

Emergency Procedures

Event	Alert Signal	Procedure	Evacuation Point
Fire	Intermittent siren Repeating voiceover "Evacuate the building!"	Leave through the safest exit Bring clipboard with class roll & yellow card	Simpson Reserve Classes to line up in teams Teacher call roll then teacher deliver card to attendance officer
Bomb Threat	Intermittent siren Repeating voiceover "Evacuate the building!"	Leave through the safest exit Bring clipboard with class roll & yellow card	Simpson Reserve Classes to line up in teams Teacher call roll then teacher deliver card to attendance officer
Lockdown	Intermittent siren Repeating voiceover "This is a lockdown. Please stay inside, move away from doors and windows."	Police notified immediately by SLT Teachers to lock classroom doors, secure windows, cover lines of sight and take roll Take cover inside staying away from windows as much as possible	Do not leave the room you are in If you are outside move into closest space
Earthquake	Teacher calls "Earthquake Drop Hold!"	Stop, cover, hold When the Principal/ DP has checked that the outside area is safe, an announcement will be made to leave through the safest exit Bring clipboard with class roll & yellow card	Simpson Reserve Line up in class order Teacher call roll then teacher deliver card to attendance officer
Tsunami - Civil Defense notification	Earthquake is long and strong Repeating voiceover "This is a tsunami warning. Exit the school to our tsunami evacuation point"	Earthquake is long and strong: Leave in an orderly fashion through the safest exit. Teachers take classes to Emergency Evacuation point Bring clipboard with class roll & yellow card	Tsunami Evacuation Area, Gordon Spratt Reserve Teacher call roll then teacher deliver card to attendance officer Remain until Civil Defence representative advises to relocate

Fire	Classes make their way to Simpson Reserve. If children are already outside, they will make their way to Simpson Reserve. If in another space, e.g. the hall, class to be taken directly across the road.
Bomb threat	After emergency exit routes have been inspected by the Principal/DP and are safe to use. Classes make their way to Simpson Reserve. If children are already outside, they will make their way to the field. If in another space, e.g. the hall, to be taken across the road.
Lockdown	The Police are to be notified immediately by SLT 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. Windows and doors to be covered to block visibility if possible. Teachers ensure no children go outside until informed it is safe to do so. If children and teachers are outside they will return to their classrooms as quickly as possible. If in another space, e.g. the hall, stay where you are and follow above procedures. Lockdown will remain until teachers are informed otherwise by SLT (Classroom phones or intercom will be used to communicate).
Earthquake	Drop, cover, hold position whether in the classroom or in the hall. Children in and around the pool and outside to be taken to Simpson Reserve or court and assume the drop, cover, hold position. If another space, e.g. the hall, to be taken outside and across the road. At such time as the quake has subsided, lasting less than a minute , Principal/ DP will ensure the outside environment is safe. Once a safe area has been identified, classes will be notified of the safe area location. Classes move and report to the safe area.
Tsunami	When an earthquake is long and strong, move to higher ground. An announcement will be made over the intercom to exit to the designated evacuation assembly point. Staff will take their clipboard with roll, cellphone, high vis vest, whistle and team emergency kit and make their way as quickly as possible to our Tsunami Evacuation Assembly Area at Gordon Spratt Reserve. If possible, secure the classroom and lock the door. All classes exit the school via the following gates: <ul style="list-style-type: none"> ● Karewa side gate onto Parton Road ● Matakana gates by the pool ● Tuhua gates by the pool ● Harakeke vehicle exit by the field ● Pohutukawa gate on the courts SLT link