



## Emergency Procedures Booklet

### EMERGENCY & EVACUATION

- Assembly Point:** North Side playing field.
- Appointed Wardens:** Caretaker
- Building Warden:** Principal/Deputy Principal.
- Area Warden:** Office Executive/Classroom Teachers.

The Building Warden and Area Warden appointments will be reviewed at six monthly intervals.

- Building Warden:** Fluorescent vest labelled "Fire Warden" and hardhat
- Located at:** Principal's office cupboard, Wilford School.

#### **Warden Training:**

Wardens are trained on appointment and during every trial evacuation.

Wardens are trained in their duties, management of means of escape, specific hazards and how to cope with them, operation and location of warning signal and fire fighting equipment. The Principal will act as Warden unless absent, then the position will be delegated.

#### **Warden's Duties:**

##### **The Building Warden (Principal) duties:**

1. On hearing the warning signal ensure fire service has been called Dial 111.
2. Don identification attire.
3. Proceed to assembly point.
4. Receive reports from Area Wardens and coordinate evacuation.
5. Upon fire service arrival advise details of emergency.

##### **The Area Wardens' (Classroom Teachers) duties:**

1. On hearing the warning signal evacuate your classroom areas including toilets and side rooms via the nearest safe exit.
2. If anyone remains in the premises note their location.
3. Report to Building Warden and advise details of evacuation.
4. Check any visitors are safe and have left the building.

**Office Staff:**

The office staff will check the hall, hall toilets, staff toilets, medical room and staffroom.

**Ancillary Staff and Part-time Staff:**

Ancillary and part-time staff (teacher aides, school counsellor and part-time teachers) will evacuate the area they are working in. They will take the students back to where their class is assembled on the field for roll call.

**Display of Notices:**

Evacuation notices are displayed throughout the building. All exits are indicated by exit signs along the means of escape.

**Trial Evacuation:**

Trial evacuations will be conducted once a term.

**NATURAL DISASTER:**

1. No pupil will be dismissed from school unless a parent or individual designated by a parent, comes for him/her.
2. No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that particular person is listed on the pupils emergency card in our files. Parents should contact the school if their child's card is not up to date.
3. All parents, or designated persons, who come for pupils must have them signed out at the office or at the Temporary Student Release Station. Signs will be posted if this alternate location is required.
4. The school is prepared to care for the children in times of critical situations. If parents are unable to reach the school, we will care for their child here. We will be in communication with local emergency services. We ask parents help in the following areas:
  - (a) Do not phone the school - lines must be kept open for emergency calls.
  - (b) Following an earthquake, or other emergency, do not immediately drive to the school - streets or access to our school may be cluttered with debris and the access routes/entrances must remain clear for emergency vehicles.
  - (c) Information and directions about the emergency will be given over the radio.
  - (d) WREMO will have up to date information on their website

**EARTHQUAKE:**

In the event of an earthquake the following will apply:

Children take up earthquake positions (i.e. children to get under desks and hold legs of desks. If unable to find cover, get down on floor with legs tucked up under them and hands over base of skull with arms folded around heads).

When shaking stops evacuate the building through the nearest Fire exit. Take the class evacuation pack situated by the door. Close the door but do not lock.

**Evacuation Assembly Point Highlights:**

1. If outside, move away from all buildings and trees.
2. Assembly Area - If it is necessary to evacuate a building, assemble on the field. Signal may be bells, whistle or loudhailer.
3. In the case of a major quake, evacuation from the school may be necessary. Await information from Principal or warden or in the case of a major disaster class teacher to use his/her discretion.

**TSUNAMI:**

Part of Wilford School's emergency preparedness procedures includes plans in the event of a tsunami. If a tsunami were to occur it is likely to be one of two scenarios:

1. A large earthquake that is centred very close to Wellington causes a tsunami within minutes. We would be required to take necessary precautions to ensure student and adult safety on site at school.
2. A large earthquake occurs a reasonable distance from Wellington. Civil Defence will issue a tsunami warning, with a projected time that it is likely to reach land. We would be required to evacuate the school grounds, with the aim of getting everyone to a higher point, out of the projected area that the tsunami might hit.

**Evacuation:**

We have determined that the best location to evacuate to higher ground is to go across the Dowse Drive roundabout, crossing SH2, and proceed up the hill into Maungaraki.

The actual route we will be taking is: William St up to the railway lines, cross over the railway lines at Ava Station; turn left onto Wakefield St; walk along to Victoria St on your right, continue on Victoria St until Hume St on your left. Walk up Hume St to the roundabout. (Note: For evacuation trials we will not go onto the roundabout or cross SH2.)



**In the event of an earthquake that would result in a Tsunami:**

Each teacher is responsible for gathering all mobile students and walking rapidly in a northerly direction as per map in evacuation pack.

**Reunification with families/whanau:**

In the event that we are not able to safely return to Wilford School we will proceed up Dowse Drive and assemble at Maungaraki School, where reunification with families/whanau will occur.

**FIRE:**

In event of a fire the smoke detectors will activate with a direct connection to the Fire Brigade. The automated siren asking you to evacuate the building will sound. The Fire service will be called on 111 to ensure contact by Caretaker and/or Office Executive/Office Teacher Aide.

1. Children stand, leave classrooms or building. Teacher is last to leave classroom. Door to be closed. Assemble in lines. Office staff will take class lists. No child or adult shall re enter building.
2. Teacher checks toilets located by classroom.
3. All children return to their normal classroom group for roll call, e.g. Reading Recovery, Special Needs, etc.
4. Classes in Swimming Pool, Hall or Library follow above procedures.
5. All teachers let Principal or Fire Warden know that classrooms and toilets are empty.
6. School Secretary/ Teacher Aide or Principal to check Administration Area, Library, Hall and staffroom.
7. At assembly area, class teacher to call roll (office staff to provide class list) and notify Principal or fire warden of result. Principal or Fire Warden identifiable by fire warden, vest and helmet.
8. Students must be kept under control in class lines until dismissed by Fire Warden.
9. In the case of a major fire prolonged evacuation may be necessary. Await information from Principal, Deputy or Assistant Principal.
10. Only the Fire Warden may instruct teachers to return students to class.

## **LOCKDOWN:**

### **Purpose**

To keep staff, students and visitors safe at all times at school.

### **Guidelines**

In the event of a potentially dangerous situation such as **swarm of bees, a dangerous dog, an intruder entering the school grounds or an event in the local community**, the school will initiate a "lock down" where classes will lock themselves in their classrooms.

### **School Initial Response**

If the event of a lockdown students to return to the nearest classroom and lock the doors.

- The principal/office staff will contact 111 (if necessary) to obtain assistance

### **Communication with Parents**

All communication to parents will be based on advice from the police.