

22 PROCEDURE: EARTHQUAKE DRILL**Aim**

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

- 22.1 "EARTHQUAKE" is called out, to alert children and staff.
- 22.2 Children who are inside stay inside, and adopt the drop, cover and hold turtle position and if possible move away from any glass.
- 22.3 If children are outside they should stay outside.
- 22.4 Staff calmly instructs children to adopt the "TURTLE" position and assist children into this position where necessary.
- 22.5 When the earthquake ceases the Managing Teacher should assess the safety of the building and if necessary move outside.
- 22.6 Teachers check all children for injury and treat any as necessary (*see children injury/accident procedure above*).
- 22.7 Staff and children stay put and listen to the radio for advice from Civil Defence.
- 22.8 In the event of evacuation, where it is safe to do so, a note is left on the front door of the school giving details of where staff and children have gone.
- 22.9 If evacuation occurs, the Managing Teacher or the person responsible takes the roll, the children's medical / allergy information, emergency contacts, Civil Defence Kit and a mobile phone.
- 22.10 Once at the evacuation site the Managing Teacher or the person responsible checks the roll.
- 22.11 When possible the Managing Teacher informs parents of their child's location. If the situation occurs where a parent / caregiver is unable to get to Montessori Children's House Wanaka due to the condition, the Managing Teacher or the person responsible takes the child / ren to the Wanaka Civil Defence Centre until they can be collected. The closest Civil Defence centre is Mount Aspiring College.