



Procedure Glendowie School

EVACUATION PROCEDURE (POSSIBLE EMERGENCIES)

DISASTERS

- The disasters which are most likely to affect us are Fire, Earthquakes, Cyclones, Tornados, Tsunamis, Volcanic Eruptions, an Intruder Alert, Bomb threat etc. Glendowie School is situated some distance from a main arterial route and away from the Port, chemical spillage is less likely to affect us.
- Glendowie School would not be expected to provide long term support either for the community or our own children. We may however, be called upon to be an Assembly Area for others in the community, should a disaster occur and then those remaining at the school, would be taken to the nearest designated Welfare Centre.

ASSUMPTIONS:

This plan has been prepared with the following assumptions in mind:

- Glendowie School will need to be self-sufficient in the initial stages of a disaster.
- Emergency services may not be able to respond for some hours after the initial stage.
- Utilities, such as water, electricity, communications, transport and food supplies could be unavailable or inoperative.
- Buildings may suffer moderate to severe damage.
- Initially pupils and staff injured during the disaster may need to be cared for within the school.
- Temporary accommodation could be used such as school gazebo

FLOOR PLAN

- Each classroom has 2 exits.
- Administration block has 2 exits.
- Buildings with windows at ground level could be used in an emergency if an exit is blocked.
- All buildings have large areas of open space in close proximity to them.
- Major hazards may be broken glass although most classroom windows are laminated

EVACUATION PLAN

In case of an emergency the following procedures will take place:

- Continuous ringing of electric bell and hand bell. (Rung by Office Staff).
- Children to move to Safe Assembly area – Upper Field unless we are required to evacuate from the school grounds
- Each class teacher calls class roll. In the case of a class teacher not having class roll then master roll available in evacuation kit -Report from each class to the principal re all accounted for
- Daily absence sheet and staff emergency list which are also in the kit.
- Principal checks **all** staff and visitors, and additional permanent staff present. The signing-in Visitors Book is taken outside with the Evacuation kit.
- All personnel and children to be accounted for by Principal.
- In the absence of Principal, the next Senior Staff member would be designated as Principal.

EMERGENCY PROCEDURES – DISASTER GUIDELINES

FIRE:

Procedures to be followed when a fire cannot be easily extinguished. All occupants should:

- Act on hearing the fire alarm.
- Staff should:
 - activate the nearest fire alarm call point and Dial 111
 - reassure students
 - evacuate students
 - check that all rooms have been evacuated..staff closest to toilets and resource rooms/ common rooms to check
 - turn off appliances and services **if time and safety permits**
 - close doors and windows **if time and safety permits**
 - supervise the evacuation to the assembly areas
 - take the class roll call
 - advise the Principal of any missing students, staff, or other occupants
 - Do not use the lift

EARTHQUAKE:

Procedures and responsibilities during an earthquake. All occupants should:

- Remain in the building until the shaking stops the evacuation signal is given
- Staff should:
 - instruct students and occupants to take cover under solid furniture, solid beams etc
 - reassure students and other occupants.
 - move children away from the windows.
 - remove equipment on shelves that may fall.
 - If outside, instruct students to move clear of buildings, power poles, overhead power lines, and trees.
 - Await the Principal's or emergency services decision whether to remain in the building or to evacuate.
- If a decision is made to evacuate, staff should:
 - check that all rooms have been evacuated.
 - turn off appliances and services
 - supervise the evacuation.
 - roll call at the assembly areas.
 - advise the Principal of any missing students, staff, or other occupants.
 - Do not use the lifts
 - listen to the local radio station.

Earthquake Drill

- Teachers use word - **DROP** - at first sign of any shaking.
- Use Drill- **DUCK** - down.
- (at least 60 seconds) **COVER** - take cover under desk / table / furniture.
HOLD - i.e. on to furniture legs - listen to instruction and do not leave your shelter until told to.
- Move away from buildings if outside - Be "Turtle Safe" outside. Curl up on hands and knees and cover head with arms.
- Don't go under a tree.
- If no shelter available to take cover under e.g. when in the hall / library - move to inside wall, kneel next to wall - facing away from window. Bend head close to knees, cover side of head with elbow, clasp hands behind neck.
- Teacher closest to toilet checks.
- When there is an evacuation after an earthquake we will assemble on the field in order to avoid falling debris from buildings.

STORM-FORCE WIND AND CYCLONE / TORNADO:

- Store and secure loose items such as rubbish tins, outdoor furniture and corrugated iron.
- 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.

TSUNAMI:

- Move by the shortest routes to high ground (1 Km inland or 35 metres above sea level, up Riddell Road towards St Heliers Bay Road.
- Avoid streams, rivers and beaches.

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/ electrical and telephone wires

VOLCANIC ERUPTION

- Stay Indoors
- Close all doors and windows (To try and keep ash out of the rooms, and try to seal gaps with materials available.
- Stay informed through radio announcements and notices from the Office
- If you have to evacuate because of heavy falls of ash on the roof which puts it in danger of collapsing then cover your body and face .
- If you are trapped outside seek shelter under a building, cover your nose, mouth and face with clothing and face away from the direction of the volcanic debris

LOCK DOWN/ LOCKED OUT PROCEDURES

- See Lock Down and Locked Out Procedure

RESPONSIBILITIES

Principal's Responsibility

- To ensure all occupants are aware of emergency procedures for Fire, Earthquake, Cyclone, Storm, Tsunami, Volcanic Eruption, Intruder Alert, Bomb threats etc
- To decide on whether buildings are safe to occupy following an emergency. To make decisions about evacuation.
- To listen to Emergency Services recommendations and advice
- To make decisions about whether to send students home.
- To ensure practice drills are held at least once a term.
- To ensure evacuation notices are posted in each classroom and throughout the school.
- To ensure power and water are turned off when required. The Property Officer and Caretaker know how to enact this procedure.
- To ensure Emergency list of phone numbers is taken to each evacuation assembly area.
- To ensure staff training e.g. how to activate alarms and how to follow our evacuation procedures.
- How to use hose reels and fire extinguishers (in case of small fire and can easily be dealt with). Imperative to ensure the safety of the children and staff is the first priority.
- Complete evacuation checklist for Chief Warden.(This can be found in the evacuation box)
- Establish communications with emergency services if necessary.

Civil Defence	0800 222 200
Fire, Police, Ambulance	111
Electric Power to the site in emergencies (Vector)	0508 832 867
St Heliers Police Station	575 9993
St Heliers Fire Station	575 5033

Ministry of Education	Julien le Seur 6329345,0275714788
MOE Auckland Office	6329400
BOT Chairperson	See BOT list
St Andrews CEO	5854042

Staff Responsibility

- Ensure their pupils are familiar with the correct procedures to be followed in an emergency.
- Attend to first-aid needs of injured.
- To take roll at assembly area - ensure all pupils are present.
- Shut all doors in case of fire after evacuation, providing the first priority is to get children out and make sure the staff do not go back inside a burning building in order to protect property.
- To ensure students evacuate in a quiet and orderly manner.
- To extinguish any small fires before they get out of hand only if the safety of the children and staff is not put at risk.
- Keep records of pupils released.

Office Staff

- First week each term - check evacuation kit.
- Each year to be aware of staff qualifications to administer First Aid or the need for refresher courses

Secretary

- Ring the hand bell, and school electric bell, bring the evacuation kit, emergency phone list, the cell-phone, visitors book, sick book.
- Ensure school set of keys are available.
- Ensure important documents are off site.

School Records Off-Site

- Asset Register
- Insurance Policies
- Important Records on disc

Caretaker's and Property Officer's Responsibilities

- Ensure all corridors are kept free and no exit routes have locked doors.
- Ensure chemicals and inflammable goods are stored safely and securely.
- Ensure all Caretaking keys are brought to Assembly area.
- In emergency when safe to go inside. Caretaker seals off the toilet cisterns and zips in order to save fresh water if applicable.
- Property Officer will fulfill the role of a Fire Warden.

School Evacuation Kits

- A basic School Evacuation Kit - kept in Secretary's Office will contain:
 - A regular updated school register of attendance.
 - A basic First Aid Kit
 - Barley sugar (for comforters)
 - Key to Caretaker's sheds for buckets, spades, ladders etc
 - Torch and batteries
 - Key to taps
 - Master key for all padlocks
 - Transistor radio and spare batteries
 - Plastic bin liners (for sanitation)
 - Forms for releasing pupils into care
 - List of school contact people e.g. B.O.T. Chairperson's and Principal's after-hours phone numbers.
 - A whistle
 - Paper
 - Pencils
 - Gloves
 - Tissues
 - Water
 - Water purifying tablets
 - A list of students with Action Plans
 - A list of Chief Warden's duties (found in the evacuation manual)
 - Dust masks
 - School map showing water/electricity/ computer mains

EXTRA RESOURCES AVAILABLE

- First Aid room within Administration Block is fully equipped.
- Megaphone.
- School Hand Bell.
- School Barbecue.
- Swimming Pool - source of water
- Cellular phone.
- Intercom system (electrically powered).

COMMUNITY RESOURCES

- St Andrew's Hospital 09 5854020
- Sacred Heart College – Boarding School 09 5293660 extn 805
- Roberta Avenue Shops (Dairy, Restaurant)Ronnies 09 8877995, Carinthia restaurant 5751167, Glendowie Superette 5755718

REFERENCES

- The Emergency Preparedness Network
- Fire Evacuation Scheme

Pandemic Policy, Procedure and kit are kept in the office as a specific folder

Approved Board of Trustees Meeting

17/05/2016



Signature of Chairperson

Evacuation Scheme – Appendix

POST DISASTER AND RELIEF

- The school will make itself available, in order to provide facilities should they be needed as part of a local civil defence plan e.g. equipment, accommodation, relief from distress.
- The school will offer, where it has the skill and resources, to do so — First Aid to casualties on the school site. It will endeavour to get immediate support for casualties whose injuries need specialist attention.
- The school will continue to offer First Aid courses to staff, through their professional development plan, so that their skill could also be used for Post Disaster and Relief.

AFTER HOURS EMERGENCY EVACUATION PROCEDURE

- This procedure is designed for the emergency evacuation of the school outside normal working hours. That is, prior to 8.30am and after 3.30pm, when only staff and a small number of students occupy the school buildings.

IF YOU DISCOVER A FIRE

- Raise the alarm immediately by operating the nearest (safe) Fire Alarm Call Point.
- Close all doors near the fire area (if safe to do so).
- Quickly check that the area is clear of other people (if safe to do so).
- Leave the building by following the nearest escape route indicated by EXIT signs, that is unaffected by fire.
- Do not use the Lift
- Ensure the Fire Service is notified per 111 call (outside line may be required), using a telephone in a safe area.
- Assemble on the upper field to meet the Fire Service. Ensure bollards are removed for access.
- Report to the Fire Service on their arrival and advise them of any relevant information such as fire location etc. The sprinkler system is at the front of the staff car park
- Do not re-enter the building until the Fire Service has issued the all-clear to return or the principal has been given the direction

If You Hear the Fire Alarm Sounding Follow Steps

Fire-Fighting Precautions

- Do not approach the fire or attempt to extinguish a fire, unless it is safe to do so and you have had appropriate fire extinguisher training.
- If a small fire is discovered, it may only require the immediate use of a hose reel or fire extinguisher. If there is any doubt as to your safety or the safety of other building occupants, contain the fire by closing appropriate doors. Activate a manual fire alarm call point and evacuate the building following the above instructions.

INTRUDER ALERT and LOCKED DOWN PROCEDURE~

Sheltering in Place Drill (S.I.P.)

- Action Emergency signal (pulsing the school bell)
- If children are outside they need to seek shelter/protection in the nearest classroom if possible
- Within the classroom initially put in place stop, drop and cover.
- Stay away from windows.
- Lock the doors and windows
- Classroom curtains and blinds are closed
- All school doors and windows are closed/locked Emergency Services are alerted in case of Intruder
- Senior staff members check all buildings are secured
- Recognise that it may not be possible to speak on the speaker system to the school so teachers need to contain the children in doors.
- When the school is secure and the incident has been contained implement evacuation drill.
- Teachers on release need to stand with their class and reliever for head count.

ACTION SEQUENCE LOCKED OUT (e.g. Bomb Threat to School Buildings or School Site)

- Evacuation Bell will ring
- School evacuation procedures will take place including calling the police, and calling our security company
- Children may be directed to assemble on the field away from buildings depending on the safety of the school site and depending on the weather conditions
- Children may be directed to assemble on the park over the road from the school if the school site is not safe and depending on the weather conditions
- Children may be escorted to St Andrews where they can be evacuated undercover if the weather is extreme
- The management will take direction from the police as to when the children may be returned to the school buildings as well as any safety directions we need to implement or adhere to
- A Letter will go home, if possible, to advise parents of the the reason we had gone into lock - out procedures
- Parents will be advised through our APP or through SMS as to if we evacuate the site or want parents to pick up their children early

APPENDIX

Freeman Building – Upper Level Rooms 21 – 26

UPPER LEVEL Freeman Building How to conduct an Evacuation for People with a Wheel Chair	
Step 1	Any person (adult or student) who is in a wheelchair in the UPPER level of the Freeman Building must have notified the office – sign the visitors book
Step 2	In case of a student the class teacher will also notify the office to state how many days or weeks this student will be in the wheelchair
Step 3	The office manager will then place a Red Wheel Chair card display on the glass by the Fire alarm panel to notify the warden and firemen the room number and name of this student/adult
Step 4	At evacuation time the student in the wheelchair will be wheeled to the nearest egress
Step 5	The class teacher will arrange for two adults to carry the student downstairs after the classes have evacuated
Step 6	The deputy fire warden will then check if the student with the wheelchair is at the assembly point
Step 7	The Fire department needs to evacuate an adult that has a wheel chair. The warden will advise the fire department on arrival.
Step 8	There will be a red sign placed in the lift doors to state that no one allowed in the lift during an evacuation
Disable visitors	The rules for disabled visitors states: "any difficulties in performing this evacuation function will be reported to the Chief Warden so that someone can be nominated to assist the person in the evacuation
NB	A school wheelchair would be available for the disabled if it wasn't possible to evacuate the wheelchair

EVACUATION PLAN

ADVISING PARENTS

Disaster Preparation

- If an unexpected disaster was to happen during school time e.g. tsunami, earthquake, fire, cyclones, Volcanic Eruptions then the school would respond in terms of our evacuation procedures.
- The school will always endeavour to have systems of communication at these times but all communication systems dependent on electrical power, or telephone lines can be assumed to be disrupted with earthquakes and other disasters. Cell phone use can also be difficult with overloading etc.
- The School operates a School APP and an SMS system which may be able to be used
- It is also important in a disaster that any usable phones be used to cope with the disaster.

The School's Emergency Plans would include:

- Pupils will not be released from the school unless a parent (or person designated by the parent) comes for their child. All uncollected pupils will remain in the care of the staff and handed to Civil Defence or other suitable authorities e.g. Police, Child youth and Family.
- Pupils will not be released to leave the school with another person or alone until the Police or Civil Defence advise us the area is safe. Once the all-clear has been given
 - The school will hold students for the normal school hours and dismiss at 3:00 pm as usual.
 - If after normal school hours, the school will retain students until parents/caregivers have made contact.
- To provide the necessary support to pupils and staff remaining after six hours, it may be necessary to close the school and take those remaining to the nearest designated "welfare centre".
- We will endeavour (depending on time and weather) to leave notices on the school e.g. School Closed or Shifted to alternative premises, or seeking higher ground near Mt Taylor etc. Our off site evacuation location is St Andrew's Home and Hospital Riddell Road.
- Other useful Information is Civil Defence Emergency Management is 21 Pitt Street
- Phone 0800 22 22 00

This information will be put in the Enrolment Application Pack and in the first newsletter of the year.