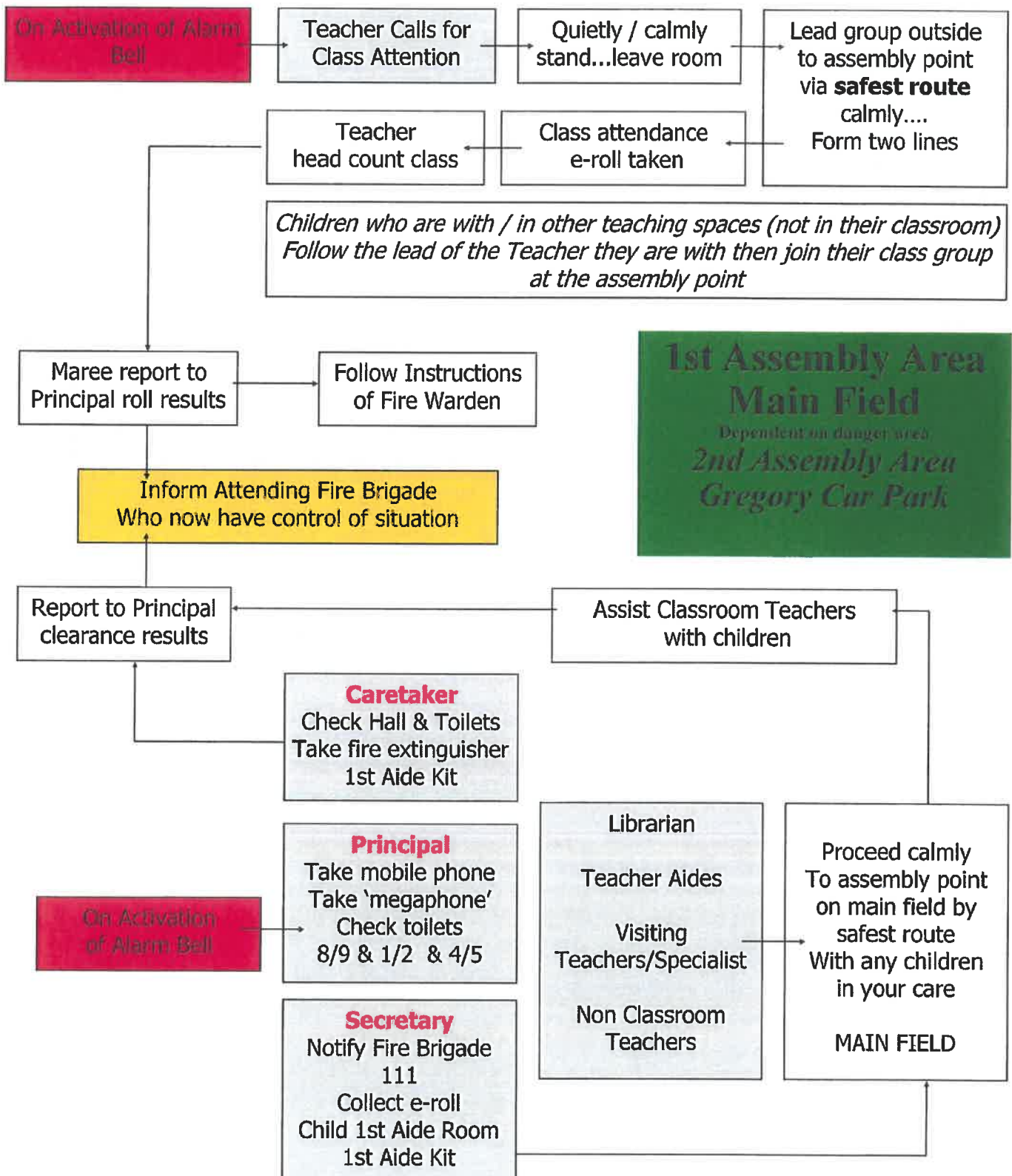




Clive School Procedure in Case of Emergency



Fire Emergency Response Plan Updated 2019 April





Clive School
Earthquake



STOP

DROP

COVER

HOLD

Then

Listen to the adult in the room

all **ADULTS** in the school
need to know the next action
if it shakes for a minute or more
or we can't stand up
we can evacuate



Clive School LOCK DOWN



**In case of an un welcome personal ...
dangerous chemical spill, dangerous animal...
Etc..on the school site
or on the advice of the Police or Principal**

**teachers will be notified of 'lock down' by
school app alert / broadcast over TV
or the continuous ringing of the school bell to go inside....**

If you suspect
any of the
above
at school

Please inform the
office
Principal
to take next step
Or activate the
Procedure
yourself

**Remain as a class group in classroom
Lock window and exit doors
Sit as a class on mat, read a story, sing a song, do
maths... Remain on floor
only open the room to Police or
on advice from Principal
Do not allow children to exit, for any reason!!!
If outside, then return to the
nearest classroom room .asap..**

The Principal will give all clear to each room...to return to normal
any parents who arrive on site will remain on site in safe area
Once the lock down has ended ...
assemble in Hall for a 'school de brief'
At which time information will be ready to be sent home
with the children

A full review of the above will be held after the event

Clive School Evacuation Procedures

We evacuate everyone to the main playing field...*initially*

Teachers if coming from classroom and are able to please bring edevice (phone) to take the roll via etap
If adverse weather conditions; same evacuation point – next step decision made by Principal based on safety decisions (see below)

Students are your focus	Decisions <i>Principal (Green Vest)</i>	Attendance	Safety	Students	No Child leaves the school site unless the Principal has given permission.
Class teachers (Orange vest) Settle your students take the roll via etap on cell phone or device Teachers are to go to Joann (yellow vest) Report on roll numbers the students not present. Keep all your students calm listening for announcements and instructions	Mega sound system Responsible for Overall coordination Building safety Communication Use whistle sound system siren for attention Coordinate next steps; Safest location Txt info to parents Txt info to CD Responsible for releasing staff /students replace wit support staff as needed	Joann (yellow vest) Lock front door check/clear Check sick bay Check staffroom Bring; e-device for roll e-device of visitors log 1 st aide kit Check of classes as the report Report Roll to Principal	Mary-Lou (yellow vest) Bring 1 st aide kit Fire extinguisher Check Safety of buildings grounds for hazards Advise principal of Check driveway clear	Support Staff (orange vest) Support you delegated student Support teacher of class Supervise toileting use pool area if needed if safe Help others as directed	No Child leaves the school site unless the Principal has given permission. Mobile e-device is the main roll Take photo of who child went with as a record Staff dismissed by the Principal

If adverse weather the most likely next step if deemed safe to use is the Hall

If it shakes for a minute or we cant stand (**Principal will make call**) we will alert via App

Then it is to **car evacuation assembly point** in orderly as fashion

And all move to **safe site in Havelock North @ Gutherie Park** (staff bring what is listed above same expectations)

Staff make it a habit of parking facing outwards or on roadway for fast fill and departure to Havelock North. Via **School Road ,Lawn Road ,Havelock Nth Road**

