

EARTHQUAKE DRILLS

1. RESPONSIBILITIES OF SCHOOL PRINCIPALS:

- 1.1 School Principals are responsible for ensuring that all teachers and pupils are familiar with the procedures to be followed in the event of an earthquake, fire or other emergency.
- 1.2 Earthquake and evacuation drills are to be held at least once a term.

2. RESPONSIBILITIES OF TEACHERS:

2.1 Purpose of the drill:

Earthquake drills must thoroughly instill in the minds of the pupils the correct procedures to be followed so that in an emergency there is no confusion or panic.

2.2. Explanation of the nature of earthquakes:

To older pupils the teacher should explain that it is essential to understand the procedures fully as there is no warning of an earthquake and prompt action in taking cover could save lives. In infant classes the drill should be conducted as a game. Pupils should be told how earthquakes occur, a simple explanation could also be given of the structure of a building and how it resembles and reacts like a box as compared to a set of blocks.

2.3 Instructions to Pupils:

The teacher in each class should initiate earthquake drills. Teacher's call 'drop'. Pupils should either get under a desk or table if one is near and place 1 hand over head and the other around the leg of the desk / table. or use the following procedure:

Drop to knees away from windows, keep knees together, clasp both hands firmly behind head bowing the neck; bury face in arms protecting the head, close eyes tightly, and stay in this position until it is safe to move. If pupils cannot get away from windows, they should have their backs towards the glass. Only if directed by Principal / D.P will classes move outside.

REMEMBER: Falling debris is responsible for most earthquake casualties - generally more rubble will fall on the areas surrounding the building than inside.

2.4 EVACUATION:

Evacuation procedures should form an integral part of an earthquake drill so that pupils become familiar with the alternative escape routes. Point out any exist routes, which could become unsafe in an earthquake. Blocked exit drill, in which the primary exit or escape route is unavailable, should be conducted from time to time as part of the regular evacuation drill.

FIRE DRILL:

Teachers are required to instruct classes of the following procedures:

ALARM:

1. Fire alarm will sound.
2. Buzzer - 'Fire Drill - Clear Buildings' - over sound system.
3. A series of three blasts on whistle.

EVACUATION OF BUILDINGS:

1. Children move quickly when directed by teacher to tennis courts - no formal lining up.
2. Move in an **orderly and quiet** fashion - single file on the stairs.
3. First child to doors holds them open until all are through.
4. Teacher collects attendance register.
5. Monitor checks adjacent toilets and resource rooms.
6. Assemble at your class number , painted on tennis courts. On arrival there must be **absolute silence**. Count children and determine if all there .Report number present and those to be found to the fire Warden [Tony or Keith] The warden will be wearing the bright green armband which is kept in Paula's office.
7. The Fire Warden will take class and staff lists from office wall.

8. MOVEMENT:

Keep well clear of buildings. Rooms 1, 5,6,11,12,13,14 move around the west end of the main block on to field. [Field side of Rm 1 and Rm 4]
All other classes will move directly to assemble on the tennis courts.

9. Technology teachers will deliver children to class teachers in the assembly area.
10. If fire alarms sound at an interval, staff goes directly to tennis courts. Others will check:
 - (a) Mr. Hunter - main block upstairs.
 - (b) Mr. Hutton - main block downstairs.
 - (c) Mr. Arnold - administration area (visitors to the school) , clinic, hall and Rms 28.29 and 30.
 - (d) Mr Boyes - Technology rooms, toilets and Rms-19, 23,24 26 & 27 .

Tsunami Evacuation Plan

Goal

To safely and efficiently respond to Civil Defence Tsunami emergency situation

Procedure

When Civil Defence sirens continuously sound they will include fire station sirens, portable and vehicle sirens and helicopter sirens. The sounding of the sirens will be accompanied by information broadcasts on local radio stations and Channel 9 TV.

The appropriate response on hearing warning sirens sounding for an extended period is to tune in to local radio/TV, tell others about the warning and follow the broadcast advice.

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In the event of an evacuation the School alarms are activated as per a Fire Drill.

1. Exit via nearest fire exit to assemble on the numbers on the tennis court as per our evacuation plan.
2. Teachers not children, responsible for checking toilets, closing windows and doors.
3. Teachers take a roll and report to Principal once completed.
4. All support staff to assist teachers in keeping children calm and quiet
5. School Executive Officer to bring Site Visitors Register in order to account for all non-school personnel on site and the School Master contacts book.
6. A final check of all buildings is delegated by the Principal.
7. Any parents who arrive on site to collect their children are only permitted to remove them after checking with their teacher.
8. Teachers will use their rolls to record collections

If a site evacuation to high ground is advised by Civil Defence the following procedure will be followed.

1. The Executive Officer or a delegated person will post signs at the Office door stating that an evacuation has taken place with instructions to make their way to the top gate of Andersons Bay School, Highcliff Road.

2. School walks orderly in classes:

- Out Botha St gate
- Right at Cavell St
- Up lane and up Dundonald St
- Right into Norman St
- Left into Spottiswoode St
- Up Highcliff Road to top school gate
- Arrive at Andersons Bay School

Follow the instructions of Civil Defence and Andersons Bay School staff.