

Upper Hutt School

Emergency Plans and Procedures

- Evacuate your children following the directions on your room's map.
- Emphasise and practise the need to exit in an orderly, quiet manner.
- All classes will have an Emergency Pack next to their fire exit door which will consist of attendance register, evacuation map, red classroom number, pen/pencil.
- If the emergency happens during a break – classes and teachers will meet in the evacuation area and will be given an attendance list and red card (this is so no one needs to enter buildings that may not be safe)
- Close doors behind you as you leave.
- When you have reached the Evacuation Assembly area and everyone is quietly in line:
 1. Call the roll,
 2. When all of your children are accounted for, send a messenger with your room's Red Card to the person wearing a yellow or bright coloured vest who will be standing in the middle of the netball courts.
 3. Keep the children sitting quietly in line until you receive further information/directions

Note –

- All ORS children are to assemble with their own class if they were with their class at the time of the emergency. When they have been marked present, they will then go and line up with the Team Ten line in the main evacuation area. If deemed safe, they will be taken into the Treehouse where they can be safe and contained.
- Any children in Team Ten needing to be evacuated to the whole school evacuation area. are to immediately head down to support the evacuation of Team Ten children (if possible).
- Calm teachers support children to be calm
- Visitors – there is a note about what to do in an emergency with the sign in book. Visitors are to meet in the evacuation area also.

<u>Other Responsibilities</u>	
Senior Area Toilets, Journal & Reading Store	Room 3
Senior Area Resource & Interview Room	Room 1
Rooms 6/7 Boys Toilet and Middle/Junior P.E.	Room 6
Rooms 6/7 Girls Toilet and Junior Book room	Room 7
Library/staff toilet <i>(if chn are in library without class teacher, take to ramp and send to evacuation spot –check toilet and then join class)</i>	Librarian
Junior Toilets	Sunshine Room or 89 staff
Junior Resource Rooms	Sunshine Room or 89 staff
Team 10	ORS Teachers,Teacher Aides

Courtyard Toilets	Room 13
Room 11 (Reading Recovery) and Tree House	Any adult using
Administration Area	Office, bring laptop, absences, emergency kit and visitors book
RTLB Offices	Room 12
SEG Teacher Aides & Senco	Support Team Ten Evacuation
Hall, Tree House, Speech Language and Dental Clinic	Principal

Team Ten

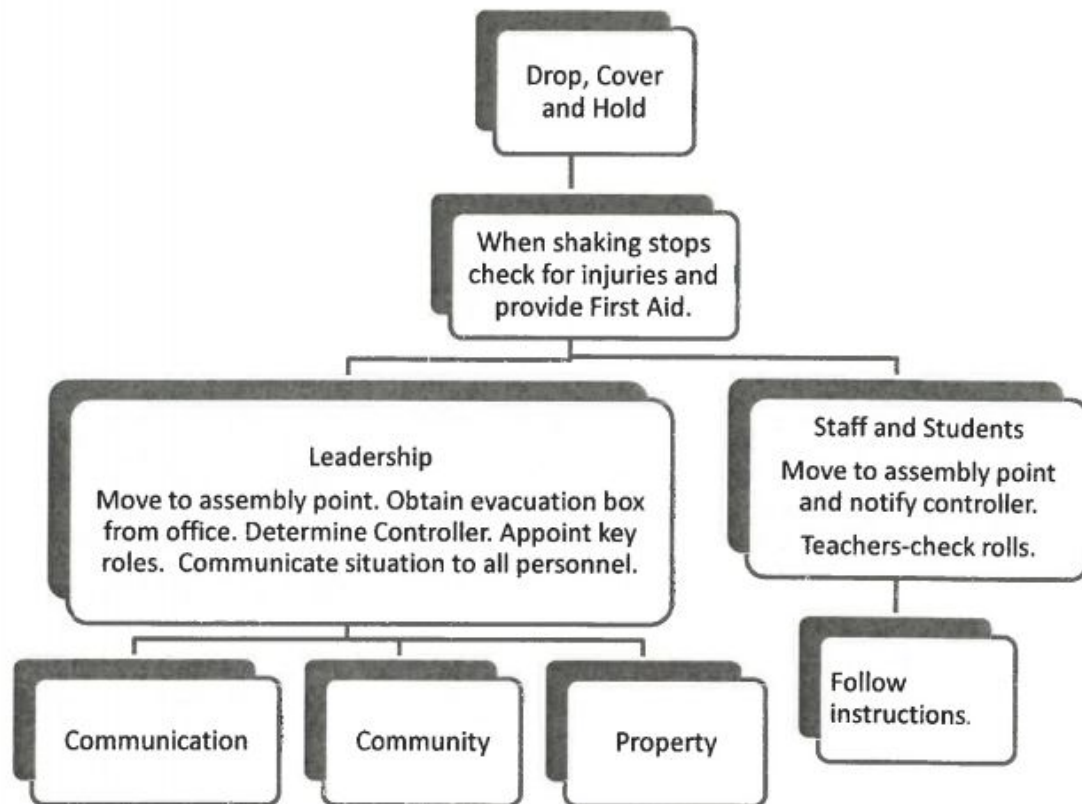
- On hearing the bell ring, adults in Team Ten will take the children out into the fenced area. This means that an adult can be outside with the children while a second adult finishes clearing the room of children and checks the entire area for anyone who may be hiding. The children are safe outside in a fenced area.
- Any TA who is available will make their way down to team ten and help escort the children to the Team Ten meeting spot
- All team Ten children who are with a TA in the classroom will be marked as present and then both TA and child will come to Team Ten emergency evacuation spot so they are all together
- They will then go into the Treehouse (if it is safe) where the children can be contained in one area to keep safe
- A key and the alarm code for the Treehouse are in the bag with the evacuation kit which is on the wall by the door to the large deck. There is also a key and code in the Principal's Office main evacuation folder and kit.

Earthquakes

- Keep calm
- Move away from windows, equipment and shelves that may fall
- Take cover under solid furniture such as tables and desks
- Drop, Cover, Hold

When the shaking stops:

- Keep calm and help those that need assistance
- Evaluate if safe to move to assembly point, or wait for instructions if not sure
- If safe move to assembly point
- Teachers check rolls
- Wait for instructions from the Controller



Fire

If you discover fire:

- Activate the alarm and dial 111
- Alert people in your area and the Principal
- Do not extinguish the fire unless there is no personal danger to you or anyone else
- If time permits and there is no danger, close all doors and windows
- After evacuation meet at assembly point

If the fire alarm sounds:

- walk quickly to your nearest exit
- do not stop to take personal items with you
- meet at the assembly point

Armed Robbery

- keep calm, make no sudden movements
- do what the offender asks
- try to memorise as many details about the offender as possible
- note the direction and method of escape
- notify police as soon as it is safe to do so. Leave the phone line open until the police arrive
- provide first aid to victims and lock outside doors

Bomb Threat

- treat it seriously, it may not be a hoax

- let the caller finish the message without interruption
- ask questions seeking further information
- note what you can about the caller
- record the time of the call and write down the message immediately afterwards
- inform management and police immediately

Upper Hutt School Lockdown Plan

A lockdown may need to be put in place when the Police are engaged in an operation in or near our school grounds or an incident has occurred that presents an element of danger for our school community.

The responsibility for calling for a lockdown and its subsequent lifting rests with the police officer controlling the operation and/or the school principal.

Signal - Six short rings of the bell.

Action - On hearing the signal all staff are to -

- Lock all doors and windows.
- Close all curtains and blinds.
- Gather away from the windows and doors.
- No one is to leave the classroom until the all clear is given.
- All people within a room when the signal is given must stay within that room.
- If the Principal wants to communicate with the school via the intercom system they will signal this by the blow of a whistle before delivering any information.
- If children are unwell DO NOT send them to the medical room during lockdown.
- Mark the roll on eTap. If you can't please ring your roll through to the office.
- Keep an eye on your email for possible communication.
- Once your roll has been marked and your children are settled - check your buddy class.
- Think self, class, buddy class.

All Clear Signal - Six short rings of the bell.

Toileting - This is an issue, but it would be preferable to cope with a problem rather than being involved in a police operation.

Children Not In Their Classroom - Children who are away from their normal classroom working with another teacher or teacher aide will be cared for by that person. Children who are outside must return immediately to their own classroom.

Team Ten Children - Team Ten will inform the classroom teacher by phone, if children are in Team Ten. They will also ring the roll through to the office.

Staffing - If staff are not going to be on site at anytime during the day, THEY MUST inform their buddy teacher. The buddy teacher then needs to inform the office during lockdown. If you are both going to be off site then you will need to sign out at the office.

Other Doors and Windows -

- Office and Staff Room Area - Office staff
- Senior Corridor - Room 3 teacher
- Junior Corridor - Librarian or Room 8 teacher

Script - what to say to children when there is a lockdown

“This bell indicates that our school is going into lockdown. A lock down means that Mrs Grant has decided that the safest place for all children at the moment is inside with their teacher. Mrs Grant will let us know when the lockdown has finished and why we have had the lockdown when she has all the information. For now you just need to know that you are in the safest place”.

Reunification Plan

If a reunification plan is required - the following plan will be implemented.

- Staff informed by controller that a reunification plan will be implemented
- The community will be informed that a reunification plan is in action by:
 - Email
 - Facebook
 - Text
- Staff will be directed to either meet in the hall, at the assembly point, or in their normal classrooms (depending on the emergency and other factors which will be assessed by the controller).
- Teachers will have paper and online reunification/ emergency contact lists. No child will be able to leave the school unless it is with one of the people on these lists and they have signed the list.

How does our reunification process work?

Parents or authorised adults are directed to enter the school through the Martin Street entrance and come directly to the 5 reunification desks. Depending on the type of emergency, these will either be in front of the hall, next to our assembly point on the

field by the Tree House classroom, or in the Admin corridor (if weather wet). They will be directed by key staff who will be at the Martin Street entrance as to where to go. They will then fill out a reunification form, present this to the five reunification desk staff, who will verify this on a master list and highlight the name of the person picking up the child. They will then take your verified form to the staff next to the 'pick up' cones who will assemble your child/ren for pick up at the pick up point.

- We will have key 'support' people on each the entrance gate to the school (or at key access points). These adults will inform caregivers entering the school of where the children are located and also help keep adults entering the school calm (not helpful when hysterical adults come in to the school)
- A note will also be attached to each gate notifying people that the school is implementing a reunification plan. They will be asked to enter calmly through the Martin Street entrance and where they are to pick up their children
- There will be an entrance gate and an exit gate
- There will be an overall list of every child in the school. The controller will decide when individual classes become a whole group, and the 'staff release plan' will be actioned. At this point - staff will be reallocated roles

Evacuation off site

If for any reason the Controller decides that it is necessary to evacuate the school site - the children, staff and visitors will relocate across Blenheim Street road to the H20/ Council Car Park.