



## 5.24 Emergencies

*For fuller information read the Emergency manual situated in the school office.*

### GO

1. Green Evacuation signs are in each classroom signalling movement to the evacuation area upon the signal – a long continuous bell.
2. The office will call 111 to obtain the appropriate service.
3. Everyone will evacuate in an orderly manner and remain there until directed otherwise by the Chief Warden.
4. Staff will check toilets as they evacuate and notify the chief warden that all students are accounted for. No-one may re-enter buildings but the fire brigade will be notified of any missing students or staff.
5. The office will supply class rolls and the visitors book to the Chief Warden
6. If the security system sounds, this will be followed by a long continuous bell. Do not assume this is a false alarm.
7. In most cases the alarm will be activated by the principal although anyone can start an alarm if they discover a fire.

### STAY

1. A red card is on classroom walls with detailed procedures.
2. Staff are expected to familiarise themselves with these cards.
3. An intermittent and long bell ...on off, on, off, on, off.....will signal a lock down.
4. Staff and students are to lock doors and then move as little as possible.
5. The office will notify staff by email of details of the lockdown and likely timeframes.
6. Students outside at the time of the lockdown will move to the safest and closest place. This will usually be inside the closest building
7. Parents arriving at the school will not be admitted to the building once locked.
8. The ending of the lockdown will be when a senior member of staff visits the classroom to inform the teacher.
9. **For other emergencies requiring students to remain inside** – earthquake, tsunami, storm, volcanic eruption or other event – students will shelter inside where possible under desks.
10. If an evacuation is required, the long continuous bell will sound.
11. Students may be collected by parents – staff must keep a record of who is collected and by whom.
12. No staff may leave during the emergency unless approved by the principal.
13. The school will hold regular drills – minimum of 1 per term and update staff.
14. Emergency information will be displayed in each school room.

*In all cases, the school will do their best to inform parents of the safety status of their children.  
This will be by website and an alert on the school app.*