

# Emergency Procedures

(May 2022)

## Fire

<b>If you discover a fire</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Ring the fire alarm and the automated “Evacuate the building” will be sounded</li><li><input type="checkbox"/> Call 111</li><li><input type="checkbox"/> If it is safe to do so, extinguish the fire.</li></ul>
<b>On hearing “Evacuate the building”</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Teachers should collect their registers, close all doors and windows, and take their pupils to the designated assembly point - FRONT COURTS</li><li><input type="checkbox"/> Walk calmly and quickly and avoid panic</li><li><input type="checkbox"/> Check rooms en route</li><li><input type="checkbox"/> Ensure all students remain at the assembly point until clearance to leave is given</li></ul>

## Earthquake → Tsunami Evacuation

<b>During an earthquake</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Move no more than a few steps to a safe place (table or desk) and DROP, COVER, AND HOLD until the shaking stops.</li><li><input type="checkbox"/> Keep away from shelves containing heavy objects and windows</li><li><input type="checkbox"/> Stay indoors until the shaking stops and it's safe to evacuate</li><li><input type="checkbox"/> Teachers should collect their registers, and begin Tsunami Evacuation procedure</li></ul>
	<p>If outside:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Find a clear spot, drop to ground, cover your head/neck. Keep away from buildings.</li><li><input type="checkbox"/> Begin Tsunami Evacuation procedure</li></ul>

## Tsunami Evacuation

<b>When a tsunami threatens</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> If you receive an official warning advising you to leave OR are told by SMT via WhatsApp OR feel a LONG or STRONG earthquake, begin Tsunami Evacuation.</li><li><input type="checkbox"/> The Tsunami alert will sound (<b>7 up/down</b> tones, pause, repeat).</li><li><input type="checkbox"/> Teachers take class (without bags) and duty vest to meeting points, mark emergency roll.</li><li><input type="checkbox"/> Once Area Leader confirms, move to New World via the assigned routes - see walking maps.</li><li><input type="checkbox"/> Teachers carry roll and note parents who take children on route.</li></ul>
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## Lock Down

<b>If violent intruder is seen on, near school; or reason to stay inside</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> The Lockdown alert will sound (<b>6 short beeps</b>, pause, repeats). Staff notified via WhatsApp.</li><li><input type="checkbox"/> Move everyone out of hallways to nearest room. Visitors go to nearest room.</li><li><input type="checkbox"/> Close, lock and/or barricade, or cover if possible, doors/windows.</li><li><input type="checkbox"/> Sit on the floor, keep quiet and <b>do not</b> leave the room until the all-clear given.</li><li><input type="checkbox"/> Adults record who is in their class or room, email list or send photo of emergency roll to <u>Damien, Kath and Shanie</u> with location, how many present or anyone missing.</li><li><input type="checkbox"/> Students outside to move to nearest room <b>or</b> as directed by staff.</li><li><input type="checkbox"/> Once Police or services arrive, all-clear will be given by 5 short rings of the bell.</li></ul>
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## Bomb Threat Evacuation

<b>When there is a bomb threat</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> The Warden ring the bell 5x, then state “We need to evacuate to Blake Park” on the tannoy, and send message on Staff WhatsApp</li><li><input type="checkbox"/> Teachers should collect their registers and take their pupils (without belongings) to Blake Park via the assigned routes.</li><li><input type="checkbox"/> Teachers take a roll and note parents who take children.</li></ul>
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# Mount Maunganui Primary School

## Earthquake/ Tsunami Evacuation Procedure

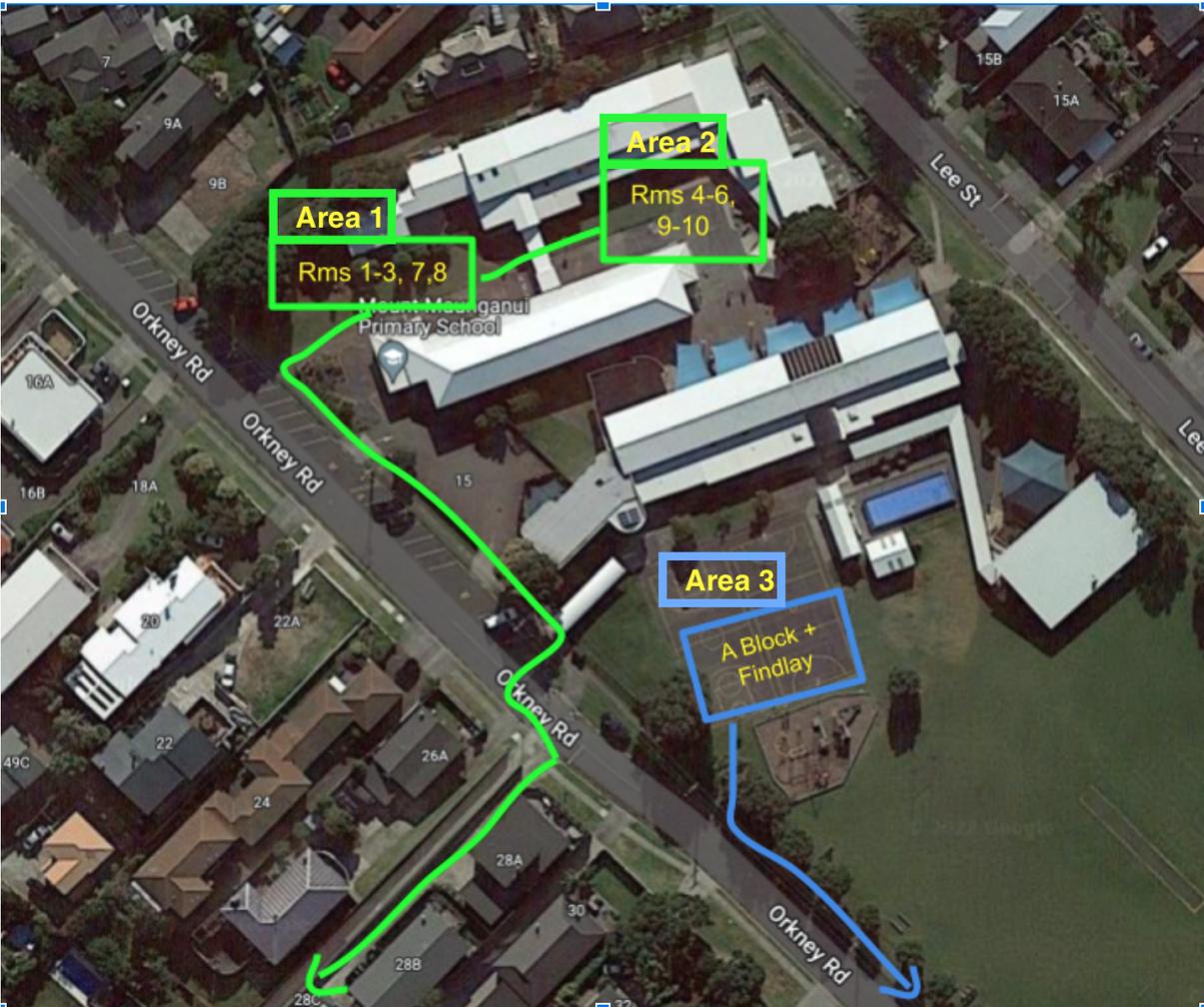
(updated May 2022)

If the school feels a long and strong Earthquake, or receives a Tsunami warning through Civil Defence channels which tells school to evacuate, parents will be alerted through Hero, and Facebook / Twitter posts and the following procedures will be put into effect:

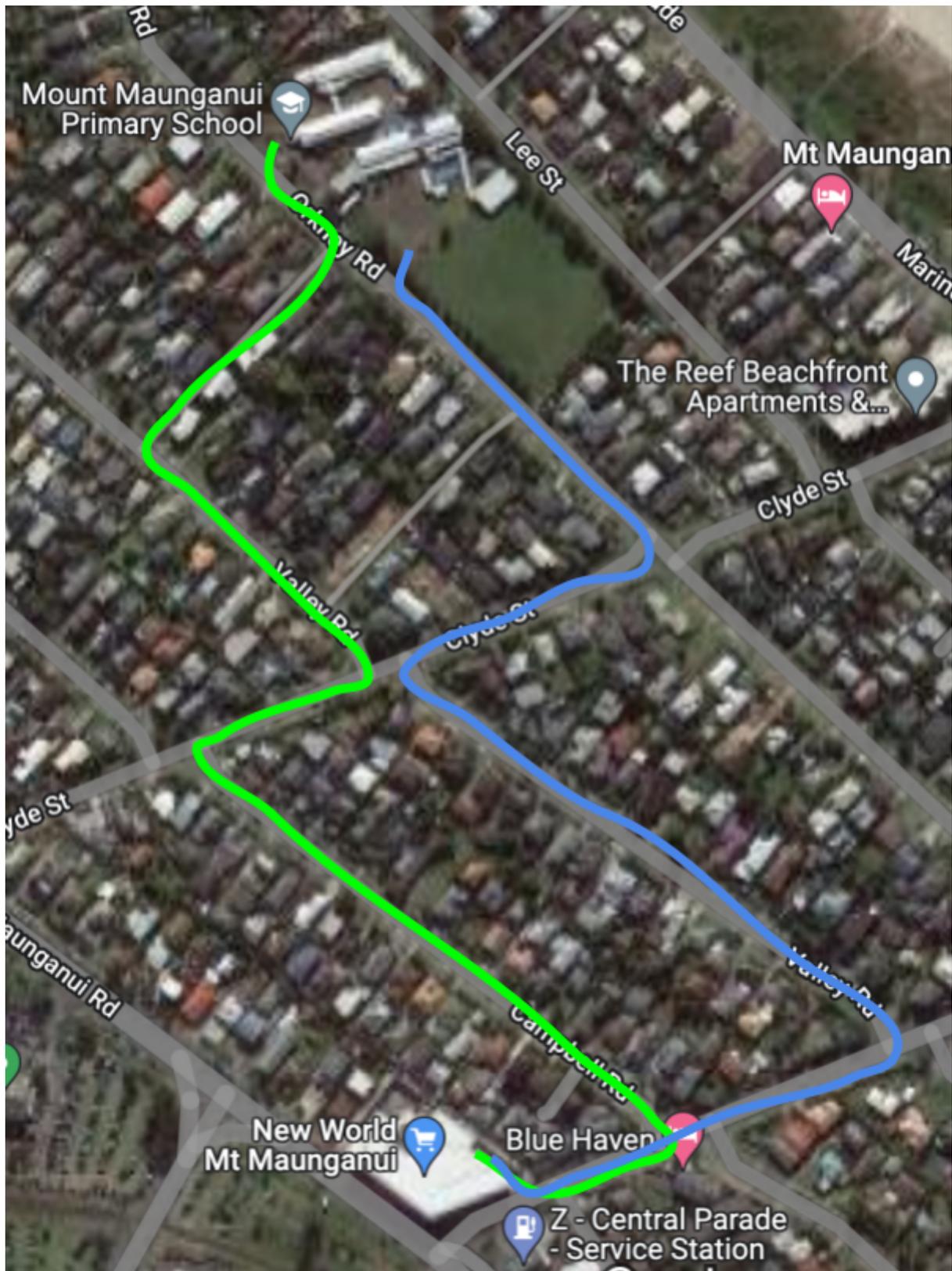
1. The Tsunami warning alarm (**7 up/down tones**) will be sounded by the Warden or a SMT member to start the evacuation procedure. It is highly likely that an earthquake will be felt prior to a tsunami.
2. Staff will be informed via the WhatsApp MMP All Staff Emergency group to confirm evacuation procedures.
3. The Warden communicates with 1) Allan Rudkin at New World 021 974 926 or 2) Payal, the H&S Officer 022 302 3019 of our evacuation, and to expect arrival within 15 minutes.
4. Staff take their emergency roll, duty vest, any class medication and ensure that students leave the classroom in an orderly fashion. Students will leave their bags. They proceed to the designated meeting points to prepare to evacuate the school. If it is break time, children will head immediately to their class assembly area.
5. Teachers mark their emergency roll. They also need to record if a child has been taken by a parent/guardian at any stage. Teachers are responsible for their students in their class and ensuring they reach the meeting point safely. Any students who are with other staff will be taken to the student's meeting point by them and the adult will join that exit route. Other staff or adults on-site will join the nearest exit route.
6. Office staff bring a first aid kit from the school office and any of the children's medical supplies to the Senior assembly area.
7. The Area Team Leaders will confirm with the Warden/Principal by the WhatsApp group (or by visual signal if phones inaccessible), that their rolls

# Classroom Evacuation and Walking Maps

## Mount Maunganui Primary School Meeting Points for Tsunami Evacuation



# Mount Maunganui Primary School Tsunami Evacuation Walking Map



## New World Entry point on Tweed St:



## Mount Maunganui Primary School Bomb Threat Evacuation to Blake Park Walking Map

