Aid Kit, emergency contact list and report with these to the assembly area.

EARTHQUAKE

- It is to be emphasised that, in an earthquake, pupils should remain in the building until the shaking has stopped and the "all clear" is given by the teacher.
- In the event of an earthquake, everybody must, **DROP, COVER, and HOLD.**

Practice Format

- When inside
 - Call out 'Earthquake'.
 - All to take cover under sturdy desks or tables, if near, holding on to their legs, and each other.
 - Reassure children, keeping them calm.
 - Stay covered at least 60 seconds (count loudly to 60 with the children).

- Give instructions regarding what to do after the shaking stops, remembering that as most earthquakes will not be severe enough to cause any damage, classes will most likely resume when the earthquake is over.
- When no cover is available:
 - Move to an inside wall.
 - Kneel next to the wall, facing away from windows.
 - Cover head and neck with hands and elbows.
- When outside:
 - Stay outside.
 - Move to an open area away from buildings and trees.
 - Cover head and neck with hands and elbows.
- Aftershocks
 - Because of the risk of aftershocks which may cause escape routes to become blocked, staff will delay evacuation unless it is essential.

Evacuation

- The principal will signal if an evacuation is essential by ringing the bell continuously.
- The emergency evacuation procedures as for a fire will apply.

STORM FORCE WIND AND CYCLONE

A warning from the Regional Council or Civil Defence would most likely be issued.

Action to be taken could include:

- Store or secure loose items such as rubbish bins, outdoor furniture.
- Sticky tape across large windows to prevent them from shattering.
- Stay inside the strongest part of the building.
- Stay away from windows and doors.
- If outside, seek shelter to avoid flying debris.
- Open windows on the side of the building away from the wind to reduce the likelihood of the roof lifting.

ELECTRICAL STORM

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

VOLCANIC ACTIVITY

- Warnings will be given and appropriate action advised by the Regional Council or Civil Defence.

CHEMICAL SPILLAGE

- Emergency services will advise on the appropriate action.

DANGEROUS PERSONS

- Signalled by observation and/or on authority of the principal.
- Pupils will remain in classrooms under the supervision of the person with immediate responsibility.
- Normal movement between buildings will cease.
- The principal or other appropriate person will arrange Police intervention as deemed necessary.
- Normal activities will resume following "all clear" advice.

CIVIL DEFENCE EMERGENCY

- If required the community hall will be used as a backup if the school is unusable.
- If required the map coordinates for the school are 40° 20'22 South, 175° 59'16 East.

SPECIFIC RESPONSIBILITIES

The principal

- The principal, or in the case of the principal's absence, the senior most teacher, shall have the primary leadership responsibility during an emergency but shall be under the authority of the local Civil Defence authority in any time of any Civil Defence emergency.
- The principal will liaise with the caretaker and/or BoT Property portfolio holder about the condition of the buildings. He/she will contact the appropriate Emergency Service/s, the Board of Trustee Chairperson and the Ministry of Education.
- The principal will turn off the electricity mains, if it is safe to do so.
- The principal has the responsibility to declare the "all-clear", to decide to evacuate the premises entirely and whether or not to send the pupils home.

Teaching Staff

- Teachers, and Teacher Aides assigned to specific pupils, will remain with their classes, keeping the pupils calm and as quiet as possible.
- As part of their emergency drills, pupils will have had information about what may happen in a fire, earthquake or other emergency, and the likely effects on the school.
- Staff and pupils will require reassurance at all stages of emergency evacuation drills. We can all support each other at these times.

Office Manager and Administrator

- The Office Manager will be principally be responsible for the Emergency First Aid Kit and administering first aid if and when necessary as teachers will be supervising the safety and well-being of their pupils.
- They will be responsible for checking and maintaining the First Aid Kit and up-dating the pupil emergency contact list regularly.

Disabled Persons

- People with special needs may require assistance during an emergency evacuation and will be supported by a procedure evolved by the class teacher/teacher aide involved.

EMERGENCY EQUIPMENT

The Emergency Kit will be kept in the School Office area and contain:

- Transistor radio (batteries)
- Whistle
- Full medical kit, including a First Aid manual
- Master list of current pupils, parents/caregivers names and telephone numbers and persons authorised to collect pupils
- Notice of any current medical condition of child which may affect their health during or following an evacuation.
- Barley sugars.

Log Book

- This will be kept in the principal's office.
- The principal will keep a record of the dates and type of drill/emergency and also the time taken by the exercise.
- Any problems encountered, and the remedial action required, will be noted.

PROPERTY PROTECTION

Immediate Action

- Call emergency services
- Turn off power
- Organise security patrols until buildings are secured
- Board up broken windows/doors to prevent weather damage/vandalism
- Any other precautionary measure which may be deemed necessary to prevent further damage

POST EVACUATION PROCEDURE

- After an evacuation, staff and pupils will not re-enter the buildings until all rooms have been checked and the principal is satisfied that the buildings are safe for reoccupation.
- Pupils will remain, supervised by their teachers, at the agreed assembly point until the principal gives the "all-clear" to classroom teachers.

Sending Pupils Home

- Any decision to send pupils home will be made by the principal.
- In the event of a major disaster, pupils will be kept at school under the supervision of teachers until collected by a parent, guardian, caregiver or authorised person.
- The school has a list of people authorised by parents or guardians to collect pupils after an emergency, which will be regularly updated, at the beginning of each school year or on notification by parents, guardians or caregivers. Pupil registers containing this information are part of the evacuation kit which is removed to the assembly point in cases of emergency by administration staff.
- In the event of a major disaster, other support services such as Police, Fire Service and/or Civil Defence will be involved.

EDUCATION PROGRAMME

- Pupils will be given information about what may happen in a fire, earthquake, or other emergency, and the likely effects on the school, as a regular part of the teaching programme at least once a year.
- Pupils will be taught what to do if the instruction to evacuate the building is given.
- Pupils will recognise that their first responsibility is for their own personal safety. However, everyone should learn how to help someone else who may be injured.
- Pupils attention will be drawn to possible hazards they may face when leaving the school grounds such as fallen power lines.
- An important part of this preparedness is practising emergency drills at least once a term.
- Prompt action resulting from familiarity with emergency procedures will reduce confusion and panic. All staff and pupils will be made aware of the location of the nearest alarm call points and know how to activate the alarm.
- Staff will teach children how to evacuate in an orderly manner by the shortest and safest escape route, moving singly or in small groups.
- All doors should be closed after rooms and other places have been evacuated.
- All emergency exit doors in the school are clearly marked.
- The principal has responsibility for organising staff training in emergency procedure and emergency evacuation practices.
- Staff should be trained in the use of fire hoses and extinguishers.

Related Documents

[Medical Treatment of Children Procedure](#)

Civil Defence Emergency Phone Chain

[Emergency Contact List](#)