

## 20 PROCEDURE: EMERGENCY

### Aim

To ensure that systems are in place to best protect the safety of any person in the building in the event of an emergency.

### 20.1 Guidelines

- 20.1.1 School will have ready access to the following for emergency use; these items are kept in a box in the Managing Teachers office cupboard.
  - 20.1.1.1 A telephone that does not require power.
  - 20.1.1.2 A transistor radio for civil defense updates and spare batteries.
  - 20.1.1.3 A torch (and spare batteries)
- 20.1.2 Other items including, candles, matches, emergency blankets, food, water, spare clothes and a first aid kit are stored in the Civil Defence Kit in the Managing Teachers office cupboard.
- 20.1.3 All structures in the school over 1-metre-high, with the potential to fall and cause injury in an earthquake will be fastened – the health and safety representative will ensure this is carried out.
- 20.1.4 The evacuation plan is displayed on the entry noticeboard.
- 20.1.5 All staff should familiarise themselves with earthquake, fire and other emergency procedures.
- 20.1.6 Teachers will perform fire drills regularly and earthquake drills at least termly to ensure children are aware of and familiar with the procedures.
- 20.1.7 Parent contact lists are in the Administrators and Managing Teaching Office. Children's medical conditions and allergy folders are in each classroom and the Managing Teaching Office.
- 20.1.8 Civil Defence is aware of this procedure.