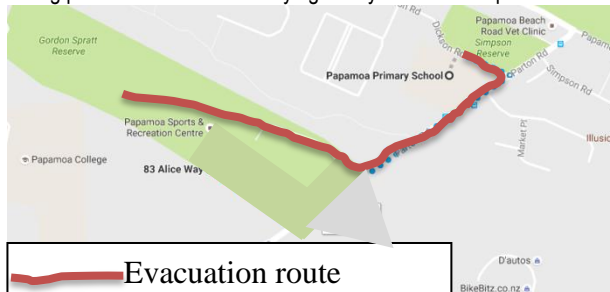


- In case of **fire, an intermittent siren and voice repeating, "Evacuate the building!"** will be heard and all children will exit in an orderly fashion by the safest exit, and make their way to the camp end of the field where they will line up behind their respective class number. If children are already outside, they will make their way to the field and line up as outlined above.
- In the case of an **earthquake, the teacher will yell "Earthquake – Drop!"** Adults and pupils will assume the drop, cover, hold position whether in the classroom or in the hall. Children in and around the pool will be removed from the pool surrounds and taken to the field or court and assume the drop, cover, hold (turtle) position. At such time as the quake has subsided, lasting **less than a minute**, the Principal or Deputy Principal will ensure the outside environment is safe. Once a safe area has been identified, the Principal, office personnel and caretaker will notify classes of the safe area location. At that time, classes will exit in an orderly fashion by the safest exit and report to the safe area.  
**"If an earthquake is long or strong, get gone"** - where an earthquake lasts longer than a minute it is time to move to higher ground  
\* If students are with another teacher at the time of an evacuation procedure, students are to remain with that teacher and follow procedures outlined above. Once to the safe area, students are to be delivered to the students' classroom teacher.  
\*\* In the event of any evacuation procedure, if possible, all teachers will need to take their clipboards with students' names and mobile phones with them.
- In the case of a **tornado, the teacher will yell, "Tornado – Take cover!"** Pupils and teachers will take refuge under desk/tables. Away from windows is preferable. If outside, pupils and teachers make their way to the closest classroom and take refuge as stated previously. Children in and around the pool will need to be removed from the pool surrounds and taken into the changing area and take shelter away from the entrance. At such time the tornado has subsided, the Principal or Deputy Principal will ensure the outside environment is safe.
- In the case of a **tsunami, a continuous community siren will be rung** and all children will exit using the safest exit (suggested exits are listed below) in an orderly fashion, with schoolbags. Staff will take their clipboard with updated roster, laptop if it is not locked down and within easy reach, cellphone (if possible secure classroom and lock door) and meet at the Emergency Evacuation Area in the Swimming Pool Car Park. Classes will then make their way as quickly as possible to our Tsunami Evacuation Assembly Area identified below (a 'hill' constructed specifically for this purpose).  
Leading personnel should be carrying 2-way radios to keep in communication of happenings



We will remain on the 'hill' until a Civil Defence Rep advises us where to relocate to or we are given notice that it is safe to return to school.

- Front of Office admin staff will take First Aid gear from the school sickbay, survival equipment and a full school roll identifying students health needs, guardians and relevant contact numbers. There will also be at least one portable radio, with spare batteries, turned on and listening to Civil Defence messages which will be relayed from National and local radio stations. A designated person from each syndicate will have a First Aid kit which they will need to take with them if accessible.
  - Teachers will assemble their classrooms in an orderly fashion, as quick as they can, and commence evacuating them.
  - All students will stay with their teacher, and the school, throughout the evacuation.
    - The school community will be advised that their first priority is to make themselves safe and that the school will ensure the same for their child(ren)
  - Teachers are to stay with students at all times. It is their responsibility to account for all children on their lists. The Principal, or, if absent, the Deputy Principal, will collect a Master class list from the office. The Office Administrator will take the school master list including phone numbers.
  - All staff will ensure they have an attention seeking tool (eg. Whistle)
  - At the assembly area, teachers will call the roll. Names of unaccounted students will be relayed to designated management personnel. If a class has not got their class list, use the Master class list.
  - A final sweep of the school environment will be carried out by designated management staff as they proceed to move to the evacuation area.
- In the case of a **lockdown, the school bell will be rung intermittently ongoing**. The **Police are to be notified immediately** if they did not advise us of the situation initially. Teachers will lock their classroom doors, secure windows, check attendance registers to ensure all children are inside, move away from windows and behind furniture, to be as much out of view as possible, and continue class lessons as normal. Staff must ensure no children go outside until informed it is safe to do so. If a lockdown occurs when children are outside they will return to their classrooms as quickly as possible on the bell and all teachers will return to their classroom, lock doors and call the roll. Lockdown will remain until teachers are informed otherwise by management. (*Classroom phones or intercom will be used to communicate*).
  - In the case of a **bomb threat, an intermittent siren and voice repeating, "Evacuate the building!"** will be broadcast after emergency exit routes have been inspected and deemed safe to use. This inspection will be carried out by the Principal and selected none teaching staff. A staff and all children will exit in an orderly fashion by the safest exit, and make their way to the far end of the field (camp fence line) where they will line up behind their respective classes with teams in the same proximity. If children are already outside, they will make their way to the far end of the field and line up as outlined above.  
**Police to be notified immediately.**  
Once the threat has been fully assessed a decision on further action will be made – this could include moving the whole school over to Simpson Reserve and then moving to a place where the children could be safely accommodated, contact with families could be made and further appropriate action will follow.
  - If required during any of the above emergencies, an eligible senior manager or administrator may activate the emergency text message to parents (This can only be done from a mobile which has been set up previously to do so. – Instructions are on clipboard.)
  - Drills will be carried out at least once per term.
  - All staff must know the procedures and display them in each classroom space, refining where necessary.
  - During evening functions in the hall, all students evacuate by the nearest exit and meet on the rugby field, opposite Room 24, for further instructions. Lists of students present to be taken out with the torch, by Senior Teacher in charge; Available personnel check kitchen and toilets. Teacher to telephone Security Company - to communicate problem and save fire brigade call-out if necessary!



# Evacuation Procedure

<b>Fire</b>	<ul style="list-style-type: none"> <li>• Intermittent siren and voice repeating, "Evacuate the building".</li> </ul>
<b>Earthquake Tornado</b>	<ul style="list-style-type: none"> <li>• Teacher calls "Earthquake Drop"</li> <li>• Teacher calls "Tornado, take cover"</li> </ul>
<b>Tsunami</b>	<ul style="list-style-type: none"> <li>• Continuous Community Siren</li> <li>• School announcement</li> </ul>
<b>Lockdown</b>	<ul style="list-style-type: none"> <li>• Intermittent bell</li> </ul>
<b>Bomb Threat</b>	<ul style="list-style-type: none"> <li>• Intermittent siren and voice repeating, "Evacuate the building".</li> </ul>

## Papamoa School Evacuation Assembly Points

