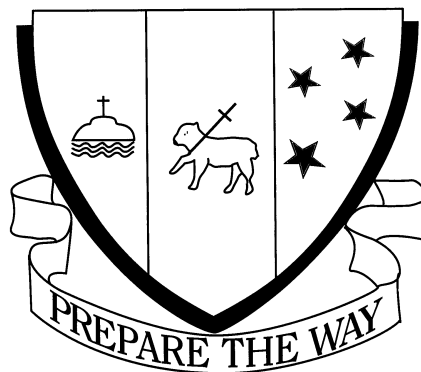


**St. John's School
Mairangi Bay
EMERGENCY RESPONSE**



FIRE EARTHQUAKE LOCKDOWN

**Prepared : MARCH 2018
Updated Feb 2019**

FIRE EVACUATION

BUILDING WARDEN: Principal

DEPUTY BUILDING WARDEN: Principal's Secretary

AREA WARDENS:

Rooms 1, 2 & 3	Suzanne Zaisluik
Rooms 4, 5 & 6	Claire Taylor
Rooms 7, 8, 9	Carrie Mercer
Rooms 10, 11, 12, 13 & classes in Library Hall, Toilet Block, Caretaker's Shed & Rm 14 and Resource Room	Vivienne Fuaaletoelau
Administration	Paul Dixon
Gate Warden	Anneliese Bridges
	Michele Nash

(All Building and Area Wardens will be identified by an orange bib.)

CLASSROOM WARDENS: All teachers are Classroom Wardens in their own rooms.

EVACUATION: The signal for the evacuation of the School is the constantly ringing bell.

Classes will leave the room walking in silence and in an orderly manner. Teachers take rolls with them and check that all children are present at assembly point.

ASSEMBLY POINTS:

Rooms 1, 2 & 3 Assemble at the maypole area above the Classroom block.

Room 4 Go up steps outside classroom and across carpark in front of the hall to the concrete wall.

Room 5 Use middle steps and cross the carpark in front of the hall to the concrete wall.

Room 6 Use steps nearest hall and cross carpark in front of the hall to the concrete wall.

Rooms 7, 8 & 9 Exit room and proceed to field via path to grass area beside turf (below staffroom).

Rooms 10, 11, 12 & 13 Exit room and proceed to field via path above the pool.

Hall Users Proceed to the top court area by the brick wall.

Library/Computer Suite/Resource Room Exit and proceed to the field via the path above the pool.

Room 14 Cross the seal to the concrete block wall at the far end of the court.

SCHOOL BREAK TIMES: Teachers on duty will direct students in the school grounds to the assembly point(s). Teachers not on duty will proceed to classrooms and ensure occupants have evacuated and then report to their assembly point. All wardens will carry out their assigned duties.

For emergencies not requiring evacuation:

Earthquake

- In an earthquake, take cover immediately under a table, desk or counter. If it moves, move with it, holding the legs. Turn away from windows or glass panels.
- The children should keep quiet and listen for further instructions.

Earthquake Drill

It should be emphasised that, in an earthquake, students should remain in the building until the shaking has stopped and/or the 'all clear' is given by the teacher.

Teachers use the word 'DROP' to indicate the beginning of an earthquake drill for their class. Students should take cover under a sturdy desk or table, if one is near, and hold on to its legs. If no desk is available, they should drop to their knees [away from windows]; keep their knees together; clasp both hands firmly behind their heads [bowing their heads]; bury their faces in their arms, protecting their heads; close their eyes tightly; and stay in position until it is safe to move. If students cannot move away from windows they should turn away from the glass to minimise injuries from broken glass.

Safe Distance

If the signal to evacuate the building is given, all occupants should proceed to the agreed assembly point, which must be at a safe distance from any buildings and other potentially dangerous structures, such as power poles and water tanks.

Rooms 1, 2, 3, 4, 5, 6, 14, Hall to the Top court above the Administration Block.
Rooms 7, 8, 9, 10, 11, 12, 13 Library/resource to field.

A safe distance is:

- 20 metres from a single storey building
 - 40 metres from a two storey building
- Keep well clear of all overhead power lines.

<p>Do not move until the shaking has stopped and the Principal or Team Leader tells children and other teachers to move.</p>
--

Emergency Procedures

EARTHQUAKE

A continuous alarm may not sound

Pupils remember:

- **Don't Panic – Stay calm.**
- **Get under your desk. Hold on to it.**
 - **Listen to teacher instructions.**
- **Move away from falling objects: glass, trees, power lines, cupboards.**
- **Stay in your room unless the teacher tells you to leave the building.**

IF OUTSIDE OR AWAY FROM YOUR CLASSROOM

1. Do all of the above

2. When the shaking stops, find your teacher or an adult.

LOCKDOWN PROCEDURE

[where a dangerous person is roaming the school site]

A lock down will be signalled by a communication over the intercom and/or externally by the sounding of **4 short school bells OR**

Communication by word of mouth from a staff member.

Procedures within buildings:

Teachers are responsible for their own classrooms. If absent from a classroom, the neighbouring class teacher to carry out locking procedures.

- Close and lock windows
- Pull curtains / blinds
- Turn off lights
- Close and lock all doors
- Turn off any equipment emitting loud noise e.g. television, CD player, computer – leave on but turn volume down if able [in case email needed as emergency means of communication.]
- All personnel to sit on floor under desks and tables out of sight of windows.
- Maintain silence.
- Remain in this position until a second communication giving 'all clear' is made.

Procedures in the Playground:

- Proceed to classroom or if there is adherent danger in this [threat at the classroom] proceed instead to the nearest lockable building.
- Follow steps above.

Special Considerations:

School Hall : All personnel remain in the hall – follow steps to secure building as above.

Library/ICT : All personnel remain in the library/ICT – lock external doors.

Office : Remain in office. Lock front door.

NOTE

All personnel will be informed as soon as practicable if a lockdown is likely to persist for a prolonged period. The school will follow instructions from Emergency Response Services when the school is in lockdown

Ensure class phone is available in case you need to be contacted by Principal / Police

Emergency Procedures

LOCK DOWN

You will hear 4 short school bells – both inside the class and in the playground

Pupils remember:

- **Don't Panic – Stay calm.**
- **Listen to teacher instructions.**
- **Close curtains, lock all doors and windows.**
- **Get on floor out of sight of windows.**
- **Keep silent.**
- **The teacher will tell you what to do next.**
- **If not in your classroom, listen to teacher's instructions for moving to a lockable area.**
- **If at morning tea or lunchtime and you are outside, move immediately to your classroom.**

Emergency Planning and Audit

The purpose of the Emergency Response Document is to enhance the safety of the students, staff and visitors when an emergency occurs.

This Emergency Response Document is regularly reviewed.

This page printed: March 2019

Next review due on: March 2020

Staff

Staff have been advised of the location and contents of this document.

Staff last advised: March 2019

Next review due on: March 2020

Parent Liaison

Parents have been advised of the pupil release guidelines and evacuation locations contained in this document.

Parents last advised: March 2019

Next review due on: March 2020

Emergency Services Relationships

Date of last Fire Service visit for planning purposes:

Name of Officer:

Next visit due:

Date of last Civil Defence visit for planning purposes:

Name of Officer:

Next visit due:

Emergency Check List

BEFORE AN EMERGENCY OCCURS

Appoint a suitable person (and a deputy) to manage the response to any emergency. Provide backup in case these people are off site 'on the day'.

Name of Emergency Manager for this site: Viki Trainor
Deputy / Deputies: Marina Binns/ Claire Taylor / Vivienne Ball / Suzanne Zaisluik/
Paul Dixon / Laura Baddeley / Vivienne Fuaaletoelau

Michele Nash will keep a log of all events, times, decisions and messages 'on the day'. In her absence, one of the deputies will deputise. This information will be required for the debrief.

When an emergency occurs staff and the emergency services will require:

**The Roll
This Emergency Response Document**

This document will be stored in the Office Secretary's / School Reception Office.

DURING AN EMERGENCY

- **Ensure personal safety.**
- **The Emergency Manager, deputy or other person assumes responsibility for the initial response.**
- **Check carefully for injury and damage to buildings.**
- **Administer First Aid.**
- **Appoint someone to keep a log of all events, times, decisions and messages if Michele Nash, the Principal's Secretary is unable to do so.**
- **Check the need to shut off electricity, gas, water, etc.**

For emergencies not requiring evacuation:

Earthquake

- In an earthquake, take cover immediately under a table, desk or counter. If it moves, move with it, holding the legs. Turn away from windows or glass panels.
- The children should keep quiet and listen for further instructions.

Earthquake Drill

It should be emphasised that, in an earthquake, students should remain in the building until the shaking has stopped and/or the 'all clear' is given by the teacher.

Teachers use the word 'DROP' to indicate the beginning of an earthquake drill for their class. Students should take cover under a sturdy desk or table, if one is near, and hold on to its legs. If no desk is available, they should drop to their knees [away from windows]; keep their knees together; clasp both hands firmly behind their heads [bowing their heads]; bury their faces in their arms, protecting their heads; close their eyes tightly; and stay in position until it is safe to move. If students cannot move away from windows they should turn away from the glass to minimise injuries from broken glass.

Safe Distance

If the signal to evacuate the building is given, all occupants should proceed to the agreed assembly point, which must be at a safe distance from any buildings and other potentially dangerous structures, such as power poles and water tanks.

A safe distance is:

- 20 metres from a single storey building
 - 40 metres from a two storey building
- Keep well clear of all overhead power lines.

<p>Do not move until the shaking has stopped and the Principal or Team Leader tells children and other teachers to move.</p>
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After the Event

- Be prepared for a secondary event e.g. earthquake aftershocks.
- Be prepared for parents, neighbours and others who may arrive to assist.

See Pupil Release Guidelines

- Administer First Aid and comfort until help arrives. **IN A MAJOR EVENT THIS MAY TAKE SOME TIME.**
- Continue to log all events, decisions and messages.
- Listen to the local EMERGENCY INFORMATION radio station.
- Save the telephone for urgent calls.
- Send a 'Situation Report' to the nearest Police Station or Civil Defence Centre. Include details about injuries. Include brief details of damage to buildings and services.

CLEARLY SPECIFY THE TYPE OF HELP REQUIRED.

- Evacuate only if it is impossible to remain on site. If evacuation is required go to prearranged Evacuation Centre or Welfare Centre.
- Advise the Police / Civil Defence Headquarters if evacuation is necessary. Leave a note at this site advising your decision.
- Take medication and important documents – the Roll and parent contact details.
- **Ensure everyone is REGISTERED AT THE EVACUATION CENTRE.**
- Consider security measures for the school.
- Be prepared for the news media.

Emergency Procedures

EARTHQUAKE

A continuous alarm may not sound

Pupils remember:

- **Don't Panic – Stay calm.**
- **Get under your desk. Hold on to it.**
 - **Listen to teacher instructions.**
- **Move away from falling objects: glass, trees, power lines, cupboards.**
- **Stay in your room unless the teacher tells you to leave the building.**

IF OUTSIDE OR AWAY FROM YOUR CLASSROOM

3. Do all of the above

4. When the shaking stops, find your teacher or an adult.

EMERGENCY SERVICES

Dial 111

Ask for **POLICE, FIRE OR AMBULANCE**

Give clear details to the Emergency Service including:

- **The name of the site, street, suburb, town or city**
- **Explain what is happening and why help is required**
- **Detail or estimate how many people are involved**
- **Add any other information e.g. use main gate**

The emergency services may lock your phone line to keep it on line. They can provide advice. Stay on the line if possible.

POLICE

Local Station

North Shore Policing Centre
52 Parkway Drive, Mairangi Bay
Fax: Community
Constable 410 1248
Contact Name: Emergency Response 488 6200 Fax: 478 3755

FIRE

Local Station

Rothesay Bay (always RING 111 FIRST)
Tel: 478 8110
Fax: 478 7108
Contact Name: Manned 24 hours

AMBULANCE

Local Station

115 Apollo Drive, Rosedale
Manned 24 hours DIAL 111

EMERGENCY MANAGEMENT / CIVIL DEFENCE

Contact

Rodney Daring in conjunction with Murrays Bay School
Tel: 478 9696
Email: nscd@xtra.co.nz
24 Hour Contact: 0274 976 159

Ministry of Education

Home » NZ Education » Our education system » Special Education » About Special Education
» Contact Special Education » [Special Education contacts](#)

Special Education contacts

Contact details for the Ministry of Education's Special Education national, district and local offices.

On this page

- [Northern region](#)
- [Central North regi](#)
- [Central South region](#)
- [Southern region](#)

Contacts: Traumatic Incidents

Office	Address	Contact numbers
National Office	Level 4, 45-47 Pipitea Street PO Box 1666 Thorndon Wellington	Ph: 04 463 8910 Fax: 04 463 8254

Northern region

Office	Address	Contact numbers
Northern Region Jean Smith Regional Manager Northern Exec Officer: Kayne Good	Level 3, Eden 5 Building 12 - 18 Normanby Road Mt Eden Private Bag 92 644 Symonds St Auckland 1150	Ph: 09 632 9400 Fax: 09 632 9401
Tai Tokerau District Office Belinda Woodman Acting District Manager	10 Awaroa River Road PO Box 911 Whangarei 0140	Ph: 09 436 8900 Fax: 09 436 8902
Kaikohe Centre	113 Broadway PO Box 355 Kaikohe 0440	Ph: 09 405 2780 Fax: 09 405 2786
Kaitaia Centre	1st Floor, 1 Melba St PO Box 580 Kaitaia 0441	Ph: 09 408 6260 Fax: 09 408 6261
Northwest District Office Adele Peart-Baillie District Manager	Level 1 102 Rosedale Road Albany North Shore City 0757	Ph: 09 487 1100 Fax: 09 487 1187
West Auckland Centre	10 Montel Avenue PO Box 21 057 Henderson Waitakere City 0650	Ph: 09 836 6630 Fax: 09 836 6620

Last updated: 9 August 2018

Other Ministry Contact Details

General Enquiries	enquiries.auckland@education.govt.nz
ESOL and Migrant and Refugee Support	Info.esol@education.govt.nz
Traumatic Incident Team	0800 848 326 (0800 TI TEAM)
Interim Response Fund	irf.auckland@education.govt.nz
Crisis Response	027 257 7193
General Property Enquiries	Property.North@education.govt.nz
Emergency Response Coordinators (fire, flood, extreme weather)	8am-5pm, Monday to Friday 09 414 5412 After hours 021 360 301

MEDICAL SERVICES

Medical Centre

Name Mairangi Bay Medical Centre
Location 2 Penzance Rd, Mairangi Bay
Tel Ph: 479-5027 Fax: 479-5485
After hours Ph: Use Shore Care
Doctor Bannister/Robinson/King/Stone/Pepper

Staff with First Aid Training

Anneliese Bridges/Michele Nash
All teachers

Pharmacy

Location Mairangi Bay Pharmacy, 433 Beach Rd, Mairangi Bay
Tel 478-8909
Contact Name Pierre Cotter

Local Hospital

Location North Shore Hospital, Shakespeare Rd, Milford
Tel Ph: 486-8900 all Dept's Fax: 486-8908

Other agencies

- 1) Albany Basin AE Phone: 433-777
- 2) Shore Care 7-10pm 7 days 948 East Coast Road 486-777
- 3) White Cross 486-4888 64 Anzac Ave, Takapuna
- 4) Shore Care 24hrs 7 days Shakespeare Rd, Milford 486-7777

SERVICE PROVIDERS

Electrician

Name
Tel

Electricity Supplier

Name
Tel

Plumber

Name
Tel

Gas Supplier

Name
Tel

Maintenance / Building

Name
Tel

Glazier

Name
Tel

Bus Charter Company

Name

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Taxi Company

Name



Insurance Company

Name



SECURITY

Security Company

Name

Contact



Alarm Monitoring

Name



Large empty rectangular box for contact information.

RING BEFORE FIRE DRILL (our Alarm is monitored for Fire and Break-In) The Hall, Room 14 and the rest of the school is all covered)

Key Holders

Name

Name



Name



Locksmiths

Name



email

O:Emergency Response

Large empty rectangular box for contact information.

Council and Radio Stations

Local Council	Auckland City Council, The Strand, Takapuna
Telephone	486 8400 All Departments Fax: 486 8500
Water Supply	Contact Water Engineer – Auckland Council
Health / Environment	Contact Environment Protection Auckland Council
Building Safety	Contact Engineer Auckland Council
Animal Ranger	Phone direct 486 6090
Other	

Designated local Radio Station for emergency information

Name:	National Programme
Telephone	303 3055
Frequency	756AM

Does the Radio Station have a backup power supply? YES

Regional Radio Station – for emergency information

Name	Newstalk ZB, Radio Network
Telephone	373 0000
Frequency	89.4FM 1080AM

NEIGHBOURS

Name



Name



Name



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THREAT ASSESSMENT

Local or regional events that can threaten this site.

Examples include: sustained heavy rain, wind storm, nearby chemical leak etc.

The Civil Defence / Emergency Management Office at the Auckland Council can help identify these.

REGIONAL AND LOCAL HAZARDS ARE:

- **CYCLONIC STORM**
- **INDUSTRIAL / MANMADE ACCIDENT**
- **AIRCRAASH**
- **EARTHQUAKE**
- **LOSS OF WATER SUPPLY**
- **VOLCANIC ERUPTION**
- **TSUNAMI**

Other Hazards are:

STAFF LIST and OSH

When a major event occurs an accurate staff list will be required.
An existing staff list can be included in this document.
A staff list should include home contact and next of kin details.

OSH

Legislation requires OSH to be advised when staff suffer an accident or serious harm.

The accident scene should be preserved until inspected by OSH staff.

Location of OSH OFFICE: **5 Argus Place, Glenfield**
Fax: 443 4246
Telephone: 0800 209 020 RING FIRST

When a major event occurs the following personnel are to be advised:

- **Attached to this document – Next of Kin**
- **MINISTRY OF EDUCATION** In the event of a serious event occurring at the school **FIRST** contact the Ministry of Education 374 5400 Reception. They will instruct action to be taken.
- **Traumatic Incident Team Co-ordinator is Louise Barry 027 292 8242**
- **Special Education Service 487 1100 (8am – 5pm) Terry – contact if requiring Trauma Support.**
- **In addition to contact the Ministry of Education in the event of a serious event occurring, the school should also contact:**

Diocesan Property Group, Michael Stride, Diocesan Property Manager
Phone: 360 3018 michael@cda.org.nz

Philip Mahoney, Manager Catholic Education Services
Phone: 360 3079 philip@cda.org.nz

PUPIL RELEASE GUIDELINES

When an emergency occurs the school remains responsible for students until one of the following occurs:

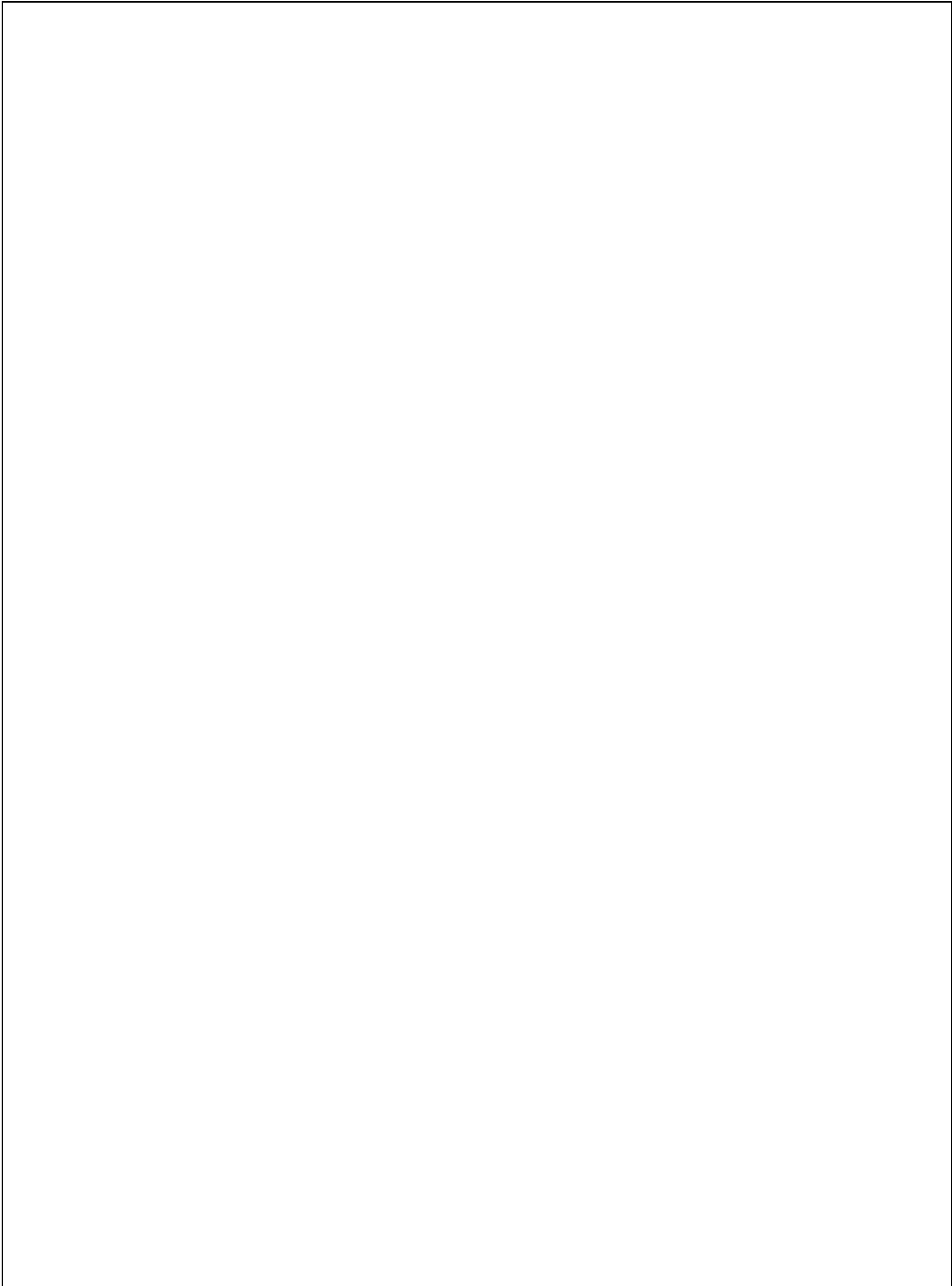
- The children are returned to, or collected by, their parents or authorised carer.
- The Emergency Services assume responsibility. They may evacuate the children to a safe place – a Civil Defence Centre or Welfare Centre etc.

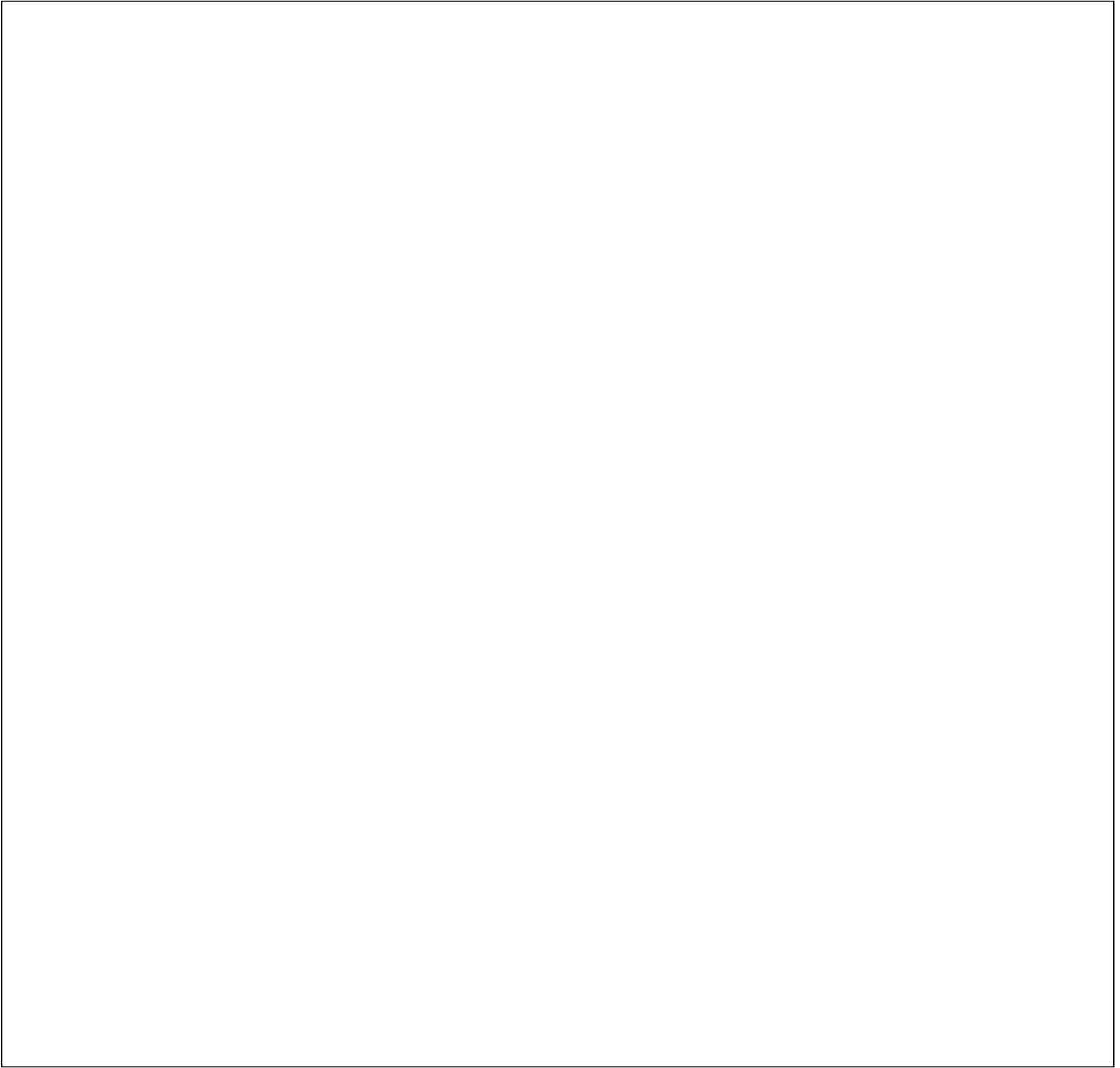
In circumstances where it is not possible to return children to their home, alternative arrangements must be made **URGENTLY** with the Emergency Services.

Steps should be taken to advise parents of the location and condition of their children as soon as possible.

Avoid releasing children unaccompanied until it is confirmed that road, train and ferry etc. routes are safe. Check with the Police or Local Authority.

***IT IS IMPORTANT TO RECORD
THE LOCATION AND DESTINATION
OF ALL STUDENTS AND STAFF.***





ST JOHN'S SCHOOL BOARD OF TRUSTEES 2016 - 2019

PARENT REPRESENTATIVES

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BISHOP'S REPRESENTATIVES

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BUILDING ASSISTANCE REGISTER FOR PERSONS WITH DISABILITIES.

NAME OF BUILDING: **St. John's School**

ADDRESS OF BUILDING **87a Penzance Road, Mairangi Bay**

THE FOLLOWING LOCATIONS HAVE BEEN IDENTIFIED AS AREAS WHERE REGULAR USERS OF THE BUILDING WHO WOULD REQUIRE ASSISTANCE TO EVACUATE THE BUILDING IN THE EVENT OF AN EMERGENCY WILL MOST LIKELY BE FOUND.

Date	Likely Location of Persons Requiring Assistance	Assistance Required	Person Assigned to Assist

- This Assistance Register will be maintained and continuously updated by the School Secretary.
- The Assistance Register shall be readily accessible to the Building Warden and the Fire Service.
- The Register is location at the School Reception Office.

Evacuation options and Civil Defence

The prearranged Evacuation Centre for this site is:

OWN SCHOOL IF INTACT, if not, MURRAYS BAY SCHOOL

The prearranged Civil Defence Centre for this area is:

400 EAST COAST ROAD, MURRAYS BAY
Mr Rodney Daring Phone: 478 9696

CIVIL DEFENCE HEADQUARTERS CONTACT DETAILS AREA:

379 2020 OR 0800 222 200

The CIVIL DEFENCE WARNING SIGNAL FOR THIS LOCATION IS:

None – tune to TV OR RADIO

Site Details

Site layout and building diagrams are included in this document.

They include the location of:

- Gas Valves
- Water Valves
- Chemical Storage
- Electricity Switch Boards
- Fuel Storage, boiler etc.

EVACUATION AREAS ARE MARKED IN RED

PEDESTRIAN ACCESS POINTS ARE MARKED IN GREEN

VEHICLE ACCESS POINTS ARE MARKED IN YELLOW

Location of Civil Defence and Rescue Equipment is located:

IN THE ADMINISTRATION OFFICE – SICK BAY.

Fire Extinguishers are located in each block.

ST. JOHN'S SCHOOL
 87A PENZANCE ROAD
 MAIRANGI BAY 0630
 AUCKLAND AT 20.2.2013

