

# EMERGENCY PROCEDURES

2023



PĀPĀMOA  
COLLEGE

# EMERGENCY – WHAT TO DO

## FIRE

- ☐ Push Manual Fire Alarm Button and Dial 111
- ☐ An Automated Message will Broadcast
- ☐ Evacuate to **Emergency Assembly Point** on Fields

## EARTHQUAKE

- ☐ Move Away from Windows, Glass Doors & Stairwells
- ☐ Get under a Table or Strong Structure
- ☐ **Drop, Cover and Hold**
- ☐ Once the Shaking Stops, Evacuate to **Emergency Assembly Point** on Fields

## TSUNAMI

- ☐ An Automated Message will Broadcast
- ☐ **Move Upstairs Immediately** to Tsunami Meeting Points
- ☐ Visitors & Contractors to move upstairs to PUKE Commons

## LOCKDOWN

- ☐ Advise SLT Immediately of any Threat
- ☐ An Automated Message will Broadcast
- ☐ If on **Fields or Courts**, run away from the college
- ☐ If **close to a building**, enter, shut windows & lock doors
- ☐ Use Lockable Spaces. **Leave Blinds & Curtains Open**

ALWAYS FOLLOW INSTRUCTIONS OF STAFF

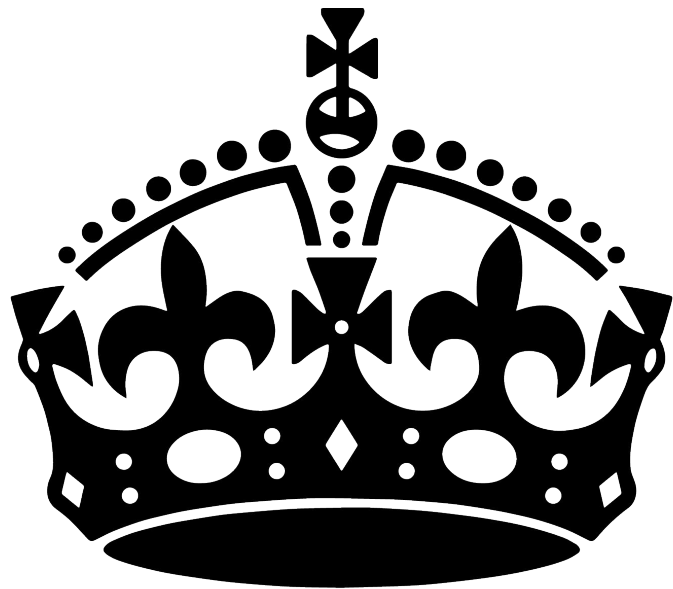
EMERGENCY SERVICES – DIAL 111

# LOCKDOWN

## PROCEDURE



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**KEEP  
CALM**

**OBJECTIVE IS TO MOVE IMMEDIATELY  
TO AN AREA OF SAFETY.**



# **WHEN YOU HEAR THE LOCKDOWN MESSAGE OVER THE SPEAKERS:**

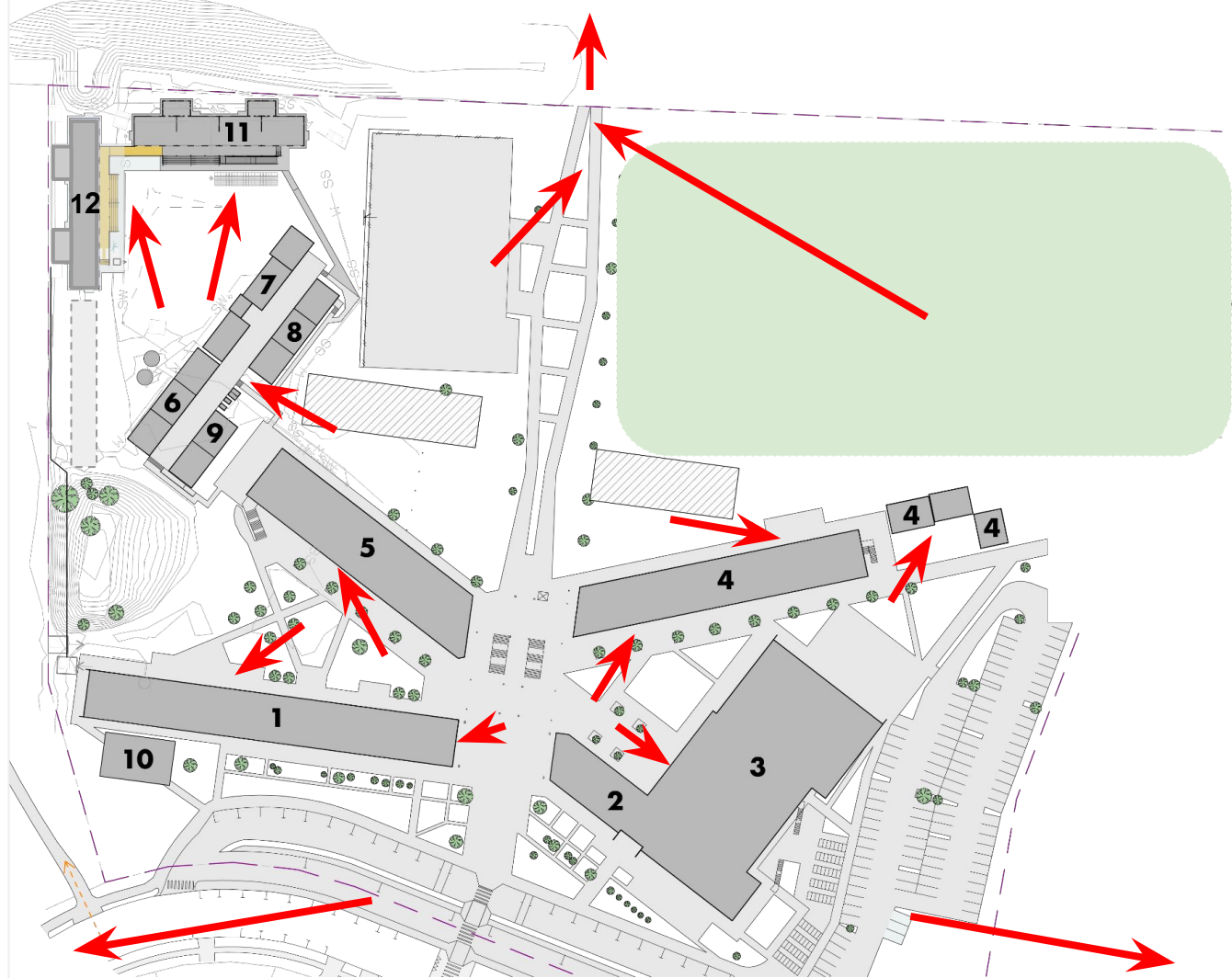
## **IF YOU ARE OUTSIDE BUT CLOSE TO A BUILDING:**

**Move directly to and enter that building**

## **IF YOU ARE ON THE FIELDS OR COURTS:**

**Run away from the college to behind the tsunami bund**





## ONCE EVERYONE IS SAFELY INSIDE

- Staff should **LOCK** all external doors.
- A 2nd staff member should double-check door locks.
- Move into centre of room and stay away from windows.
- Staff should put furniture in front of doors as barriers.
- Leaves blinds up - Police need to be able to see inside.
- Keep students **QUIET** and **CALM**.





# IMPORTANT

- Students should NOT use their cellphones.
- Ensure your students stay QUIET & CALM.
- A Command Centre will be operational with cameras.
- SLT will communicate with staff by text, call or by email.
- Provide distressed students with peer support.
- WAIT until you are advised further.



# **END OF LOCKDOWN**

**The end of the lockdown and the safe release will be by**

**VERBAL CONFIRMATION ONLY.**

**If the alarm stops, bell rings, or audible message stops, this**

**DOES NOT INDICATE the end of the lockdown.**

**Verbal confirmation will come from SLT or POLICE.**

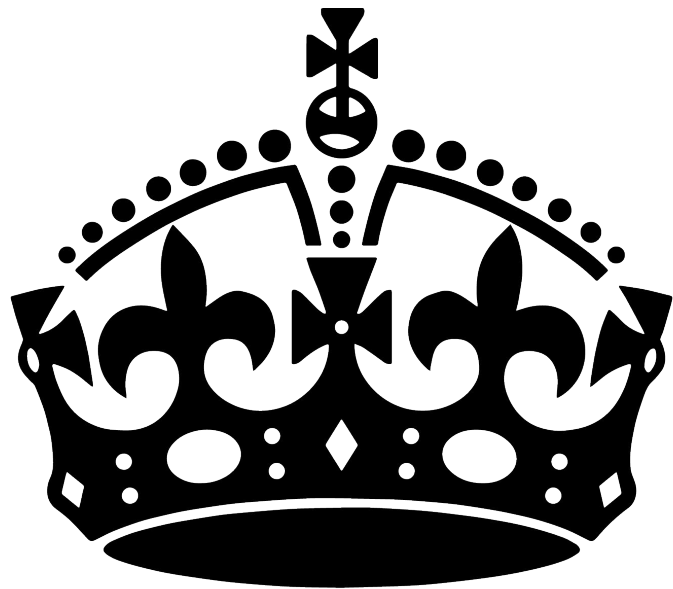


# FIRE EVACUATION

## PROCEDURES



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**KEEP  
CALM**

**MOVE STAFF AND STUDENTS FROM  
AN AREA OF **HIGHER RISK** TO AN  
AREA OF **LOWER RISK****

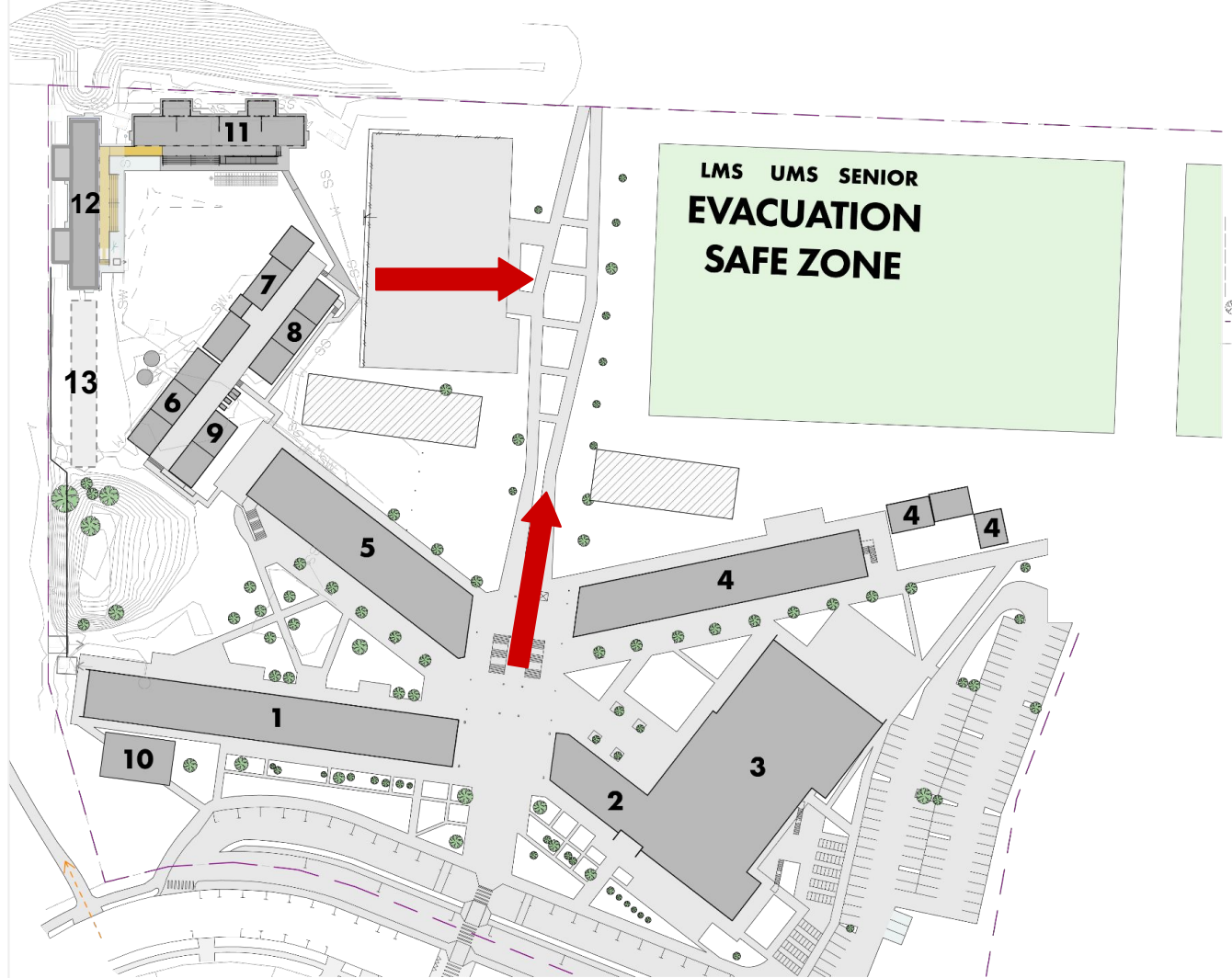


## STAFF AND STUDENTS

When you hear the alarm or the evacuation notification on the speaker system:

**Follow the instructions and make your way to the evacuation assembly point (Safe Zone).**





# FIRE WARDENS

Deans / LLC's / Area Leaders

Proceed to the nearest teaching office.

Pick up the **EVACUATION CHECKLIST**

## CHECKLIST EVACUATION

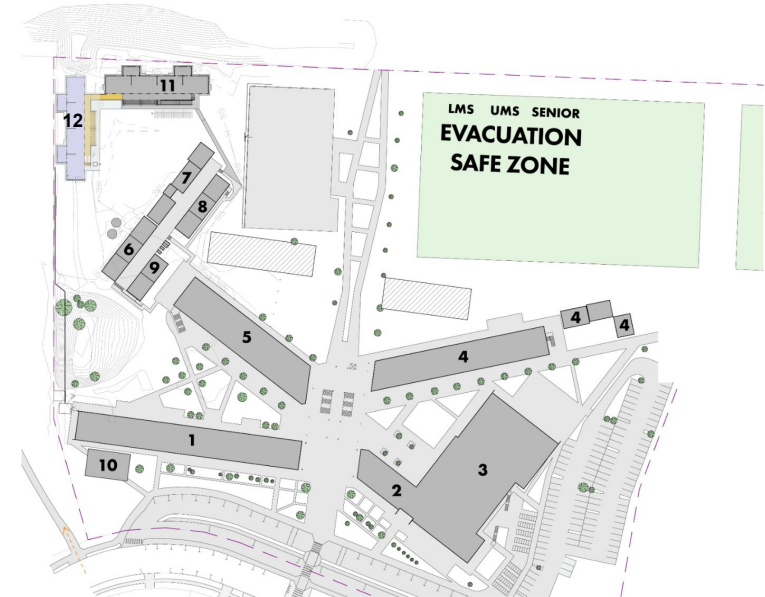


### AWA / UMS - UPPER LEVEL

#### ZONE 4

AREA	CLEAR
Check Learning Commons	<input type="checkbox"/>
Check Breakout Rooms	<input type="checkbox"/>
Check Teacher Offices	<input type="checkbox"/>

Once clear, make your way to the 'Evacuation Safe Zone' as per evacuation map. Bring this sheet to the Evacuation Centre.





# FIRE WARDENS

- Check all the spaces on your floor. Instruct all students and staff to go to the assembly area
- Maps are on the walls around the building
- Take the **EVACUATION CHECKLIST** and clipboard to the evacuation area



# FIRE WARDENS

- Find the Evacuation Centre at the Assembly Point
- Provide relevant information about your cleared area

# STAFF

- Teachers take your current timetabled class to the Assembly Area
- Other staff assemble in the appropriate areas
- Rolls do not need to be taken. Listen for instructions.



# END OF EVACUATION

The end of the evacuation and the safe release of will be done by

**VERBAL CONFIRMATION ONLY.**

If the alarm ceases or the regular school bell rings this **DOES NOT INDICATE** the end of the evacuation or the permission to release students.

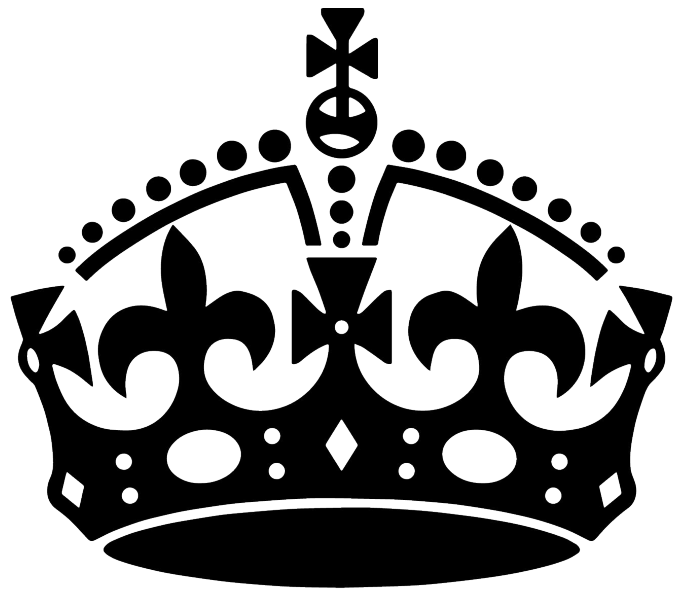
When it has been deemed SAFE to return to the site. This will be signaled by the **Deputy Principal** at the Evacuation Safe Zone.



# TSUNAMI PROCEDURE



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**KEEP  
CALM**

# **IN THE EVENT OF AN EARTHQUAKE**

## **IF YOU ARE OUTSIDE:**

**Move away from buildings to open ground.  
DROP, COVER, HOLD.**

## **IF YOU ARE INSIDE:**

**Take refuge under or between tables facing the centre of the  
room away from glass. DROP, COVER, HOLD.**

**WAIT FOR FURTHER INSTRUCTIONS**

# **WHEN YOU HEAR THE TSUNAMI NOTIFICATION OR AIR HORN:**

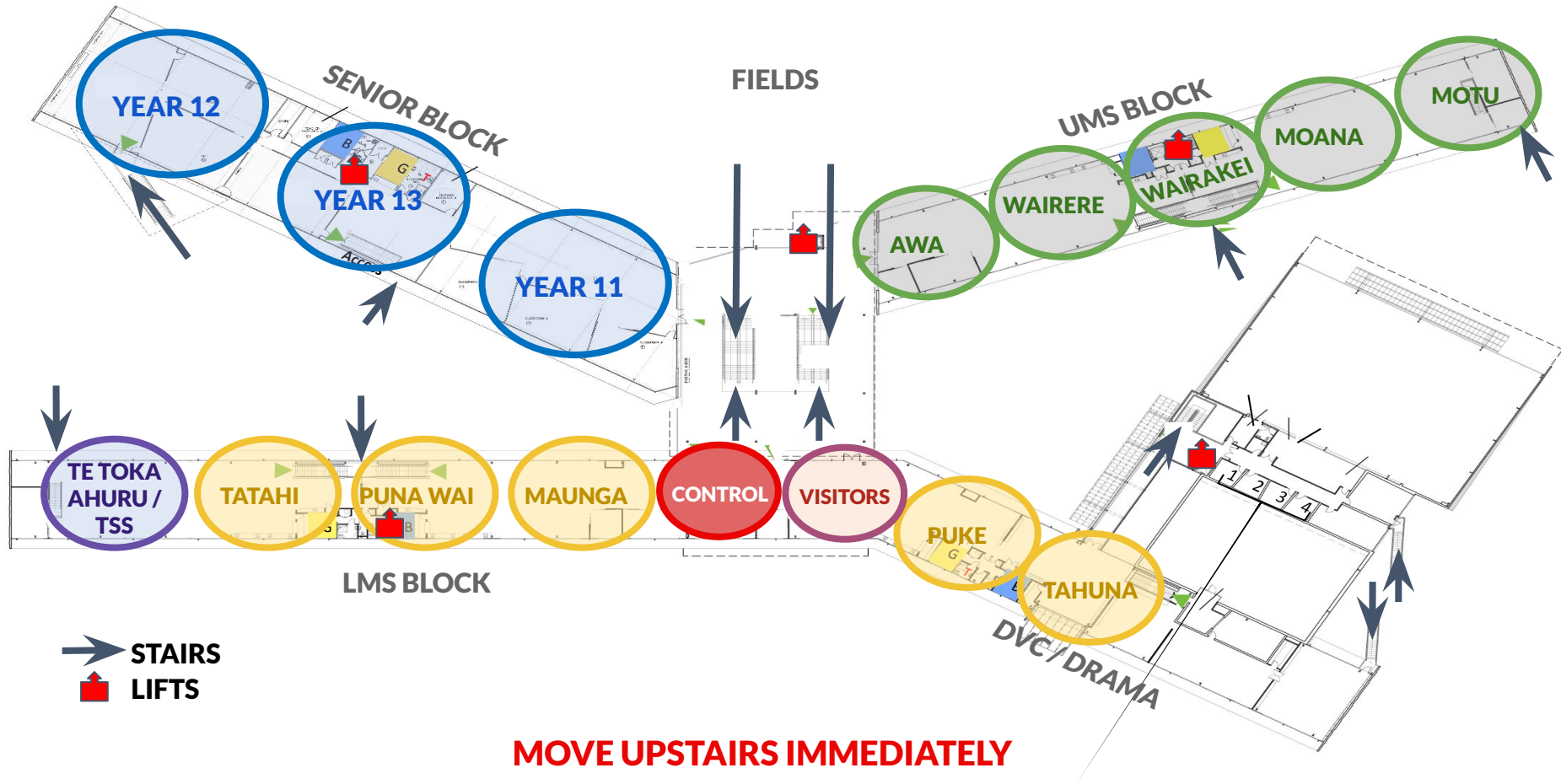
**All Staff and Students should move upstairs to the designated Tsunami Evacuation Assembly Points.**

**Support Staff and Visitors not assigned to students should make their way to PUKE COMMONS.**

**ONLY USE STAIRS. DO NOT RUN. DO NOT USE LIFTS.**



# TSUNAMI EVACUATION ASSEMBLY POINTS





# IMPORTANT

- If Electricity Fails, an Air Horn will signify a Tsunami Risk.
- Designated staff will make several sweeps of ground floors.
- Those with physical disabilities will need staff assistance.
- Provide distressed students with peer support.
- WAIT for further directions.



## **END OF TSUNAMI RISK**

**If the alarm or audible message stops, or the school bells ring, this DOES NOT INDICATE the end of the Tsunami Risk.**

**The end of the Tsunami Risk will be made by Civil Defence and then communicated to the school.**

**The Principal and/or Associate Principal will notify staff when the all clear is received.**

