

Policy: Emergency Procedures – General

Policy Statement

In the event of a disaster or emergency other than fire, the staff will ensure the students are, as far as is possible, protected from further dangers.

Procedural Guidelines

Earthquake procedures

In this type of emergency, on-the-spot instructions must come from the teacher in charge of the class. Optimum protection is achieved when the whole body is below desk level. Fractions of a second are crucial. If students are outside or enroute to or from School when an earthquake occurs, they should get clear of all buildings and potentially dangerous structures. They should be warned also to keep well clear of all broken or overhead wires.

Earthquake drill

Teachers should use the word “Drop” to indicate the beginning of the drill for their classes. The following is the drill to be practised in the classroom:

1. Get under the desk or table if near at hand; otherwise
2. Drop to knees with back to windows and knees together
3. Clasp both hands firmly behind the head, covering the neck
4. Bury face in arms, protecting the head; close eyes tightly
5. Stay in this position until instructed that it is safe to move.

Further instructions would depend upon the extent of damage to buildings and whether evacuation is ordered or not. The signal for the evacuation of the School after an earthquake is a continuous ringing of the bell.

Lockdown & Tsunami

- (i) The Lockdown procedure is actioned at the discretion of the Principal or, in their absence, the person in charge.
- (ii) The alarm is raised by a bell which will ring in a repetitive and intermittent period of 1 minute.
- (iii) If a teacher is in a classroom, they must close and lock all doors and windows, ensure students are away from windows and doors, and are as out-of-sight as possible. The teacher may decide to ask students to go under their desks.
- (iv) Physical Education classes on the field are to secure themselves in the classroom closest to their location. If they are unable to do this, they are to move to the far corner of the field and maintain as low-a-profile as possible.
- (v) Staff are to assist, where practicable, other staff in their immediate area to make their situation as secure as possible. In doing so, the staff member should not leave the actual area.
- (vi) Staff are not to leave rooms or return to teaching until they have been instructed to do so by a member of the Senior Management Team.

Review schedule: Triennially

ADOPTED BY BOARD OF TRUSTEES

Date	12 th September 2017	Chairperson	R Thornton (Acting)
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Reviewed	Date	14 th November 2017	Chairperson	R Thornton
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Reviewed Date 23rd June 2020

Chairperson **M Causley**