

KELSON SCHOOL

Procedures

Earthquake and Emergency Procedures

1. Earthquake and evacuation drills will be held at least once a term as per the "Emergency Evacuation" notice displayed throughout the school by each Exit.
2. The decision to evacuate after an earthquake is made by the Block teachers.
3. After evacuation each child should be provided with an identification label "stick on" detailing name, address, and age.
4. Alternative sanitation should be provided; as usual drainage may be blocked or damaged.
5. The final decision as to whether damage is serious enough to send children home rests with the Principal.
6. Students must not be released unless it is safe to travel, and may be kept on the premises under supervision, overnight, if necessary.
7. Children are dismissed from school only if escorted home by an adult who has been named as the 'Emergency' contact. This escort will supervise any children whose homes are empty. The adult will sign a Kelson School Civil Defence form with time of pick up and location intended to go to.
8. Accurate records must be kept of the students' names and the person responsible for them. Checked each year. A daily attendance will be printed and put with Office Civil defence Kit. This will include a cell phone with all parents numbers recorded so as soon as possible a text is sent to families after such an event.
9. Children, whose parents are known not to be home, must be kept at school.
10. The Principal will ensure adequate staff supervision of children, after ascertaining the personal/family needs of individual staff members.
11. Re-entry of buildings must only happen if the Principal is completely satisfied that all rooms have been checked and are safe.

Checklist - Fabric of buildings for obvious cracks in walls, broken glass
 Gas pipes, only up the main drive to boiler house, for leaks, water pipes
 Electric wires for breaks likely to cause fires
 Dislodged bookcases or fittings likely to fall in aftershocks

12. If there is any doubt about structural damage, a qualified person (eg an engineer, architect) must inspect the building.

Adopted 1990
Reviewed 2011

Yellow