



# MARIST CATHOLIC SCHOOL

## PROCEDURE: **Emergencies**

At Marist Catholic School we recognize everyone is tapu because they are made in the image and likeness of God and therefore we put in place procedures to safeguard every person on the school site in the event of an emergency.

The school will take all practicable steps to ensure the health and safety of students, staff and visitors by complying with relevant health and safety legislation, standards and codes of practice.

*Marist Catholic School Policy: Health and Safety*

These emergency procedures maximize the safety of all people on the school site in an emergency, establish routines to minimize panic and confusion, and ensure that school personnel are ready for emergency services when they arrive.

### **General Guidelines:**

- Fire drills are held once a term. Earthquake and lockdown drills are held once every twelve months
- First aid supplies are kept up to date by the office staff
- School emergency equipment, such as extinguishers, are checked regularly by qualified personnel
- Exits are kept clear at all times
- All rooms display School Emergency Procedures information
- The Emergency Procedures Book is held at the front desk
- A Civil Defence Emergency Pack is kept in the administration area and is updated every year
- These procedures cover the following emergencies:
  - Fire
  - Earthquake
  - Lockdown

## **IN THE EVENT OF A FIRE**

At the sound of the siren all students will be instructed by their teacher towards the appropriate exit. This is to be done quietly and briskly.

1. Building Fire Warden/principal/secretary/staff to ring fire brigade
2. Administration staff to bring Emergency Procedures Book
3. Classroom procedures:
  - Austin 1: Evacuate children
    - Check cloak room and toilets
  - Austin 2: Evacuate children
    - Check cloak room and resource room
  - Bernard: Evacuate children
    - Check cloak room
  - Kostka: Evacuate children
    - Check deck area
  - Cleary: Evacuate children
    - Check toilets
  - Chavoin: Evacuate children
    - Check toilets
  - Senior Leadership Team
    - Check staff room, staff toilets, prayer room, First Aid Room
  - Administration staff
    - resource room and Library

All adults are to be responsible for providing assistance to anyone who is injured or has a disability. If safe to do so turn off power to equipment, close windows and doors, leave the lights on.

If escaping hot or smoke-filled area, crawl on hands and knees.

Proceed in an orderly way to assembly point - school field close to road.

4. Fire Warden procedure:
  - Teachers in all rooms to report to Building Fire Warden (Principal) or Deputy Building Fire Warden (Deputy Principal)
5. All students are to walk in single file to the evacuation point and form class lines with boys and girls separately
6. No talking is to be permitted
7. Roll or head count to be taken of all students
8. Classroom teachers to send a student to report to the fire wardens when roll taken
9. Fire wardens to wear jackets identifying them for the position
10. Everybody in the school at the time of the siren must be evacuated to the evacuation point
11. Everybody must remain assembled at the evacuation point until dismissed by the fire warden.

<b>Fire Evacuation Role</b>	<b>Name</b>	<b>Position</b>	<b>Job Description</b>
Building Fire Warden	Sarah Gleeson	Principal	<ul style="list-style-type: none"> <li>- Coordinates evacuation</li> <li>- Directs Fire Wardens</li> <li>- Ensures 111 has been called</li> <li>- Communicates with fire service on their arrival</li> </ul>
Deputy Building Fire Warden	Sharon Menezes	Deputy Principal	<ul style="list-style-type: none"> <li>- Assumes role of Building Fire Warden in her absence</li> <li>- Assists Building Fire Warden with such duties as traffic control, etc.</li> <li>- Ensures areas around emergency location are evacuated</li> <li>- Reports status of evacuated areas to Building Fire Warden</li> </ul>

## **IN THE EVENT OF AN EARTHQUAKE**

### **DRILL: DROP, COVER, HOLD**

If indoors, seek cover under solid objects (desks, doorways) and hold onto table legs, facing away from windows.

All students and adults should remain in the building until the evacuation order is given. If outdoors, move away from tall objects and overhead wires.

When shaking appears to have ceased, a continuous bell or other instruction will inform all personnel to evacuate to the assembly area, but well away from trees.

Teachers will check register, raise hand when all are checked and advise warden of missing students. Principal will make a decision about the safety of the buildings and a possible return to class.

If the school is unsafe, the school will be deemed closed and parents rung.

## **IN THE EVENT OF A LOCKDOWN**

**Lockdown signal** (if able to be given): intermittent ringing of bell (8 times)

A lockdown would be used any time students need to be contained and protected inside school buildings, e.g. a chemical spill, an intruder.

When the 'lock down' signal is given, teachers go to their classroom doors, listening, then looking for a sign of imminent danger. If it is safe to do so, they pull in any students from the decks or nearby toilets, then close and lock the door and turn off the lights.

### **1. Communication**

- In the event of a critical incident requiring 'lockdown', the person witnessing the incident must try to notify the school office to raise the alarm. The office staff member receiving the incident call will notify the principal or deputy principal.
- The principal and/or the person-in-charge (PIC) at the time of the incident will determine the need for a lockdown and sound the appropriate alarm.
- An emergency lockdown will be announced through the lockdown signal
- The principal or PIC shall immediately contact police and provide as much information as possible
- Fire evacuation alarms are not to be sounded.

### **2. Procedures**

- If the lockdown alarm is sounded before school, during morning tea or lunch time students are to move directly to their classroom as long as it is safe to do so.
  - teachers are to stay in, or move to, their classroom
  - principal or PIC to move promptly to the playground areas and direct students to their classrooms, if it is safe to do so
  - principal or PIC moves to the office area to facilitate communication.
- If outside, children should proceed to the nearest classroom. Staff need to be mindful that children from other classrooms may seek sanctuary in their room.
- All adults to provide assistance and guidance where required to students with physical disabilities, special needs, young children and those with language comprehension issues
- Lock classroom and other doors and, if possible, barricade the doors
- Close and lock windows.
- Turn off lights and computer monitors (not teacher's laptop)
- Teachers keep cell phones on but switch to silent so that you can receive or send information about the event
- Each person should stay away from windows and doors, and remain low to the ground and out of sight. If possible stay in the centre of the room.
- Everyone is to remain quiet
- Communication will mainly be via teachers' cell phones and by email to the teachers' laptops
- No one is to answer the door under any circumstance
- A staff member should take a head count and obtain the name of each individual in the room. When practical, email the list of children and staff in the room to the office - office@maristschool.co.nz
- Inform the office via email of any children missing.

- Should the fire alarm sound, do not evacuate the building unless:
  - You have first-hand knowledge that there is a fire in the building, or
  - You have been advised by police or the principal or PIC to evacuate the building
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, principal or PIC.
  - The 'ALL CLEAR' announcement will be communicated by the Person In Charge
  - The 'ALL CLEAR' announcement will state the following:
    - "The LOCK DOWN has now ended."
    - "Everyone is to move in an orderly manner to the emergency assembly area."
- Make use of Emergency container if Lockdown is for a prolonged period, which contains :
  - Water
  - Disposable cups
  - Biscuits
  - Toilet paper
  - Hand sanitizer
  - Bucket with lid

### **In the event of a fire or earthquake in the Church**

- A member of management to sit near the back of the church and another near the front at all times

#### ***FIRE PROCEDURE:***

1. Management to move to open the safest exterior doors
2. All of congregation to move out the safest exist
3. Move quickly and carefully, no running
4. Teachers to guide students out a quickly as possible
5. Assemble in the car park near evaluation point
6. Teachers to complete a head count to ensure all students are present once this is done they are to inform the Warden
7. Everybody must remain assembled at the evacuation point until dismissed by the warden

#### ***EARTHQUAKE PROCEDURE:***

1. Management member to move to the back of the church to open (unbolt) double exterior doors
2. All of congregation to move out through double doors
3. Follow fire procedures 3-7

### **In the event of a lockdown in the Church**

When the 'lock down' signal is given, teachers go to their nearest doors and windows and close them to ensure they are locked and turn off the lights. Everyone is to remain as quiet as possible until a signal is given that the lockdown is over.

### **SENDING STUDENTS HOME**

Students must not be released to go home after an emergency until approval has been given by the principal or other delegated person. Then students will be collected by a parent, guardian or caregiver. If parents/caregivers cannot be contacted they will be given into the care of the secondary caregiver as recorded on their enrolment sheet. If necessary they will be grouped according to the location of their homes or that of the caregivers' homes and escorted there by an adult. Accurate records will be kept of the names of students and the names of people escorting them home and where they have been delivered.

## EMERGENCY PROCEDURES CHECKLIST Evacuation Record for Building Fire Warden

Call to Fire Service – Confirmed YES/NO - Location of the fire or fire alarm panel indicated location

<b>Classrooms, etc.</b>	<b>Areas Clear</b>	<b>Comments</b>
<b>Austin 1</b>		
<b>Austin 2</b>		
<b>Bernard</b>		
<b>Cleary</b>		
<b>Chavoin</b>		
<b>Kostka 1</b>		
<b>Kostka 2</b>		
<b>Library</b>		
<b>Caretaker's shed</b>		
<b>Staffroom</b>		
<b>Admin area</b>		
<b>Emergency Procedures Book</b>		

## **DUTIES OF BUILDING FIRE WARDEN ON HEARING WARNING SIGNAL**

1. Ensure the Fire Service has been called. Dial 111 using the nearest safe telephone (preferably outside the building) or delegate another person to make the call.
2. Report to the evacuation area
3. Await reports from teachers
4. Initiate action if no report is received from any teacher
5. Appoint a suitable person to assist person/s with disabilities as necessary
6. Advise the Fire Service, on their arrival, of the evacuation status, including the location of any persons with disabilities