

EMERGENCY PROCEDURES AND RESPONSIBILITIES (CIVIL DEFENCE)

PROCEDURES AND GUIDELINES

Upon an emergency being declared at the school, no teacher or other staff member is to leave the premises until authorised to do so by the Principal or the body with responsibility for responding to the emergency.

The safety of the students at the school is of paramount importance.

FIRE

(No student or adult responsible for a group of children is to attempt to put out a fire. The safety of the children is of paramount importance and they must be removed from the area before any attempt is made to put out a fire)

Continuous ringing of the school bell indicates a FIRE.

- Stop immediately what you are doing.
- **Line children up outside.**
- Close doors as you leave classroom.
- Take your roll with you.
- If you don't have your roll, Don't Go Back To Your Class, your Building Warden (Deputy Principal) will have a copy.
- Proceed to the "Assembly Point" on the Main Court Area in front of the Swimming Pool.
- Call your roll and inform your Block Warden that your area is clear or occupied.
- Block Wardens informs the Building Warden that your Block is clear or occupied.
- Building Warden informs the School Warden the status of children and accounted for.
- School Warden calls 1-111 and waits for report from Building Warden.

At Lunchtime or Interval

- Proceed directly to assembly area, encouraging children to follow.

Fire contd.

- The Building Warden will bring rolls from office.
- Carry on with the normal procedures.

New staff please check with others around you, the most direct path to the assembly area.

EARTHQUAKE

Short blasts of the school bell indicates a EARTHQUAKE

On becoming aware of an earthquake the staff should:

1. Inside a building:

- Reassure the children,
- Instruct all the children and occupants of the room to take cover under desks if possible and hang on to the desk legs.
- If no desk or table is available they should drop to their knees away from the windows, keep knees together, clasp both hands firmly behind their heads, while at the same time bowing their heads, and close their eyes tightly. All are to stay in that position until it is safe to move.
- If students are unable to move away from the windows, they are to face away from the windows, to minimise injury from broken glass.

2. Outside a building:

- Reassure the children
- Have children lie down on the ground away from windows, trees or power lines.

3. Once the shaking has stopped, and after the secondary shock has passed, the procedures laid down for fire are to be followed. From the assembly area the children, if it is deemed to be safe, may be moved to the hall and/or classrooms.

4. Inside the hall/classrooms the teachers shall:

- Continue to reassure the children.
- Stay inside the strongest part of the building away from the windows and doors.
- Remove articles from shelves where applicable.

Earthquake contd.

5. The school emergency radio will be used to listen for information on the local radio station.
6. Children are not to be sent home but must remain at school until a parent; caregiver or guardian can collect them.
7. Any decision to send children home will be made by the Principal or in his/her absence, the Deputy Principal.
8. While on a bus or other form of transport:
 - Reassure the children.
 - Realise that the driver is responsible for the safety of the children until the bus reaches its destination. He/she should proceed with caution, keeping clear of potential hazards.
 - If the bus is immobilised in a dangerous situation it must be evacuated and the procedures under “outside a building” followed.
 - Once the stationery bus has stopped the teacher(s) in charge must keep the children together and make a decision whether to:
 - Return to school.
 - Stay where they are.
 - Seek shelter in a secure place.
 - (If either of the latter two is chosen the school and/or authorities must be informed as to what is happening and where the party can be found.

VOLCANIC ACTIVITY

The staff should:

1. Reassure the children.
2. If heavy ash is falling leave the buildings which have flat or low pitched roofs as these may collapse under the weight of the ash.
3. Avoid confined spaces as these may collect noxious gases.
4. If instructed, move the children out of the building following fire evacuation procedures.
5. Ensure that the students cover their heads and bodies with substantial clothing such as coats, hats, etc. if available and breathe through a handkerchief and sweatshirt.

6. The school emergency radio will be used to listen for information on the local radio station.

Volcanic Activity contd.

7. Children are not to be sent home but must remain at school until a parent; caregiver or guardian can collect them.
8. Any decision to send children home will be made by the Principal or in his absence the Deputy Principal.

OTHER DISASTERS

On becoming aware of unusual disaster situations – chemical spills, storm force winds, cyclones, electrical storms, etc. – staff should:

1. Assess the possible danger – building shaking, chemical smell etc.
2. The Principal will make the decision as to what action is to be taken, either to remain indoors or to evacuate outside.
3. Emergency Services should be contacted as appropriate.
4. If evacuating outside, staff should:
 - Reassure the children.
 - Follow procedures as laid down for evacuation in the event of a fire.
 - Notify the authorities of the situation.
5. If remaining inside the classrooms or the Hall, the staff should:
 - Reassure the children.
 - Call the roll to ensure that everyone is present.
 - Stay in the strongest part of the building away from windows and doors.
 - Remove articles from shelves where applicable.
 - In the event of storm force winds, open windows on the side of the building away from the wind to reduce the likelihood of the roof lifting.
 - Notify the authorities of the situation.
6. The school emergency radio will be used to listen for information on the local radio station.
7. Children are not to be sent home but must remain at school until a parent, caregiver or guardian can collect them.

8. Any decision to send children home will be made by the Principal or in his/her absence the Deputy Principal.

PRINCIPAL'S SPECIAL RESPONSIBILITIES

1. To dial 111 and liaise with any Emergency Service Personnel or Civil Defence Rescue Team and be ready to give a brief summary of the situation.
2. Make the decision whether the children go home or stay at school.
3. Be prepared to keep control of the situation for the extra hours and keep an eye on the situation to deal with any other emergencies that may arise as a consequence of the initial emergency.
4. Ensure that the children and staff are kept safe and reassured.
5. Ensure that the school and its fittings are secure and free, as far as possible from the other dangers such as fire, water damage or theft.
6. If the school is being evacuated, ensure that all areas are made as secure as possible – money is locked away, records made secure and, if appropriate, the electricity mains are switched off.

SCHOOL EMERGENCY EQUIPMENT

The school emergency equipment is to be checked each term by the Property Manager:

Equipment

Location

Radio and batteries	}	All items will be in a satchel bag
Torch and batteries	}	located on a hook next to the
Candles and matches	}	ladder in the Property Manager's
First Aid Kits	}	shed
Ladder	}	

CONCLUSION

Although the above may appear to be fairly comprehensive, it is impossible to provide guidelines and procedures for all eventualities. In the event of a disaster it is imperative that the safety of the children and staff is of paramount importance at all times. To ensure this the above guidelines may have to be modified a great deal and individual initiative used to meet the changing circumstances of the situation.

Whatever happens, if the children are kept safe along with the staff, then the job has been done well.