

Procedure for Emergencies



To establish a procedure to follow in an emergency situation.

Priorities:

- 1) The protection of life and prevention of injury
- 2) The protection of property

Responsibilities:

Principal:

The principal must ensure that all students and staff are familiar with emergency procedures.
To practice regular fire/earthquake and evacuation drills- at least once a term.
To ensure exit signs are clearly displayed at all doorways.

During a Fire/Evacuation drill:

1. Send any students with you to the predetermined assembly point on field using safe exit points available.
2. To check office/admin area
3. Take school roll off wall in admin or office area and grab emergency/first aid kits
4. To establish communication with appropriate emergency services.
5. Final sweep of other buildings once students and staff are at the assembly point.

Staff:

Room 1 staff member must check the main toilet block once sending students calmly to assembly point.
Room 2 staff member checks the break out room once sending students to assembly point.

1. Send students in a calm and timely manner to the predetermined assembly point on the field, using safe exit points available. Do not use windows except as a last resort.
2. Check areas of responsibility-Rm1 = main toilets, Rm2= break out room
3. Take class roll off wall before heading to assembly area (each staff member will do this to ensure at least one copy gets to the assembly area.)

Earthquake Drill:

- All people remain in the building until the shaking has stopped and the all clear is given.
- Use desks, tables and door frames to provide protection.
- People outside should move away from buildings, trees and powerlines etc

After an emergency, the principal will determine if the buildings are safe to occupy.

Procedural Group: Teachers
Review Cycle: Triennially

Review Date: 2016 2019 2022
Signed By: