

EMERGENCY PROCEDURES

Anne Fraser (021) 654781 - Principal

Jo Stewart (021) 2682951 - Deputy Principal

Jennie Brook-Watt (027) 8530035 - Assistant Principal



1. If the bell rings for a long time it is an emergency.
A pre-recorded announcement will be made .
2. If you are in class, wait for your teacher, walk to the tennis courts and assemble under your class number.
3. Wait in line until your name is called from the class roll.
4. Stay there until the teacher tells you to go.
5. If the bell rings at lunchtime or playtime, go straight to the tennis courts and wait in line under your class number.
6. All visitors are to go to the tennis courts and wait for further instructions.



EARTHQUAKE

Move no more than a few steps to a safe place and “*drop, cover and hold*” until the shaking stops. Keep away from windows and hide your face from glass.

If indoors and if you can, take cover under a desk or a table. Wait for the teacher.



IF YOU SEE A FIRE

Tell a teacher/adult straight away. Move away from the fire.

EMERGENCY EVACUATION

- Walk your children to the tennis courts calmly.
- Line up under your class number.
- Take your class roll.
- Count your student numbers.
- Report to the Fire Warden (yellow jacket - *Principal, DP or AP*)
- Await further instructions.

LOCK DOWN PROCEDURES

Either a pre-recorded announcement will be made OR a long bell for five seconds will ring followed by a one second delay. This will be repeated several times.

Teachers:

1. Go to the nearest classroom or safe area that has a telephone (*unless told otherwise*)
2. Teachers lock your own classroom door.
3. Classroom teacher nearest the main pod door, please lock it after checking the toilets. This teacher is to also check the Pod Office.
4. Team Leader to lock the classroom of a Guest Teacher (*if applicable*) and oversee.
5. Stay below window level out of view, close curtains
6. **Count number of students in front of you; record full names of adults**
EVEN Class Numbers Ring ext. 858 e.g. Rooms 2, 4, 6, 8, 10 etc.
ODD Class Numbers Ring ext. 865 e.g. Rooms 1, 3, 5, 7, 9 etc.

Please leave a message in this order stating:

1. Your own class number and teacher name (full name)
2. The number of students in front of you
3. Full names of other adults in the room e.g. Joe Bloggs
4. If you are in a different area other than your classroom, please state your location at the end of your message
5. After 5 minutes, **recount** the number of students/adults in front of you again. If you have made a mistake, please phone through again with the correct numbers.

7. If you have a personal mobile phone, please leave it switched on.
8. Do not answer the door. Wait for instructions/an update from the Principal.

IF YOU CAN VISUALLY SEE THE OFFENDER NEARBY YOUR CLASSROOM/AREA:
 Ring ext. 858 or 865 as normal, and after stating the No. of students and adults names, say our code word **"A OK"**. **Immediately afterwards, call Police on 111 to update them.**

<u>Learning Support & Other Staff</u>	Go to the nearest classroom or a safe area that has an internal school phone - dial ext. 858 or 865. If no school phone is available, use a mobile phone and ring (07) 853-0039 ext 858 OR 865 . Follow procedures 1-8 as above.
<u>Swimming</u>	Go to Earth 36 classroom if it is safe to do so. Follow procedures 1-8 as above.
<u>ASC</u>	Staff onsite to go to the nearest classroom or safe area that has an internal school phone - dial 858 or 865. If no school phone is available, use a mobile phone and ring (07) 853-0039 ext 858 OR 865 . Follow procedures 1-8 as above.
<u>Visitors & Caretakers</u>	Go to the nearest classroom or Administration block.
<u>Matariki Hall</u>	Go to the Kitchen, Staff Lounge or nearest safe area that has an internal school phone - dial ext. 858 or 865. If no school phone is available, use a mobile phone and ring (07) 853-0039 ext 858 OR 865 . Follow procedures 1-8 as above.
<u>Admin Staff</u>	Initiate procedures in the "Yellow Fire Drill & LockDown Folder" located in the Admin Office.
<u>DP, AP or Principal</u>	Lock Library, Administration & Matariki external doors and assemble near the Admin Office.
<u>Library</u>	Relocate everyone to the Resource Room and call ext. 865.

REMINDER... Principal, DP or AP to phone:

NZ Police	Ph: 111
HNL North Satellite Unit	Lorene Cottam (027) 6049493 - Room 6 Felix Yu (027) 6042330 - Room 5
Learning Links (38 Hector Dr)	(07) 595-0543 / Centre Manager - Rachel Christopher (027) 5551414
Learning Links (Borman Rd)	(07) 854-3933 / Centre Manager - Marie Sutherland (021) 361852
Summerset Rototuna	(07) 9817821 Rachel OR (021) 407143
Best Start Borman Road	(07) 974-2140 / Centre Manager - Faith Chappell (021) 922705
HNL Christian School	(07) 854-0010 / Shaun Brooker (021) 2234290
Rototuna High Schools	(07) 854-0541 / Fraser Hill (027) 2770715
Rototuna Primary School	(07) 853-2470 / James Eldridge (021) 896105
Endeavour School	(07) 855-5257 / Meg Campbell - Acting Principal (027) 5399916
Te Ao Mārama School	027 716 2266 / Tony Grey Cnr of Hare Puke Drive & Borman Road, Hamilton

Staff Mobile Numbers are stored on eTap:

click "Staff Admin" tab password - See Marise, Wendy, Anne, Jo or Jennie
scroll down to select the specific staff member

Roles & Responsibilities

PRINCIPAL	DEPUTY PRINCIPAL	ASSISTANT PRINCIPAL
<u>Overview</u> <ul style="list-style-type: none">• Activate Lockdown alarm• Call Police 111• Announcements• Group Text to staff• Police Liaison	<ul style="list-style-type: none">• Lock Library/Admin/External Doors• Pull blinds, put sign on front door• Activate Social Media (Facebook, School App & Website) <i>advise no-one will answer school phone lines</i>• Contact other schools in area• Take queries from staff• Call Satellite School when finished	<ul style="list-style-type: none">• Monitor CCTV Cameras• Take queries from staff• Staff movements/Daily Notices

- In an Emergency Situation at pick-up time: Announcement via intercom; *parents are asked to wait at a specific location (e.g. Matariki Hall) until you are advised otherwise. Children will not be released until we have been given the OK by Police.*
REPEAT messages several times as new parents arrive at school.
- Notify parents immediately if an incident is at our school, asking them to please stay away as Emergency services may need to access our school.
- Advise parents that no-one will answer the school phone during a LockDown as we need to keep the phone lines open for Emergency Services to use.
- Refer to Te Totara Primary School Emergency Management Plan for further information.