

# EMERGENCY PROCEDURES

EVACUATION SIGNAL - Alarm siren followed by "Evacuate the Building"

SCHOOL LOCKDOWN - Continuous Siren Sounds

ALL CLEAR - All Stations Announcement

FIRE EMERGENCY - Alarm siren followed by "Evacuate the Building"

EARTHQUAKE - Duck, Cover, Hold

## GO > EVACUATE

1. Class to leave rooms on instruction from person in charge.
2. Leave in an orderly manner by the nearest safe exit.
3. Assemble on the far side of the 1<sup>st</sup> XV field in front of the Bradley Gym in Group Classes until the ALL CLEAR is given.

## STAY > LOCKDOWN

1. Everyone stays indoors or moves indoors and doors are locked.
2. In the staffroom or meeting room, make your way to the bathrooms and lock yourself in.

<b>Tui</b> 1-8	<b>Huia</b> 1-8	<b>Weka</b> 1-8	<b>Kiwi</b> 1-8	<b>Year 9</b> <b>Group</b> <b>Classes</b>
<b>Field</b>				

# EVACUATION PLAN – “GO”

IN THE EVENT OF A THREAT TO THE SAFETY OF STUDENTS OR STAFF WITHIN ANY OF THE BUILDINGS AT MATAMATA COLLEGE, THE EVACUATION ALARM WILL BE ACTIVATED



ON HEARING THE EVACUATION ALARM - EVACUATE ALL BUILDINGS IMMEDIATELY AND ASSEMBLE ON THE FIELD



STAFF TO ACCOMPANY GROUP OF STUDENTS THEY HAVE AT THAT TIME TO THE EVACUATION ASSEMBLY AREA



STUDENTS WILL MOVE IN AN ORDERLY AND QUIET MANNER AND ASSEMBLE IN GROUP CLASSES



GROUP CLASS TEACHERS TO CHECK ROLL AND ADVISE WARDEN

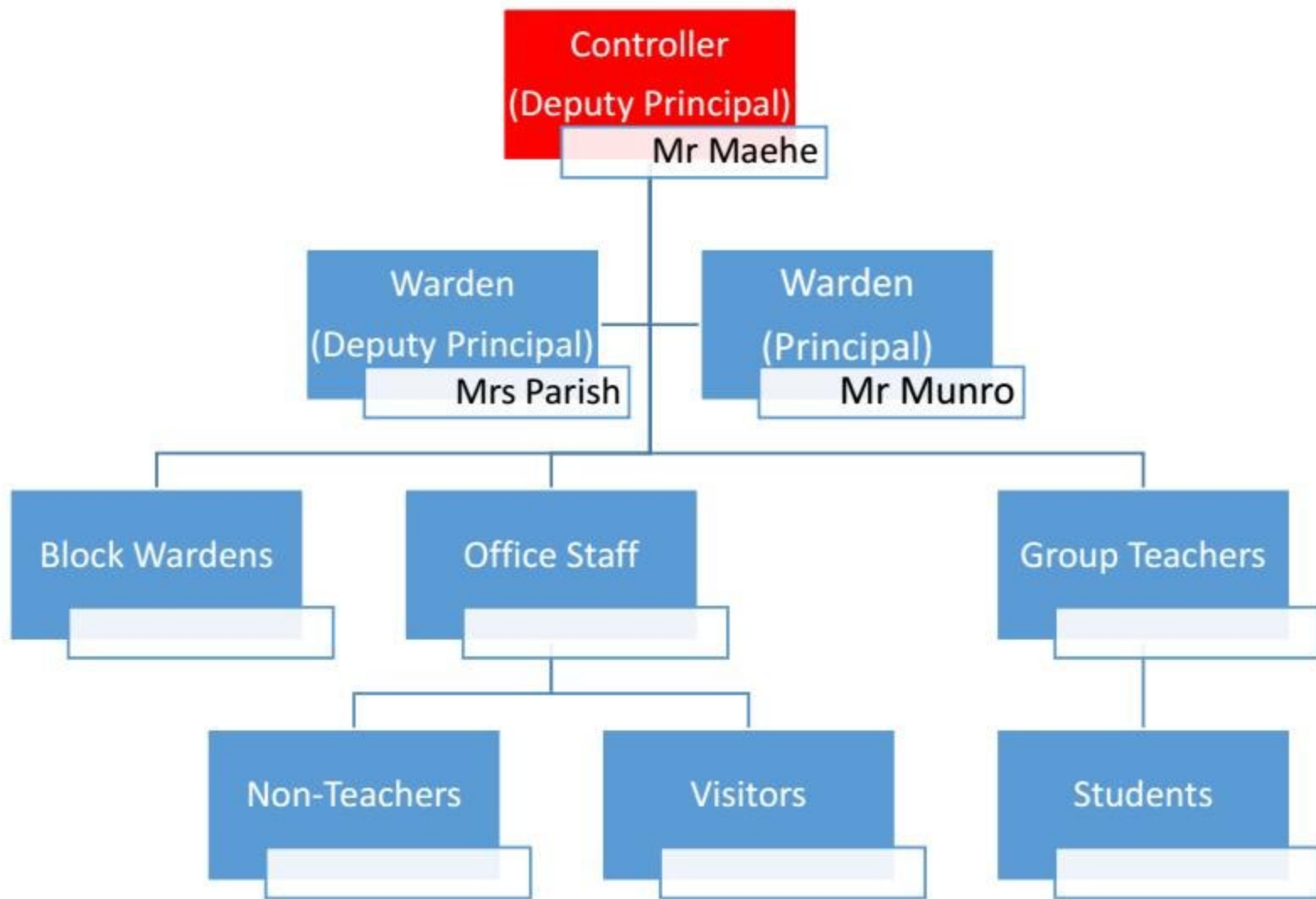


A DESIGNATED PERSON SHALL MEET EMERGENCY SERVICES AT THE FRONT OF THE SCHOOL



BE PREPARED TO MOVE FURTHER AWAY FROM THE SCHOOL IF LOCATION BECOMES UNSAFE

FOLLOW INSTRUCTIONS FROM SENIOR LEADERS





# **LOCKDOWN PLAN – “STAY”**

**EVENT OCCURS OUTSIDE OF THE SCHOOL BUILDINGS WHICH POSES AN IMMEDIATE THREAT TO STUDENTS OR STAFF SAFETY**



**A LOCKDOWN IS INDICATED BY CONTINUOUS SIREN SOUNDS**



**LOCKDOWN PROCEDURES ARE INITIATED AND EMERGENCY SERVICES ARE ADVISED IF NEEDED**



**TEACHERS TO CLEAR TOILETS, HALLWAYS AND OTHER ROOMS ADJACENT/CLOSE BY**



**GO INSIDE/STAY INSIDE ON THE FLOOR, AWAY FROM DOORS AND WINDOWS. TURN LIGHTS OFF, LEAVE CURTAINS OPEN.**



**LOCK EXTERIOR DOORS AND DO NOT OPEN UNTIL THE LOCK DOWN IS DECLARED OVER**



**MINIMISE NOISE AND MOVEMENT - INCLUDING HAVING CELLPHONES TURNED OFF**



**BE PATIENT - IT MAY TAKE SOME TIME FOR INFORMATION TO GET TO YOU**



**A MEMBER OF SENIOR LEADERSHIP TEAM WILL ANNOUNCE THE ALL CLEAR**



**ALL CLEAR IS SIGNALLED BY AN ALL STATIONS ANNOUNCEMENT OR ON YELLOW PAPER DISTRIBUTED BY SENIOR LEADERSHIP TEAM**