

Fire

This checklist outlines what to do in the event of fire. You can also use it when practising a fire drill.

	Response actions (as appropriate)
Discovery of a fire	<input type="checkbox"/> Ring the fire alarm.
	<input type="checkbox"/> Call 111.
	<input type="checkbox"/> If safe to do so extinguish the fire.
On hearing the alarm-an evacuation message	<input type="checkbox"/> Teachers should collect their registers and take their pupils to the designated assembly point using the primary evacuation route. Use the secondary route only if instructed or hazards are encountered.
	<input type="checkbox"/> Check toilet areas before leaving-Rooms 1, 4, 5, 12, 10, 18, 22, 23 and 26.
	<input type="checkbox"/> Walk calmly and quickly and avoid panic.
	<input type="checkbox"/> Ensure students / visitors with disabilities are assisted by a responsible person.
	<input type="checkbox"/> Ensure any visitors are included in the evacuation.
Returning to buildings	<input type="checkbox"/> Mark off roll and inform warden of full attendance or missing persons. Ensure all students remain at the evacuation point until clearance to leave is given.
	<input type="checkbox"/> Do not return to the building(s) until given the all clear by the Fire Service.
Ongoing operations following a fire	<p>The continuing operation of the school will be determined by the nature of the fire and the availability of resources such as buildings, staff, employees and other resources.</p> <p>The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the Principal.</p>

Earthquake

This checklist outlines what to do in the event of an emergency. You can also use it when practising an earthquake drill.

	Response actions (as appropriate)
During an earthquake	<input type="checkbox"/> If indoors: <ul style="list-style-type: none"> • Move no more than a few steps. Drop, Cover head or take cover under a desk or table and to Hold onto the legs until the shaking stops. • Keep away from shelves containing heavy objects and other large items of furniture. • Keep away from windows. • Stay indoors until the shaking stops and it's safe to go outside.
	<input type="checkbox"/> If outside: <ul style="list-style-type: none"> • Move no more than a few steps-away from trees, buildings and power lines. Drop and Cover. • Students stay in the school grounds until a teacher comes to get them.
When the shaking stops	<input type="checkbox"/> Ensure your personal safety first.
	<input type="checkbox"/> Check those around you and offer help if necessary. Check toilet areas-Rooms 1, 4, 6, 12, 10, 19, 22, 23 and 26.
	<input type="checkbox"/> If anyone requires medical assistance, call 111 and/or administer first aid.
	<input type="checkbox"/> Evacuate to the designated assembly point. Collect your registers and take their pupils to the designated assembly point using the primary evacuation route. Use the secondary route only if instructed or hazards are encountered.
	<input type="checkbox"/> Mark off roll and inform the warden of full attendance or missing persons. Ensure all students remain at the evacuation point until clearance to leave is given.
Returning to buildings	<input type="checkbox"/> Do not return to the building(s) until given the all clear is given.
	<input type="checkbox"/> Relocate staff and pupils away from dangerous areas.
Ongoing operations following an earthquake	<p>The continuing operation of the school will be determined by the nature of the earthquake and the availability of resources such as buildings, staff, employees and other resources.</p> <p>The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the Principal.</p>

Lockdown

This checklist outlines what to do in the event of a lockdown emergency. You can also use it when practising a lockdown drill.

In the event or situation requiring a “Lock Down” senior management will contact the police immediately and will call over the school speaker system:

This is a Lock Down. This is not a fire drill. This is a Lock Down.

	Response actions (as appropriate)
During a Lockdown	<input type="checkbox"/> If indoors: <ul style="list-style-type: none"> • Drop down and keep out of sight • Lock all of the doors and windows • Close curtains • Turn all lights off (including the screens of any computer or device) • Stay out of sight until instructed by senior management or police • No one is to answer door under any circumstances <input type="checkbox"/> If outside (including before school, interval, lunchtime or after school): <ul style="list-style-type: none"> • Move into the nearest building. • Drop down and keep out of sight. • Lock all of the doors. • Close curtains • Turn all lights off (including the screens of any computer or device) • Stay out of sight until instructed by senior management or police • No one is to answer door under any circumstances
Teachers during a Lockdown	<input type="checkbox"/> Ensure the safety of all. <input type="checkbox"/> Complete a silent roll check and contact the office immediately email (or phone) if anyone is not present. <input type="checkbox"/> If anyone requires medical assistance administer first aid and/or contact the office.
After a Lockdown	<input type="checkbox"/> Do not leave the building(s) until given the all clear is given by senior management or police. <input type="checkbox"/> After the all clear is given, evacuate to the designated assembly point. Collect your registers and take their pupils to the designated assembly point using the primary evacuation route. Use the secondary route only if instructed. <input type="checkbox"/> Mark off roll and inform the warden of full attendance or missing persons. Ensure all students remain at the evacuation point until clearance to leave is given.
Ongoing operations following an earthquake	<p>The continuing operation of the school will be determined by the nature of the event and the availability of resources such as buildings, staff, employees and other resources.</p> <p>The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the Principal.</p>