



South Wellington Intermediate School

Challenge Engage Inquire Inspire

Emergency and Evacuation Procedures

Fire

Signal – bell rings continuously.

Teachers collect red clipboards with rolls attached, put on high-viz vests and move pupils out to the assembly area on the court at the far side of the astroturf.

Students sit in homeroom classes in two lines (boys and girls). The roll is checked, and a class rep reports to Mrs Meates with numbers of students present and names of any missing.

When evacuating:

- Room 1 teacher checks downstairs toilets. (If teacher is not in home room, next available teacher checks.)
- Room 12 teacher checks upstairs toilets. (If teacher is not in home room, next available teacher or office staff members check.)
- Principal and admin staff check staffroom, meeting rooms, office, canteen, sick bay and disabled toilet.
- If students are unable to return to the classrooms, they will walk, via the driveway alongside the hospital boundary to the field.
- All parents/caregivers will be contacted by text and e mail regarding pick up of students. This will be followed up with a phone call to those who do not make appropriate or timely contact.

Earthquake

- Instruct pupils to take cover, under desks (holding onto desk legs), or in a doorway. If outside, instruct pupils to stay clear of power wires, buildings and trees.
- **Remain in building until shaking stops.**
- Reassure pupils.
- Liaise with principal regarding the need to evacuate the building(s).

If an evacuation is called for, staff should:

- Collect red evacuation clipboard and move pupils to the hall.
- Check classrooms, toilets and other non-classroom spaces to ensure no-one is left inside.
- Students sit in homeroom classes in two lines (boys and girls). The roll is checked, and a class rep reports to Mrs Meates with numbers of students present and names of any missing.
- All parents/caregivers will be contacted by text and e mail regarding pick up of students. This will be followed up with a phone call to those who do not make appropriate or timely contact.

Lock down

The school bell will sound with 10 intermittent 2 second on/off bursts.

If the lock-down alarm is sounded before school or during a break time, students are to move directly to their classroom as long as it is safe to do so.

- Teachers stay in, or go immediately to their classroom.
- Support staff go immediately to playground areas to direct students to their classrooms.
- The principal or PIC must stay in, or move to the office area to facilitate communication. If the PIC is a deputy principal, one of the tech staff will go to their classroom to supervise the students.

While in the classroom during a lock-down:

- Lock all doors and windows, including interior doors.
- Close curtains.
- Turn off lights.
- Turn off computers, except for those belonging to staff members.
- Everyone is to stay away from windows and doors and remain low to the ground.
- Everyone is to remain quiet.
- Do not use the classroom phone – this must be kept free for communication with the office.
- Staff with mobile phones should ensure these are turned on, and check frequently for messages.
- Do NOT open the door unless the person is clearly identified.
- Do NOT allow students to use their phones or other technology.
- Staff members should take a roll and inform the office via email of any children who are missing.
- Remain in the classroom until informed by the principal or police officer that the lock-down is over.
- If the fire alarm sounds during the lock-down, students and staff should remain where they are unless they have first-hand knowledge that there is an actual fire in the building, or are advised to evacuate by the principal or a police officer.