

# MAHANA SCHOOL PROCEDURE

## EMERGENCIES REQUIRING EVACUATION

### **Purpose:**

To provide for a system of safe evacuation from school buildings during an emergency.

### **Procedure:**

For Emergencies requiring evacuation

1. In the case of an emergency evacuation, the bell will ring for a sustained period of time.
2. Students will quickly leave their classrooms in an orderly fashion, and walk along their designated route to the assembly point on the front field.
3. Teachers should collect updated class register that is secured beside each classroom exit as they leave their classrooms, and proceed with their class to the assembly point. They should stand in front of their class, facing the children. At the grass area, teachers will check the students in their class line.
4. At 9:30am the office administrator will have printed off the list "This weeks roll reports absent + late." On arrival to assembly point the teachers call their roll from their updated class register. The office administrator will then meet all class teachers at assembly point to confirm that their summary of absentees in their class is correct. If the office administrator is away, the principal will complete the roll procedures. The principal will wait at the front of the school for status reports.
5. The principal will give instructions regarding any further action to be taken.
6. The principal will wait at the front of the school to inform the fire service of the evacuation status and location of fire/emergency.
7. At the time of evacuation, the office administrator will telephone 111.
8. Staff are responsible for checking that the school buildings are clear of students or visitors in the following areas:
  - Admin / Office / Sick Bay / Staff Toilet / Boys Toilet / Girls Toilet - Principal / Office Administrator
  - Senior Room / Corridor / Staff Room / Staff Toilet – Senior Room teacher
  - Junior Room / Library – Junior Room teacher
  - Middle Room / Book Room / Kitchen – Middle Room teacher.
9. To be taken: Cell phone, First Aid Kit

Adopted: 20/07/10

Reviewed: 24/03/15