

LISTON COLLEGE EMERGENCY PROCEDURES

Police Fire Ambulance

Emergency Contact Details

In an emergency, dial **(1) 111** or contact reception on **700** for immediate assistance

Henderson Police	(09) 839 0600
National Poisons Centre (Urgent)	0800 764 766
National Poisons Centre (Non urgent)	03 479 7284

EVACUATION (Code Orange)

Chief Warden* will ascertain according to the nature of emergency if an **EVACUATION** should be ordered.

Reception to notify emergency services on the instruction of the Chief Warden.

Upon hearing the **EVACUATION Bell (CONTINUOUS RINGING or HANDBELL)** all staff and students are to:

DURING BREAK TIME

- Move quickly and quietly to the Evacuation Assembly Area

DURING CLASS TIME

- Students to follow the teacher's instructions
- Leave by nearest exit to Evacuation Assembly Area
 - Leave all belongings behind
 - If safe to do so, shut all windows and doors
 - Remain calm and assist those with disabilities
- Students to line up in Form classes at Assembly Area

NON FORM and SUPPORT STAFF / VISITORS

- Move quickly to the Evacuation Assembly Area and assemble closest to the outdoor seating area

STAFF RESPONSIBILITIES (follow issued flow chart)

BLOCK WARDENS: Check their assigned areas

ADMIN STAFF: Carry out assigned roles / collect

- Tablet / Attendance registers / absentee lists
- Defibrillator / First Aid kit / Walkie Talkie

FORM TEACHERS: organise collection / checking of roll

ASSIGNED STAFF: Carry out delegated roles

Missing students, staff or any issues, to be reported immediately to the CHIEF WARDEN

LOCKDOWN (Code Green)

Chief Warden* will ascertain according to the nature of emergency when a **LOCKDOWN** should be ordered.

Reception to notify emergency services on the instruction of the Chief Warden.

Upon hearing the **LOCKDOWN Bell (ON and OFF repeatedly)** all staff and students are to:

DURING BREAK TIME

- Move immediately to the closest classroom
- Visitors / teachers go to the nearest lockable room (Administration / Staffroom / Offices)

DURING CLASS TIME

- Students and teachers remain in classrooms **OR** make their way quickly and calmly to the nearest classroom **OR** make their way to the nearest safe area with their teacher (exit from the fields to the north or east)
- Secure all windows and doors, close blinds

ALL STAFF and STUDENTS

- Sit on the floor (against the walls / under desks) out of sight of the windows
- All cell phones are to be put in silent mode
- Keep still and maintain silence
- Reassure students in a calm manner, and inform them of what is happening
- Teachers take a **MANUAL ATTENDANCE LIST**
- Follow Warden's / Police instructions.

ALL CLEAR

- The "All clear" will be signalled by the alarm being turned off and / or an electronic message sent

When notified that the LOCK DOWN is over, proceed to the EVACUATION ASSEMBLY AREA

CHEMICAL / GAS LEAK (Code Yellow)

Dial 111 for all life **THREATENING EMERGENCIES**. In other cases, 700 for Reception immediately who will notify emergency services. Chief Warden* will ascertain according to the nature of emergency, if an **EVACUATION** should be ordered.

For Gas leak / Toxic Emissions

- Turn off the main valve
- If safe to do so open windows to allow the gas to disperse
- Rescue any person in immediate danger but only if safe to do so. Move others to safety.
- DO NOT** operate any electrical switches (including lights or alarms) or use cell phone in area where leak is occurring.

Chemical spills

- If safe to do so plug leak or upright container
- Move all people out of the area concerned immediately to a safe area
- Use safety equipment to contain the spill if safe to do so
- Use emergency shower and / or eye wash facility where required

- Refer to the Chemical / Material Safety Data Sheet (SDS) in regards to spill and clean procedures
- People are not to endanger themselves in any way dealing with a **CHEMICAL** situation
- When necessary, wear personal protective equipment appropriate for the spilled substance
- Do not leave the area unattended if there is a risk of a further spill (if possible / safe to do so, isolate the hazard)
- Contact the National Poisons Centre / Fire Service to obtain expert opinion if deemed necessary

ALL CLEAR

- The Chief warden / person in charge will signal the all clear when the area is deemed safe and the emergency adequately dealt with

Upon hearing a signal / call to EVACUATE, all staff and students are to move by the safest route to the EVACUATION ASSEMBLY AREA (may change due to prevailing wind conditions – follow directions)

***Reserve Warden, or Principal are to carry out Chief Warden's duties where absence / injury occur**

EVACUATION ASSEMBLY AREA: On fields north of the TA Block, on the ASTROTURF

Chief Warden* will ascertain according to the nature of emergency if an EVACUATION should be ordered.

Reception to notify emergency services on the instruction of the Chief Warden.

Upon hearing the EVACUATION Bell (CONTINUOUS RINGING) all staff and students are to:

FIRE (Code Red)

If a FIRE is discovered

- R** RESCUE people in immediate danger
- A** ALARM - raise the alarm (notify School Office* / teacher), **set off FIRE ALARM**
- C** CONTAIN - close doors / windows (where it is safe to do so) to contain fire
- E** EXTINGUISH – the fire where possible

If the EVACUATION bell is sounded

EVACUATE THE BUILDING(s) by the nearest EXIT and proceed by the safest route to the EVACUATION ASSEMBLY AREA

- Follow all instructions
- Leave all belongings behind
- If safe to do so, shut all windows and doors
- Remain calm and assist those with disabilities
- **Follow EVACUATION procedures**

***Reception staff may activate fire alarm on the instructions of the Chief Warden and DIAL (1) 111**

During an Earthquake and when the shaking stops:

EARTHQUAKE (Code Brown)

IF INDOORS

- **DROP**, take **COVER** under a desk, **HOLD** on to the legs until the shaking stops
- Keep away from windows, shelves and overhead fittings
- Stay indoors until the shaking stops

IF OUTDOORS

- Keep away from buildings and powerlines
- Stay outdoors until a staff member comes and gets you

WHEN THE SHAKING STOPS

- Ensure your personal safety first
- Check those around you and offer help / medical assistance, if necessary and where it is safe to do so
- Evacuate when requested / if required for personal safety, by the safest route to the **EVACUATION ASSEMBLY AREA**
- Keep away from buildings and powerlines
- Wait for further instructions from staff / Civil Defence

Upon hearing a handbell / signal / call to EVACUATE, all staff and students are to move by the safest route to the EVACUATION ASSEMBLY AREA

Chief Warden* will ascertain according to the nature of emergency if an EVACUATION / LOCKDOWN should be ordered. Reception to notify Police (111) ASAP, or on the instruction of the Chief Warden

BOMB THREAT (Code Purple)

The responsibilities of the receiver of a BOMB THREAT telephone call are as follows:

- **KEEP CALM AND DO NOT HANG UP.** Let the caller talk without interrupting them
- ask questions as the opportunity arises and avoid being confrontational
- Record as much information as possible given by the

caller, on the Bomb Threat Information Document. This could be used by the Police in their enquiry

- Do not hang up – keep the line open so as the police are able to trace the call

If the EVACUATION bell is sounded
EVACUATE THE BUILDING(s) by the nearest EXIT and proceed by to the EVACUATION ASSEMBLY AREA

If the LOCKDOWN bell is sounded all staff and students are follow LOCKDOWN procedures. If a signal / call to EVACUATE is made, all staff and students are to proceed to the EVACUATION ASSEMBLY AREA

Dial 111 for **THREATENING EMERGENCIES**. In other cases, 700 for Reception who will contact the Police. The Chief Warden* will ascertain if a **LOCKDOWN** should be ordered.

INTRUDER (Code Black)

The person greeting the SUSPECTED INTRUDER is to:

If possible have a colleague with you

- Greet the intruder / trespasser calmly and politely (do not assume any aggressive behaviour) advising who you are and ask them why they are here.
- Ask why they are visiting: **if the reason for their visit appears to be:**
 - **legitimate**, take the person to the school office
 - **not appear to be legitimate** explain why they should leave the school premises.

- If they **fail to leave the premises**, raise the alarm (message via a staff member or student **to the School Office**) through any communication means available
- Remove students from the vicinity if possible

If the LOCKDOWN bell is sounded
Staff and Students are to move to / remain in classrooms / safe areas
and follow LOCKDOWN procedures

When notified that the LOCK DOWN is over, proceed to the EVACUATION ASSEMBLY AREA

During an Wind Event / tornado and when the wind subsides:

WIND EVENT (Code Blue)

IF INDOORS

- Shut windows and doors and close curtains
- Move to the side of the room the wind is coming from
- Take **COVER** under a desk, if possible against a wall
- Protect your head / face with your bag / clothes

IF OUTDOORS

- Avoid areas where there are trees
- Lie down flat in a ditch or low spot on the ground
- Protect your head with an object or with your arms

AFTER A WIND EVENT

- Ensure your personal safety first
- Check those around you and offer help / medical assistance, if necessary and where it is safe to do so
- Evacuate when requested / if required for personal safety, by the safest route to the EVACUATION ASSEMBLY AREA
- Keep away from debris and glass
- Wait for further instructions from staff / Civil Defence

Upon hearing a hand bell / signal / call to EVACUATE, all staff and students are to move by the safest route to the EVACUATION ASSEMBLY AREA