

EMERGENCY PROCEDURES

All persons on the school grounds are required to know the school's Emergency procedures.

Procedures are practiced regularly by students and staff and all visitors need to be accounted for in an emergency.

WARDENS

Control Wardens: Mrs Chand—field

if absent Ms Nahu

Mrs Jodi Le Comte-Hepburn—front of school

if absent Mrs Hitchens

The front of the school Control Warden will wait to coordinate with emergency services

Zone Wardens Responsibilities: To firstly direct their class safely to the evacuation area

To make sure their area is free of people

To proceed at the end of the group of evacuees to the designated area.

To direct the roll call at the evacuation area, collect the rolls

Notify the Control Wardens of any missing people or extra people in their area

EVACUATION AREAS (SEE Evacuation Map)

- RED** areas on Evacuation Map - grass area in front of the school by Malfroy Road. The fire hydrant must be clear
- GREEN** areas on Evacuation Map - the turf on the West side of the school
- BLUE** areas on Evacuation Map - the main field area

If there is an Emergency during interval / lunch—EVERYONE MUST proceed to nearest evacuation area

Teachers should determine early in the school year which is the safest route, in most circumstances, to reach their designated area.

The Property Manager will ensure all buildings and grounds staff, tradesman, cleaners and/or visitors are clear and report to a Control Warden.

THE FINAL ALL CLEAR MUST BE GIVEN BY THE CONTROL WARDEN BEFORE ANY PERSON RE ENTERS THE BUILDING AREAS.

In the event of an emergency operating for some time the Control Warden will give further instructions to the Zone Wardens which must be followed to ensure everyone's safety.

FIRE: Alarm is a continuous **REPEATED SIREN** which includes an intermittent voice message

START & DURING

The school will be alerted by the FIRE alarm

Pupils and staff will leave the rooms and proceed via the safest route to the evacuation areas (SEE Evacuation Map)

At the evacuation area an accurate roll is to be taken and reported to the Zone Warden, who will then inform the Control Warden

END

All persons are to remain in the evacuation area until advised by the Control Wardens that they may return to their classrooms

EARTHQUAKE: No alarm will sound

START & DURING

DROP, COVER AND HOLD

Stay under desks or similar secure objects, hold on until informed by Teacher or Wardens.

Control Wardens will announce when it is safe to move to the Evacuation Areas (see above for details) Roll to be taken as above

Other Emergencies

E.g. Volcanic Ash fall out stay under cover and await further instructions

LOCKDOWN: Alarm is a continuous **REPEATED BEEP**

START

The school will be alerted by the LOCKDOWN alarm. This will run for the duration of the lockdown

DURING

- If outside go directly to your class if possible, otherwise take cover in the closest room
- Keep calm and listen to teacher
- When in class close curtains, lock doors and windows
- If at Specialist Programme/ library remain there and close curtains, lock doors and windows
- Sit with your class mates and Teacher out of sight of the windows where possible

Visitors in your class MUST follow these safety procedures

Safety Actions

- Maintain silence and switch mobile devices to silent mode
- Teachers will discuss the situation with students and possible actions.
- Communication to staff will be done via email or txt if there is an internet issue

END

A message relevant to the lockdown situation will be announced via intercom system

LOCKDOWN PROCEDURE

Communicating with School Community:

The following message will be communicated through all available E Links: **School App, Facebook. School answer phone and E Mail links**

'In the interest of the safety of your child, and all our students and staff at Rotorua Intermediate, we have been advised by the police to place our school in LOCKDOWN as a precautionary measure.

Please do not come to the school or phone the school, as you will not be attended to, as your child's welfare, and their safety, along with that of staff, is our first priority.

Please do not contact your child, as this will only increase their anxiety and worry during this LOCKDOWN period

We will keep you informed on developments via our school app, email and Facebook, as we receive updated information from the police.

Kia Kaha
Garry de Thierry
Principal