



Emergency Procedures

EARTHQUAKE

(Continuous bell)

Students will all receive instruction on what to do in the event of an earthquake happening in the classroom and/or at break times.

Class Time students should:

- drop and curl up protecting the head.
- get under something if possible.
- wait for the teacher to give instructions as to go whether to go outside or stay inside.
- if moving outside put on shoes if possible.
- if moving outside meet in the designated meeting area and stay with the teacher and the class at all times.

Class Time staff will:

- instruct students to duck, cover, hold
- reassure students
- remain in the building with the students unless advised otherwise by the Principal or Warden.
- take a roll as soon as possible after the event and advise the Principal or Warden of any students who are missing.
- take the class to the designated meeting area if instructed to do so and check buildings as for a fire evacuation.
- hold the class at the meeting area until advised to move.

Break time students will:

- move to the centre of a field if possible. Otherwise, move away from buildings and trees.
- when the shaking stops, students are to move to the designated meeting place and find their teacher.
- find another teacher if unable to find their own.
- wait for a teacher to take the roll.

Break time Staff will:

- move to the designated meeting place with a roll.
- take a roll as soon as possible and advise the Principal or Warden of any students who are missing.
- hold the class at the meeting area until advised to move.

After the earthquake

- The Principal or Warden will notify teachers of the next action to take.
- Teachers will have a list of parents contacts and emergency contacts in their emergency kits.
- School Administration Manager will send out a message to all parents using our Greytown School App to notify parents of our current position and any future action required.
- School Facebook Administrator will post out a message to all parents using our Greytown School Facebook page to notify parents of our current position and any future action required.
- If required and authorised by senior leadership, students will be able to use their own phones to contact parents. This contact is preferably by text.
- Students will be kept at school until picked up by parent or an Emergency Contact Person.
- Teachers will have noted who has picked up the student. No student is to leave without notifying their class teacher if possible. If this is not possible then the Principal or Warden should be notified.
- If for any reason the school grounds are evacuated, a notice will be put in the office window. This will show where 'the school' has gone/what students have been picked up and by whom.



Emergency Procedures

FIRE

Fire procedure (Three bells then a continuous bell)

PROCEDURES

1. Children leave the room by the closest exit that is safe to use.
2. Under all circumstances the teacher will be the last to leave the room.
3. The class list and the emergency pack will be taken to the assembly area.
4. The roll is called immediately on arrival at the assembly area.
5. The office secretary will bring a list of absentees to the assembly area.
6. Teachers are to send the names of those absent to the office secretary.
7. The office secretary will check that all children absent are accounted for.

Individual children who are not in their rooms at the time of the alarm will need to move directly to the assembly area.

Teachers and classes not in their rooms will proceed to the assembly area. The teacher will leave the children under the supervision of another adult, check areas of responsibility then collect the class list and emergency pack from the classroom (if it is still safe to do so).

ASSEMBLY AREA

The children are to line up in single file behind their room number on the court opposite to the flagpole as long as it is safe to do so. If this area is unsafe the Principal will direct classes to another assembly area where it is safe to assemble.

Further action if the school is to be evacuated

- The Principal or Warden will notify teachers of the next action to take.
- Teachers will have a list of parents contacts and emergency contacts in their emergency kits.
- School Administration Manager will send out a message to all parents using our Greytown School App to notify parents of our current position and any future action required.
- School Facebook Administrator will post out a message to all parents using our Greytown School Facebook page to notify parents of our current position and any future action required.
- If required and authorised by senior leadership, students will be able to use their own phones to contact parents. This contact is preferably by text.
- Students will be kept at school until picked up by parent or an Emergency Contact Person.
- Teachers will have noted who has picked up the student. No student is to leave without notifying **their** class teacher if possible. If this is not possible then the Principal or Warden should be notified.
- If for any reason the school grounds are evacuated, a notice will be put in the office window. This will show where 'the school' has gone/what students have been picked up and by whom.



Emergency Procedures

LOCKDOWN

(2 long bells)

PROCEDURES

1. If the 'Lock Down Alarm' is sounded before school, during morning tea or lunch time students are to move directly to their classroom as long as it is safe to do so.
 - a. Teachers are to stay in, or move to, their classroom.
 - b. The Principal must stay in, or move to, the office area to facilitate communication.
2. If outside, children proceed to the nearest classroom.
Staff need to be mindful that children from other classrooms may seek sanctuary in their room.
3. Lock classroom and other doors.
4. Close windows.
5. Each person should stay away from windows and doors, and remain low to the ground.
6. Everyone is to remain quiet.
7. Staff with mobile phones should ensure they are turned on, and should check them frequently for messages.
8. No one is to answer the door under any circumstances.
9. A staff member should take a head count and obtain the name of each individual in the room. When practical, email the list of children and staff in the room to the office
Inform the office via email of any children missing.
10. Students and staff should stay where they are until official notification is provided by the principal or an identified police officer that the lockdown is over.
11. Where the lockdown lasts an extended period of time or extends beyond normal school hours, the Principal should notify parents Greytown School app and via local media with the assistance of local police.
12. In conjunction with local police, the Principal or designated serious incident coordinator should arrange for parents to pick students up from school at a designated safe area.