



SFDS FIRE PROCEDURES

This procedure outlines what we do in the event of a fire. We will follow the same procedures when conducting a fire drill.

If we discover a fire we will:

- Activate the fire alarm
- Evacuate people from the area
- Call 111
- Extinguish the fire only if safe to do so

If the fire alarm sounds

- Teachers will get their grab bag and class roll kit, and take their students to the designated assembly point(s). This is the bottom court.
- Walk calmly and quickly and avoid panic to the bottom court.
- Ensure students/visitors with disabilities are assisted by a responsible person.
- Ensure any visitors are included in the evacuation.
- Check bathrooms and common rooms en route to the designated assembly point; the bottom court.
- Ensure all students remain at the assembly point until clearance to leave is given.
- Move staff and students to our offsite location (Island Bay School Hall) if we are unable to stay on our school grounds.
- Decide if a controlled family reunification is required, this will be communicated to whanau via text message.

Our off-site evacuation point is:

Once the roll has been taken and all staff, students and visitors are accounted for, we will walk to the Island Bay School hall, 16 Thames Street. We have discussed this with Island Bay School. SFDS will activate our school REUNIFICATION PLAN AND ALL STUDENTS WILL BE COLLECTED FROM THE ABOVE ADDRESS.



SFDS EARTHQUAKE & TSUNAMI PROCEDURES

This procedure outlines what we do in the event of an earthquake. We will follow the same procedures when practicing a tsunami drill.

When the ground begins to shake:

- Everyone, including students, teachers and staff, must immediately DROP, COVER, and HOLD
- Your own safety comes first. You cannot help anyone else if you are injured

When the ground stops shaking:

- Ensure your personal safety first.
- Check those around you and offer help if necessary.
- If anyone requires medical assistance, call 111 and administer first aid.
- Teachers will get their grab bag and class roll kit, and take their students to the designated assembly point(s).
- Our designated assembly and safe point is the SFDS TURF. Get staff and pupils away from dangerous areas.
- Listen to the radio for information.
- Attempt to inform whanau of our situation and our actions – this will most likely be via text message. Instructions for a controlled family reunification will be communicated if this is required.

SFDS **LOCK DOWN PROCEDURES**

If shots are heard, an intruder is seen on our school premises or we have been contacted by police and advised that our school needs to go into lock down we will:

- Call 111, identify ourselves and our school, our address and provide all details the operator requests.
- If safe, move to safe positions to wait for the Police to arrive.
- Alert all staff that our school is going into lock down.
- Move everyone into classrooms.
- Lock and/or barricade, or cover if possible, doors/windows, shut curtains and turn off lights. All students will get down low and out of direct site of windows where possible. Keep quiet and do not leave the classroom unless we have been instructed to do so.
- Should the event occur while students are outside in playing at morning tea and lunch time: Students will be instructed to move to the nearest secure room. We will use the rain bell alert.
- When police arrive, we will follow their instructions.

Our system for alerting staff that the school is going into lock down is:

To alert staff during learning time the administrator will text message and email all teachers twice and the school public announcement system (only heard in classrooms) will be used with a code word to activate lockdown procedures. The administration staff will also visit each classroom and personally inform the teachers, if safe to do so.

If a lockdown is necessary during school break times the school bell will ring in 3 short bursts which is the signal for all students to return to their classrooms. Teachers will meet students in the classrooms and take the roll, lock doors and windows, turn off lights and all teachers will commence procedure protocols.

SFDS **WHANAU REUNIFICATION PLAN** **FIRE**

EVACUATE TO ISLAND BAY SCHOOL HALL AS ABOVE

Once the roll has been taken and all staff, students and visitors are accounted for, we will walk to Island Bay School hall, 16 Thames Street. We have discussed this with Island Bay School.

School will activate school reunification plan:

Parents or their authorised alternates are directed (via text and/or email) to enter Island Bay School by the office at 16 Thames Street and come directly to the school hall where two tables will be set up. One for surnames between A - L and one for surnames between M - Z.

The parent or authorised alternate will tell the staff member who they are picking up. The person's name who is picking up the child will be highlighted on their emergency contact list, and a post-it note attached to the list saying what time they were picked up and where the child is being taken to (if the child is NOT being picked up by their parent).

The parent or authorised alternate will be given a sticky label for each child they are picking up. This will have the child's name and room number on it. They will be told the designated location to take this label to collect their child/ren. They will show the label to the staff member with the class, collect the child/ren and child/ren will be ticked off on the class roll.

EARTHQUAKE & TSUNAMI

EVACUATE TO TURF AS ABOVE

Parents or their authorised alternates are directed (via text and/or email) to enter the school by the gate on Tiber Street and come directly to the school turf where two tables will be set up. One for surnames between A - L and one for surnames between M - Z.

The parent or authorised alternate will tell the staff member who they are picking up. The person's name who is picking up the child will be highlighted on their emergency contact list, and a post-it note attached to the list saying what time they were picked up and where the child is being taken to (if the child is NOT being picked up by their parent).

The parent or authorised alternate will be given a sticky label for each child they are picking up. This will have the child's name and room number on it. They will be told the designated location to take this label to collect their child/ren. They will show the label to the staff member with the class, collect the child/ren and child/ren will be ticked off on the class roll.