



## EMERGENCY EVACUATION / LOCKDOWN GUIDELINES

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**Preamble:** These guidelines are in accord with the **Health and Safety Policy** approved by the School Board in **March 2022**.

- Guidelines:**
1. In the event of a disaster or fire a school bell will ring a continuous sound to warn everyone to vacate the buildings.
  2. In the event of an earthquake, pupils and teachers will seek refuge under desks until an appropriate time enables buildings to be vacated.
  3. In the event of an incident where it is unsafe to evacuate the buildings (e.g. a person with a gun), a series of short sounds (each 3 seconds) will signal for all children and staff to stay in their classrooms. Further contact will be made via phone or email. If in the playground, students/teachers must quickly make their way to their designated classroom.
  4. Teachers, with attendance registers, will lead classes to the designated assembly point. A roll must be taken once at the assembly point.
  5. Any absences must be reported immediately to the principal and their whereabouts, if known, and listed for checking.
  6. Those with designated responsibility will check specific building areas closing fire stop doors after them before themselves going to assembly area for the calling of the roll.
  7. All visitors to the school must sign in at the office. On evacuation visitors must be checked off list. Any person in the school with disabilities will be checked.
  8. Further instructions will be given by the Principal or members of the Senior Leadership team.
  9. An efficient drill will be organised and practised for the whole school at least once each term.
  10. The school will continue to employ the services of Harrison Tew to ensure all emergency procedures and documentation are in place and up to date.

**Review:** 2024  
These Guidelines will be reviewed in accord with the review of the school's Health and Safety Policy.