



# Timaru Christian School Procedures

## HS6 – Evacuation Plan

### Fire Evacuation Plan

1. The fire alarm will ring continuously.
2. Move to the nearest fire exit. In the administration block this is at the Student Entrance, Main Entrance or exit next to the Hall. In the teaching block this is the stairs leading down to the concrete area. Teina 1/2 and 4/5 teachers are to 'sight' each other before moving out of the building. If one of the teachers is not in the classroom, the other must check the toilets in that area.
3. Students with mobility or other special needs who require mobility assistance will be carried by the teacher and/or teacher aide out of the building.
4. Once on the concrete area, children move quickly along the driveway to the tennis courts.
5. If it is unsafe to exit onto the concrete, exit onto the back paddock and move along the fence line to the farthest gate before going up to the tennis courts.
6. Fire wardens (T1, T5, TK1 teachers) will 'sweep' the building to ensure everyone has exited. The Principal and Office Administrator check the Staffroom, offices, hall, all public and hall toilets and library.
7. All teachers need to count the students in their class to ensure no one has been left behind, then report to the Principal. Visiting adults should also make themselves known to the Principal on the tennis courts.
8. TK1 and TK2 go around the administration block to get to the courts. If it is unsafe to do so, they go downstairs and up to the courts via the preschool entrance.

### **Fire**

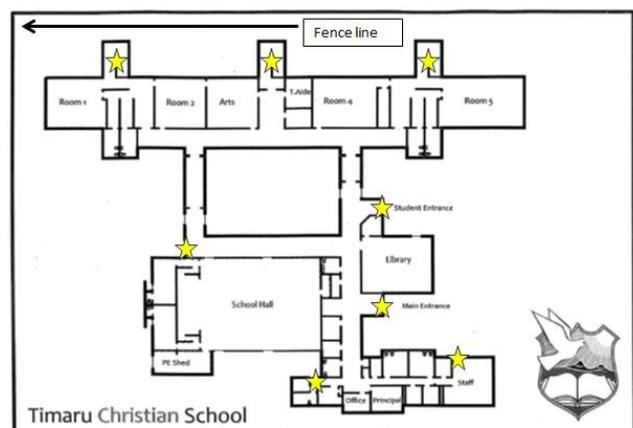
- Anyone finding a fire should raise the alarm immediately. Go to the closest call point (fire alarm switch - usually in red mounting with a glass front) and activate it. If possible, contact the office.
- The principal or a designated person will contact the fire service from a safe telephone, and start the signal for evacuation/fire. The signal for evacuation/fire is the continuous ringing of the bell.

### Earthquake Evacuation Plan

1. When shaking starts, take cover under a desk, protecting your head with your hands.
2. When the bell rings, evacuate to the tennis courts as per instructions above.

Date of last review: Term 3, 2020

Date of next review: Term 4, 2020



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## Earthquake Response for Special Needs Students

- Where possible, special needs students should be positioned in the classroom away from glass doors and windows, video trolleys, etc., and out of the path of potential falling or moving items.
- Wheelchairs should have the wheels locked when in class.
- Hazard management is even more important in a class with a special needs student.

### During an earthquake:

- Teachers/carers must attend to their own safety which may mean taking cover and giving instructions from a safe place.
- Special needs students who cannot get under their desks themselves must be shown how to protect their heads by lowering them and covering their heads and necks with their hands and ears with their arms, or covering their heads with a suitable item within reach such as an open book, or jacket.
- If a carer is with the student they may be able to get them to a safe place such as under the desk or in a doorway. Otherwise, help the student cover their head and neck.
- Where there is more than one special needs student in a class without one-on-one attention, hold drills more regularly. Increased confidence helps to reduce panic in an emergency.

## Electrical Storms

- In an electrical storm, stay inside.
- Wherever possible, turn off and unplug electrical appliances and phones.
- Shut down computers, unplug them and disconnect the internet cables.

## Lockdown

- Once the office has been made aware of the need for a lockdown, the bell will ring up to 10 short rings.
- Teachers lock their doors, move students out of sight of the windows (covering windows where possible) and ensure students remain calm and quiet. TK1 students will go into TK5 and TK2 will go into T4 immediately.
- The principal or acting principal will be responsible for locking the 4 external key doors and external hall doors and, if time permits, the fences. If a reliever is in a classroom, the classroom teacher next to them will lock the doors for them before locking their own room. The principal or acting principal will lock

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themselves in the school office to ensure they have ongoing access to incoming phone calls and emails throughout the lockdown.

- If the police have not already been alerted, they will be informed and the school will follow the direction of the officers.
- The office will liaise with teachers using the phone system and personal cellphones.
- Once the all-clear has been given by police, the bell will ring continuously and teachers are to take their students to the hall for a debrief and prayer.
- A lock-down kit will be kept in classrooms consisting of a plastic bucket with lid, tinned fruit, can opener, crackers, toilet paper.

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