



MIRAMAR CENTRAL SCHOOL

EMERGENCY Procedures 2018

**PROCEDURES:
FIRE, EARTHQUAKE (MINOR & MAJOR), LOCKDOWN, BOMB THREAT**



MCS EMERGENCY and EVACUATION PROCEDURES

Reviewed: 14/03/18

FIRE - EARTHQUAKE (minor/major) - BOMB THREAT - LOCKDOWN

Evacuation Notices are displayed in each area. If these need replacing, let the Office Manager know. Each teacher should have a copy of the "Emergency Procedures" displayed in class and should be familiar with the contents.

FIRE DRILL:

Fire drills are held at least once every term. This is a Fire Service requirement. Procedure for fire drills:

FIRE

1. The **School Fire alarm bells will ring** throughout the school.
2. Students walk calmly from the class or other area with the teacher at the front.
3. Teacher takes the class emergency bag (with class roll in it) and puts on hi-vis vest.
4. Evacuate to the **MCS field fence area**, parallel to Para Street.
5. Go to your class number (located on the fence), as in the practise drills.
6. Children line-up in their class register order.
7. Wait until the Fire Brigade gives the '**ALL CLEAR**'.

EARTHQUAKE (Minor) Scenario 1: NO bell will ring

1. Shaking occurs for up to 30 secs.
2. Firstly, **DROP - COVER – HOLD**, for at least 30 seconds wherever you are.
3. Students walk calmly from the class or other area with the teacher at the front.
4. Teacher takes the class emergency bag (with class roll in it) and puts on hi-vis vest.
5. Evacuate to the **MCS field fence area** (parallel to Para Street), at the instruction of a staff member.
6. Go to your class number on the posts, as in practise drills.
7. Line-up in your class register order.
8. Return to class when directed by teachers.

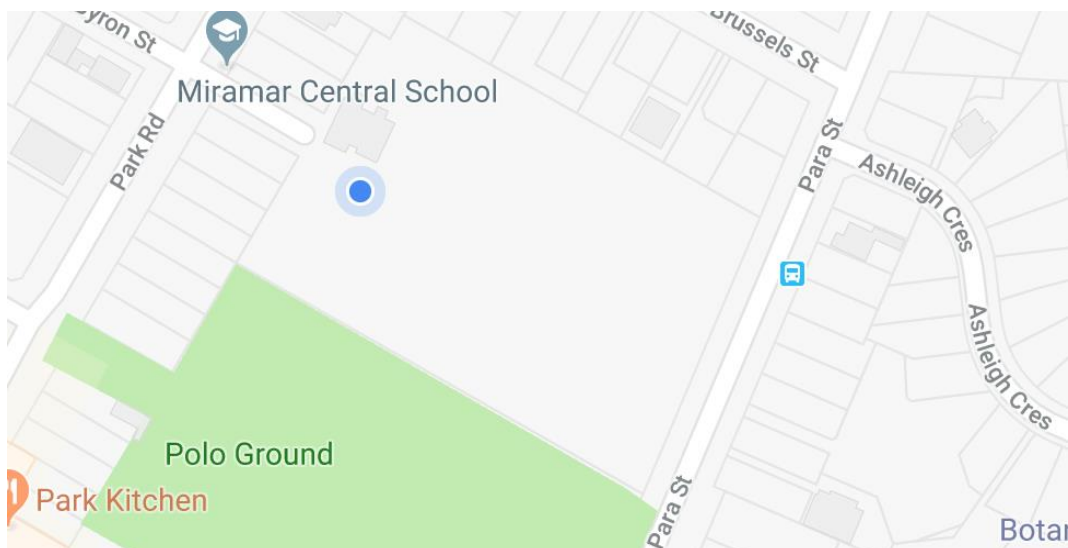
TSUNAMI EVACUATION PROCEDURES: MAJOR EARTHQUAKE (shaken off your feet and lasting greater than 1 minute)

The following procedures will be followed should a tsunami threaten the Peninsula. The purpose of these drills is to get the staff and all our students to safety by the quickest means possible.

EARTHQUAKE (Major) Scenario 2 Civil Emergency:

OFFSHORE TSUNAMI. Bell may ring continuously depending on damage.

1. Shaking is **SEVERE** (thrown off your feet) or is a **LONG ROLLING QUAKE** greater than 1 minute.
2. Firstly, **DROP - COVER – HOLD**, for at least 30 seconds wherever you are.
3. A long continuous bell (or teacher) signals evacuation to higher ground.
4. Students walk calmly from the class or other area with the teacher at the front.
5. Teacher takes the class emergency bag (with class roll in it) and puts on hi-vis vest.
6. Student emergency kits stay behind at school.
7. Evacuate to 'Assembly area' at the top of **Ashleigh Crescent** (see map), using the pedestrian crossing, or the northern gate (staff police road) on Para Street and walking on the footpath.
8. Principal/AP/DP take the TWO school Emergency School Bins. Admin staff take Vis-Tab.
9. Students groups in their class and in register order. Teacher lets Principal/DP/AP know.
10. Teachers tell Principal/DP/AP their class roll numbers and who is absent.
11. Parents collect students from the 'Assembly area'. Listen to Civil Emergency instructions (See Map). Assembly point is the mid-point of Ashleigh Crescent.



a Decision to Evacuate MCS in the event of a Major Earthquake: Bell rung continuously

In the case of a major earthquake, once the ground has stopped moving, if a teacher identifies a real and present danger to the students by remaining on the school grounds, they may commence an evacuation of their class to a safe site.

If the Principal and Office Manager identify that there is a reasonable risk to the students and school staff then they may commence an immediate evacuation, once the ground has stopped moving, of all people on the school grounds to a safe site up **Ashleigh Crescent**.

If advance warning of a threat (e.g. arising from an earthquake some distance away) is received by the Principal, the Principal may commence evacuation of the school to a safe site at his/her discretion. Should the Principal be absent then the Deputy or Assistant Principal in conjunction with the Office Manager will replace him/her.

b Prepare to Evacuate

Teachers will gather their Civil Defence bag, including the class roll; the Administration officer and Rm 10 staff will carry any medicines in their care; children to have shoes, jacket and earthquake kit.

Teacher aides will go to Room 10 to assist with the evacuation of any students there. 'Guests' will accompany the class they are visiting.

c Evacuation route

Teachers will lead their class to the back gate, turning left onto Para Street and right into Ashleigh Crescent then up the road past the Blue Line as far as possible where they will wait for the rest of the school. If the direct access to Para Street is impassable, the Principal will direct via a safe route.

d Assistance to Others

Where practical, and it does not compromise the safety of their own class, teachers and 'free' staff will render assistance, if required, to other classes to ensure that all students and school staff make it to safety.

e Returning to School

If and when the Principal reasonably determines it is safe to do so, the students and school staff will return to the school hall where the children will remain until collected by parents/caregivers/emergency contacts.

Should you have any questions please contact our Office Manager who with the Principal, is responsible for Civil Defence at MCS.

In the case of bomb threats our first step is to contact the police and follow their advice. If we were told to evacuate we would head up the hill.

Rest assured the safety and welfare of our students is always paramount in anything we do.

Procedure

In the case of a Civil Emergency and it is necessary to evacuate, the diagram above shows the area where students and staff from MCS will assemble. This will be the footpath **mid-way up Ashleigh Crescent**.

The route of evacuation uses the school main rear gate and north end rear gate. Students use the pedestrian crossing and road under adult supervision as 10 minutes is given for the school to get off site and be mid-way up Ashleigh Crescent.

Students will stay with staff at this assembly point until they are collected by a parent/caregiver or person nominated to collect the student. Staff will contact parents from the details provided with the alert from Vis-Tab. MCS staff can be identified by the Hi Vis Fluro vests they will be wearing.

Each class has a backpack that is used to take supplies and first aid equipment should it be needed. This will include some emergency blankets, muesli bars and barley sugars for a short period of time.

If possible medication held at the office for any student will be taken also.

If students require anything special e.g. medication other than that normally held at the office or food allergies, you must send it to school, individually named and given to the class teacher to place in the classroom backpack.

BOMB THREAT PROCEDURE FOR MIRAMAR CENTRAL SCHOOL

Reviewed 14.03.18

'BOMB THREAT'

1. MCS receives a call on the School number (939-0684), notifying us that a **BOMB** is on site.
2. The person taking the call - take down as much information as possible:
 - o *Time*
 - o *Details of what has been said*
 - o *Phone ID - caller number if this comes up on the screen*
 - o *Or other information like accent etc.*
3. Notify senior management and dial 111 and let the NZ Police know of the above.
4. Listen to the NZ Police advice and follow it.
5. IF A BOMB onsite: Bells will ring continuously and staff and students will follow the Scenario 2 Earthquake (major) procedure - evacuating to **Ashleigh Crescent**.
6. IF A BOMB in the immediate area: Bells will ring continuously and senior staff will make a decision to evacuate students to another safe area.
7. Wait until NZ Police give the ALL CLEAR to return to School.

LOCKDOWN/TAKE-COVER PROCEDURE FOR MIRAMAR CENTRAL SCHOOL

Reviewed June 2017

LOCKDOWN (Life-threatening action i.e. Gunman, Knifeman)

School bells will ring intermittently (ON, then OFF, then ON then OFF for **10 times**)

1. Office or Staff need to dial 1-1-1 and following the below instructions.
2. Go to the nearest lockable room.
3. Teachers lock classrooms and ensure the outside doors closest to them are locked.
4. Students keep low (no-one near a window) and curtains closed (if present).
5. Remain in locked area until the normal school bell is rung 3 times (like break and lunch)
6. Evacuate to the MCS field fence area and assemble in class lines.
7. Teacher wears hi-vis vest and takes the class emergency bag (if you are in your class).
8. Roll taken by the class teacher and ensure all students are reunified with the class.
9. Dismissed by Principal/DP/AP

Office once notified

will ring the school bell intermittently 10 times or so to indicate to all the need to take cover.

Then call '111'

Take Contacts Folder and stay by phone.

Staff on hearing this

- Lock all exterior doors
- Instruct students to take cover away from windows and out of sight

- Students outside need to go to the nearest locked space
- Turn off lights and close curtains if the room has them
- All students must remain silent until given all clear
- Teacher should use a communication device if possible to text office of any child not in class
- Do not answer door

Office will ring bell normally (3 times) when safety is assured.

If a staff member identifies a 'Take-cover' situation

- Immediately alert Office who will initiate the 'Take-Cover' procedure and notify police.
- If outside get students inside or under cover and continue as above.

In Office or Resource Area (eg. Library, Admin area, Hall, Bookroom etc.)

- Instruct students to take cover.
- Lock doors if possible turn off lights.

If 'threat' occurs during interval/lunch/ or when outside.

- Notify Office of threat
- Get students under cover or nearest building away from open spaces.
- Remain silent
- Await 'All Clear' bell.

Take Cover Procedure for Kowhai

Teachers lock the 6 doors - one off each of the two classrooms, two off the corridor, and the two sliders in the playroom (door to Room 11 is not lockable).

All staff to take students - one or two each into the safety areas as below. If possible grab a motivator for the child on the way. Try to have 2 staff in each space.

Safe spaces:

- Sensory room
- Storerooms off the classrooms
- Room 10 library
- Room 10 office
- Girls toilet/change area

Pull all curtains, turn lights off and shut doors.

All TA staff to contact both teachers via text to let them know where they are and the students they have with them. Phones on silent. Kowhai will have a small provision box with water, food, nappies, wipes etc. in each space that is checked annually.

TERMLY DRILLS: FIRE, EARTHQUAKE and LOCKDOWN