



EMERGENCY PROCEDURES

Fire, Police, Ambulance
Dial (1) 111

Alarm Signals:

Continuous ringing of alarm	Fire
Hand-held bell will be rung if there is a power failure	
Five short bell blips (repeated after a short interval)	Lockdown

FIRE

**IF YOU SEE, SMELL or SUSPECT A FIRE
BREAK GLASS OF NEAREST FIRE ALARM
NOTIFY SCHOOL OFFICE and EVACUATE IMMEDIATELY**

- **SIGNAL:** Continuous ringing of alarms
- **ACTION:** Evacuate ALL buildings immediately - WALK CALMLY AND QUIETLY
- **ASSEMBLY POINT:** Middle of the field.

EVACUATION PROCEDURES

Students:

- Leave all gear in the room
- Leave classroom in single file
- Line-up in single file with class
- Be aware of the evacuation route and assembly area

Staff:

- Ensure all students are out
- Leave the lights on
- Check register at assembly area
- Report to Safety Officer once complete

Support Staff: - Report to class teacher

- **NO-ONE MAY LEAVE ASSEMBLY AREAS**
(If you must leave area, first consult safety officer)
- **EVERYONE MUST BE ACCOUNTED FOR**
- **EVERYONE MUST STAY CALM TO ENSURE EVERYONE'S SAFETY**
- Concentrate on the safety of students, visitors and staff before property

FIRE WARDENS

	ATRIUM WARDENS
St Mary	Teacher
St Leo	Teacher
St Joachim	Teacher
St Augustine	Teacher

School Administrator to check sick bay, disabled toilet, staff room, staff toilets, Principals Office, Ap's office, Meeting Room.

Principal to check Hall St Therese, Library, Caretakers shed.

FIRE WARDENS

Check your area and report to Safety Officer before taking your class rolls.

Safety Officers role

- Get to evacuation area ASAP.
- Be clearly visible
- Ensure everyone is accounted for
- Check with wardens
- Report to emergency services
- Designate staff member who meets emergency services

GAS LEAK

**IF YOU SMELL GAS,
EXTINGUISH ALL NAKED FLAMES
NOTIFY SCHOOL OFFICE
(Use a phone away from the danger area)
and**

**EVACUATE IMMEDIATELY IF NECESSARY to an agreed area that would be notified in
the event of an incident.**

- **SIGNAL:**DO NOT activate the fire alarm – Evacuate by word of mouth
- **ACTION:** Evacuate the building immediately - WALK CALMLY AND QUIETLY

PROCEDURES

- DO NOT turn off any electrical switches including lights
- DO NOT use cellphones
- Follow instructions given by Fire Service or Police
- DO NOT activate the fire alarm
- Ensure all students are accounted for

If anyone is overcome by gas:-

Get them into fresh air, if safe to do so.

If an explosion or fire occurs:-

Concentrate on the safety of students, visitors and staff before property and ***refer to the previous section on Fire.***

If evacuation is needed follow the fire evacuation procedures.

HAZARDOUS SUBSTANCES SPILL

IF THERE IS A HAZARDOUS SUBSTANCES SPILL,
NOTIFY SCHOOL OFFICE
ISOLATE THE ENTIRE AREA and
EVACUATE IMMEDIATELY IF NECESSARY to an agreed area that would be notified in
the event of an incident.

- **SIGNAL:** DO NOT activate the fire alarm – Evacuate by word of mouth
- **ACTION:** Evacuate the building immediately - WALK CALMLY AND QUIETLY TO THE AGREED AREA.

EVACUATION PROCEDURES

Students

- Leave all gear in the room
- Leave classroom in single file
- Follow instructions given by Fire Service or Police

Staff:

- Ensure all students are out
- Follow instructions given by Fire Service or Police

Leakage of a hazardous substance must be regarded as serious and the entire area immediately isolated until proven otherwise by suitably qualified people. If in doubt – contact FIRE SERVICE on (1) 111.

Ensure the safety of all visitors and staff. Keep all persons at a safe distance.

If approval is given to clean up the spill, the person(s) involved must follow directions on the **Material Safety Data Sheet** for neutralisation, appropriate protective equipment and the clean up procedures.

If an explosion or fire occurs:-

Concentrate on the safety of students, visitors and staff before property and **refer to the previous section on Fire.**

HAZARDOUS SUBSTANCES SPILL

BOMB THREAT

**KEEP CALM, TREAT AS GENUINE,
NOTIFY SCHOOL OFFICE and EVACUATE IMMEDIATELY to an agreed area that would
be notified in the event of an incident.**

- **SIGNAL:** DO NOT activate the fire alarm – Evacuate by word of mouth
- **ACTION:** Evacuate the building immediately - WALK CALMLY AND QUIETLY

EVACUATION PROCEDURES

- Students**
- Leave all gear in the room
 - Leave classroom in single file
 - Line-up in CLASSES at assembly area
 - Be aware of the evacuation route and assembly area

- Staff:**
- Ensure all students are out
 - Leave doors and windows open
 - Check register at assembly area
 - Report to SAFETY OFFICER

- If possible attract the attention of another person. Have that person contact the school office.
 - Record the exact wording of the threat.
 - Keep the person talking – ask and record answers to:-
 - WHEN will the bomb explode?
 - WHERE did you put the bomb?
 - WHAT kind of bomb is it?
 - WHAT does it look like?
 - WHAT will make it explode?
 - WHY did you place the bomb?
 - HOW long has the bomb been in position?
- Please complete the information overleaf.***

When the caller hangs up:-

- Dial (1) 111 and ask for the Police. Relay the details of the call to the Police and receive instructions.

BOMB THREAT

In the event of receiving a bomb threat, complete the following information:-

CALLER'S VOICE	BACKGROUND NOISES
Accent Any speech impediment Voice (loud, soft, husky, etc) Speech (slow, fast, slurred, etc) Diction (clear, muffled) Manner (emotional, calm, etc) Did you recognise the voice? If so, who do you think it was? Was the caller familiar with the area?	Aircraft Vehicles House noises Voices Music Machinery Other
THREAT LANGUAGE	OTHER
Irrational Incoherent Well-spoken Taped Message read by caller Abusive	Date Time Duration of call Phone or extension number called Gender of caller Estimated age of caller Other

SECURITY INCIDENTS

If you are threatened with violence:-

- If confronted, remain calm. Withdraw from all danger – maintain own safety.
- Speak and move in a non-threatening manner.
- Alert other staff to get help.
- If the incident is major, ie serious threat or assault, dial (1) 111 and ask for Police. Give the exact location and details of the event. Request urgent assistance.
- Notify the school office.

If you discover suspicious activity:-

- If noticed, alert other staff and observe the situation. Maintain your own safety.
- If obvious criminal activity occurs, dial (1) 111 and ask for Police. Give the exact location and details of the event.
- Notify the school office.

If you are involved in an armed robbery:-

- If confronted – obey instructions. No heroics – safety comes first.
- Discreetly observe:
 - Physical details and clothing
 - Any distinguishing characteristics
 - Anything taken or touched
 - Any weapons
 - ***Exit route and vehicle used***
- When safe to do so dial (1) 111 and ask for Police. Give the exact location and details of the event.
- Notify the school office.
- Check that no-one has suffered an injury. Offer assistance as required.
- Evacuate the area and ensure nothing is touched.
- Ask witnesses to remain for Police to interview.
- Do not allow anyone onto the premises without permission from the Police.

SECURITY INCIDENTS

LOCKDOWN PROCEDURES

IF THERE IS A POSSIBLE INTRUDER/DANGEROUS SITUATION,
NOTIFY SCHOOL OFFICE,
REMAIN INSIDE THE BUILDING,
SILENT and OUT OF SIGHT

- **SIGNAL:** Five, 5 second bell blips – repeated after a short interval
- **ACTION:** Lock all doors and remain inside the building
- **ALL CLEAR:** Three short bell blips and/or senior staff walking the school informing you

The decision to lockdown the school will be managed by senior staff, usually on the advice and/or direction of the Police.

Staff should take the following steps if students are in class:-

- Secure and lock all external doors and corridor entrances if possible and, if possible, barricade them to make them secure.
- Turn out the lights, drawing shades, blinds or curtains, if available, to cover the windows.
- Keep students out of sight. Take students to a place in the room with the least visibility and away from your door or windows.
- Students should be told to be silent so as not to attract attention! Turn cellphones to silent.
- Stay in the lockdown position until an 'all clear' is given.
- Do not, under any circumstances, let students out into the corridor.
- Staff should make a list/take the roll of those students in their secured area.
- Admit any 'stray' students into class if students appear to have no room or are wandering.
- Wait for instructions from senior colleagues or Police.

Procedures if students are not in class:-

- If students are in the corridor or toilet and it would be unsafe to go to any designated room, they should go into the nearest room.
- If a lockdown alert is sounded during morning interval or lunchtime, students and teachers need to go to their homeroom if possible. If this is not possible, then students will need to go to the nearest safe area, preferably with a staff member and remain there until the all clear.

DO NOT CONFRONT THE SUSPECT

LOCKDOWN PROCEDURES

SUSPICIOUS OBJECTS AND MAIL

- **SIGNAL:** DO NOT activate the fire alarm – Evacuate by word of mouth
- **ACTION:** Evacuate the building immediately - WALK CALMLY AND QUIETLY

If you find a suspicious object or you receive a suspicious letter or package:-

- Do not touch it or open it, cut strings or interfere with it in any way.
- Do not place the item in water, sand or any confined space.
- If you are holding it, gently lower it to a level surface.
- Clear the immediate area of all persons and isolate the area to prevent access.
- Dial (1) 111 and ask for the Police. Relay details of the situation to the Police and receive instructions.
- Notify the office and pass on instructions from the Police.
- On evacuation, leave doors and windows open. Exit by the same routes as for fire, unless directed otherwise. Assemble well away from the building.
- The person who received the letter or package or found the suspicious object should make themselves available for an interview with the Police if required to do so.

Letters or packages – possible warning signs:-

- The postmark, especially if foreign and any name or address of the sender.
- No return address supplied.
- The writing, which may be of a foreign style.
- Excessive postage, which may be used to ensure there is no difficulty getting through the post.
- Restrictive markings, eg 'confidential', 'personal'.
- Incorrect spelling of common words.
- Titles but no names, eg 'The Mayor'.
- Uneven balance.
- A springy or stiff feel to the package or envelope.
- Excessive weight for size of the object.
- Any protruding wires or fuse wiring poking through wrapping.
- Any holes (like pin holes) in the wrapping or the envelope which could be from sweating explosives or from a split pin or safety device which has been pulled out.
- Oil stains or greasy marks.
- The smell – some explosives have an aroma of marzipan or almonds.
- Any rattle which may include a loose part.
- Excessive packaging – excessive use of tape may indicate a book trap spring.

SUSPICIOUS OBJECTS AND MAIL

NATURAL DISASTER

General Information:

- Listen to the radio for Civil Defence information and instructions.
- Do not use the telephone unless you are in urgent need of assistance.
- If evacuation is required, call your local Civil Defence or Police for instructions.
- After any disastrous event, check the structural safety of the building. Report damage to the Building Warden who will inform the appropriate authorities.
- Following a disaster, when outside avoid dangling and broken power lines.

Storms:

- **Before the storm**, pick up rubbish outside and put smaller rubbish bins indoors. Secure outdoor furniture and fittings. Apply tape to windows to prevent flying glass.
- **During the storm**, stay clear of large exposed windows and, if possible, open a window on the side of the building away from the wind.
- During an electrical storm, stay away from metal and electrical fixtures.

Tsunami:

- Do not evacuate unless told to. If told to evacuate, do so immediately – walk students through TOP GATE of staff car park and move students to the grassed area at the top of Old Mill road. Holy Trinity Church to opposite side of Wainui Road.
- DO NOT go to a river or beach to watch the waves come in.

Flood:

- If your work area is prone to flooding, keep files, documents, equipment and chemicals above possible flood level.
- **During a flood**, remove anyone in danger to a place of safety, switch off any electrical equipment affected by flooding and move chemicals, important documents and equipment to a safe place.

Earthquake:

- **If inside, stay inside and if outside, stay outside. If in a vehicle, stay in it.**
- Move away from windows, buildings, power lines, trees or anything that could fall on you.
- Take cover (Drop, Cover, Hold) under a desk or table and hold onto the legs.
- When the shaking stops wait for the “All Clear”, then proceed with caution to the evacuation area - watch out for live electric wires and other hazards. Expect after shocks. More things may fall. DO NOT use the toilet.

Volcanic Eruption:

- **If outside, go inside and if inside, stay inside.**
- Protect yourself from inhaling volcanic dust and gaseous fallout. Close doors and windows, turn off air-conditioning units to outside, mask your face with whatever is immediately available.
- Save water in containers at an early stage – supplies can become polluted.

NATURAL DISASTER

MEDICAL EMERGENCIES

Stay calm, stop and think, call for help.

Send for a trained first aider and the first aid box.

If an ambulance is required

Dial (1) 111 and ask for Ambulance.

State your exact location and the details of the event.

Send someone to guide the Ambulance team to the location.

Notify the school office.

Order of priority for action in Medical Emergencies:

- **Scene Safety** – is it safe for you to help?
- **Airway**
- **Breathing**
- **Circulation**

See overleaf for in basic life support instructions.

To perform CPR:

- Lay the person on their back.
- Push on the chest hard and fast 30 times at a rate of approximately twice a second. Keep your arms straight and push in the middle of the chest. This is the most important part of CPR.
- Tilt the head back, pinch the nose and blow twice in the mouth.
- Continue to alternate 30 pushes on the chest with two blows in the mouth until the person recovers or an ambulance arrives.
- Nearest defibrillator (AED) is in the school foyer.

Other Medical Emergencies:

- If a person is unconscious with both breathing and heart beat present, turn them carefully onto their sides to allow vomit and any other fluid to drain from their mouth.
- Stop bleeding by applying direct pressure with a dressing/pad and, if possible, elevating the bleeding area.
- Cool burns by gently pouring any cold fluid over the burnt area for at least 10 minutes.
- If a broken bone is suspected, gently support the area to prevent movement.
- Do not move an injured or ill person unless for their immediate safety.
- Keep injured or ill persons warm by applying a blanket and give lots of reassurance.
- Inform the school office, and SLT about the event as soon as practicable.

Students with Medical Plan

For individual student action plans see sickbay where staff will help you.

MEDICAL EMERGENCIES

BASIC LIFE SUPPORT

D

Dangers?

R

Responsiveness?

S

Send for help

A

Open Airway

B

Normal Breathing?

If breathing but unconscious, place in the recovery position

C

Start CPR

30 compressions: 2 breaths

If unwilling/unable to perform rescue breaths continue chest compressions

D

Attach Defibrillator (AED)

as soon as available and follow its prompts

Continue CPR until responsiveness or normal breathing return

BASIC LIFE SUPPORT