

MAHANA SCHOOL PROCEDURE

EMERGENCIES NOT REQUIRING EVACUATION

Purpose

To allow for emergencies that may not require evacuation.

Procedure

Earthquake

In an earthquake, take cover immediately under a table, desk or counter. If it moves, move with it, holding the legs. Turn away from windows or glass panels.

- The children should keep quiet and listen for further instructions. (Refer to laminated charts)

Earthquake Drill

It should be emphasised that in an earthquake, students should remain in the building until the shaking has stopped and/or the teacher gives the all clear.

It is suggested that teachers use the word drop or some other pre-arranged signal, to indicate the beginning of an earthquake drill for their class. Students should take cover under a sturdy desk or table, if one is near, and hold on to its legs. If no desk or table is available, they should drop to their knees (away from windows), keep knees together, clasp both hands firmly behind their heads, (bowing their heads), and bury their faces in their arms, protecting their heads, close their eyes tightly, and stay in position until it is safe to move. If students cannot move away from windows they should turn away from the glass to minimise injuries from broken glass.

Safe distance

If the signal to evacuate the building is given, all occupants should proceed to the agreed assembly point that must be at a safe distance from any buildings and other potentially dangerous structures, such as power poles and water tanks.

A safe distance is:

- 20 metres from a single storey building
- 40 metres from a two storey buildings
- Keep well clear of all overhead powerlines

Electrical Storms

If inside, stay away from metal and electrical fixtures as these can act as lightning conductors.

Keep clear of trees if outside.

Dated 20/07/10

Reviewed: 24/03/15