

KAIKORAI VALLEY COLLEGE



EARTHQUAKE AND FIRE PROCEDURE

RATIONALE:

There may be a time when it is necessary to evacuate students from the school due to an earthquake or fire. This procedure is to ensure that any evacuation is carried out with the utmost safety and efficiency, in order to protect our students.

The following guidelines are to be followed in the event of an earthquake evacuation: Emergency class list to be located by each classroom's usual exit.

GUIDELINES

Earthquake (Minor)

Firstly, DROP - COVER – HOLD, for at least 30 seconds wherever you are.

Teachers inform the office if there are any problems.

Classes to stay in rooms unless the Principal, Senior Leadership Team, or classroom teacher deem otherwise.

Earthquake (Major- Civil Emergency)

Shaking is **SEVERE** (thrown off your feet) or it is a **LONG ROLLING QUAKE**, greater than 1 minute.

1. **DROP - COVER – HOLD**, for at least 30 seconds wherever you are. If students are outside, move away from buildings and trees then **Drop, Cover and Hold**. Stay there until the shaking stops.
2. Once the shaking stops: **Evacuate to the 'Assembly area'** at the E Block Courts. Signs are displayed for students to gather in Whānau groups. Students line-up in their whānau class. Teachers are to inform SLT when class is present.

The following guidelines are to be followed in the event of an Fire Evacuation:

GUIDELINES

Fire evacuation:

1. A fire alarm is a pre-recorded statement asking everyone to evacuate the building. Students leave the classroom in a calm manner to assemble at the E Block.
2. Wardens to check their block and toilet as per allocation. Block wardens report to SLT and say blocks are clear. SLT log this information on a checklist to ensure that the school is clear of students as reasonably practicable.
3. The teacher should see that all windows and fire doors are closed where practical.
4. Students line up in their whānau class in their designated areas where they remain until otherwise instructed.
5. Students away from their classrooms in an emergency should link with another class proceeding to the assembly area, then join their own class

Where the decision is made to send the students home:

1. Where a decision is made to get students home, a bell will be rung three times. This is the signal to ALL staff to bring students across to the hall. NO students are permitted to leave the school grounds; they must be escorted over to the hall.
2. Block monitors/wardens will be responsible for ensuring that each building has been cleared. These monitors/wardens are listed in the Staff Handbook.
3. Property and grounds staff will report to the Executive Officer for instructions.
4. The students will be told exactly what is happening to avoid miscommunication or panic.
5. Updated rolls, including absentees will be given to staff so that as students leave, accurate records can be kept.
6. ORC will be contacted to determine bus availability so that this can be communicated to students and caregivers. Road conditions will also be determined so that this can be added to communication through social media.
7. A message will be communicated to parents and carers through: bulk texting and emails, and the school's Facebook page. Students will also be permitted to use their own cell phones from the hall to contact parents. Additional phones will be made available for those who do not have cell phones. As is possible: at least two lines will be kept free at all times for emergency communications. The bulk text and email will also refer caregivers to the social media site.
8. From the hall, some staff may well be asked to station themselves at various exit points around the school while their buddy teachers monitor their whanau students.
9. Where buildings and property might be at risk, some manpower may be called upon to minimise the risk if this can be done safely.
10. In the event of a major earthquake or fire no one is to go into affected areas until official checks for building safety have been completed. This will be communicated to the students at the time of the event by the Principal and SLT.
11. As parents come to the school they will be directed to the hall foyer where staff will find their children for them to take home. We wish to avoid parents going into the hall and causing concern through conversations about the event
12. As numbers reduce, consideration will be given to those staff who live in areas where getting home may be difficult, or they have young children of their own to collect. They will be released as soon as feasible. No staff are to leave the premises without the knowledge of the office.
13. Our first responsibility is to the students and providing adequate supervision.

Date of Confirmation by the Board of Trustees	29 May 2024
Reviewed	