



ST THOMAS'S
SCHOOL

Evacuation Procedures

There are two procedures St Thomas's School follow:

1. **GO** – Evacuation Procedures
2. **STAY** – Lock Down Procedures

GO - Evacuation Procedures:

- An emergency evacuation will be signalled by:

THE CONTINUOUS RINGING OF THE FIRE ALARM BELL

(If this fails the hand bell will be rung)

- This is the signal to evacuate all of the school buildings and assemble at the evacuation assembly area.
- The primary evacuation assembly area is the School Field.
- An emergency instruction card will be kept in each classroom. This will outline the evacuation location.
- Students should move in an **orderly** and **quiet** way to the assembly area.
- Ensure those with disabilities are able to evacuate the buildings with assistance.
- Staff should accompany the class or group of students they have at that time, to the assembly area on the field where students will line up in their classes.
- Students will be immediately checked by the class teacher at the evacuation assembly area.
- Staff should be prepared to move to an alternate evacuation assembly area, if directed, due to location of fire or smoke etc.
- The direction to move to the alternate evacuation assembly area will be determined by the School Principal or The School Building Warden.
- If emergency services have been called, then the school office administrator is to be at the front entrance to meet the first arriving emergency service vehicle.

EVACUATION SCHEME

School Building Warden – School Principal or Deputy Principal

- To have fluorescent jacket clearly identifying them
- Loud hailer if available
- Check list of classrooms and staff names

Deputy Building Warden – Deputy Principal



ST THOMAS'S
SCHOOL

Room Wardens – Class Teachers

- To check the toilets, corridor and resource room immediately next to their classroom.
- To take the class of students they have with them at the time to the assembly area.
- Bring class roll.

Office Staff

- Bring with them the sign in/out tablet and absentee checklist.
- School roll
- Check sick bay area and school library.
- If possible, switch the answer phone to pre-recorded message that states the school is under emergency procedures.
- Consideration to having a large green sign with "School currently under evacuation" to be placed on the front door of the school.
- If the school is to be totally evacuated, then a sign could be available to advise of the alternate location being St Heliers School.

Property Manager

- Ensure caretaker's keys are brought to the evacuation assembly area.
- Notify school building warden if evacuation will be affected by chemicals.

The Principal or Deputy Principal will issue evacuation procedures to all staff.

EVACUATION ROUTES

When leaving buildings, if appropriate close windows and shut doors.

The route to the evacuation point should be by the safest possible route and led by the teacher.

If the fire siren/bell is sounded outside of classroom hours – staff and students should make their way to the assembly point by the shortest possible route.



ST THOMAS'S
SCHOOL

STAY - Lock Down Procedures: One means of securing the school is to implement a "Lock Down".

The procedures for a lockdown need to remain consistent until proven otherwise, i.e. assume the worst.

- A school lock-down will be indicated by:

THE REPETITIVE INTERMITTENT RINGING OF THE SCHOOL'S LOCK DOWN BELL

(This bell is located inside the reception area and is manually operated)

Checks to be carried out:

- Teachers are responsible for checking toilets, stairwells and resource rooms in their own areas. If the area cannot be secured bring all the students into the classroom.
- Bring everyone inside and take the roll if you are able, being mindful of the need to minimise movement and noise in the initial stages. Note students who are not accounted for. Keep the students calm;
- Lock exterior doors and do not open for anyone until lock down is declared over;
- If blinds are on windows, make sure these are sufficiently unobstructed at all times to allow for visual inspection;
- Control movement in classes;

The primary purpose of lock down is to account for, and ensure the immediate safety of, students, staff and visitors to the school from an emergency event occurring outside of the school or classroom, or events which could directly impact on the school if staff or students were to be evacuated or left outside.

A LOCK DOWN CAN BE CARRIED OUT "WITH WARNING."

An example of a lock down "*With Warning*" could be the school being advised by the emergency services about a Police Operation nearby, a large fire which may cause issues if the wind direction was to change, or the Met Service or Civil Defence giving advice about a pending weather related issue.

A "*With Warning*" lock down should still have the same procedures in place as a lock down "*Without Warning*". This allows for the procedures to be kept consistent and reaffirms them.

A lock down "*With Warning*", may allow information about the incident to be passed to teachers and staff and a communication link established with relevant emergency services.



ST THOMAS'S
SCHOOL

A LOCK DOWN "WITHOUT WARNING"

An example of a lock down "*Without Warning*" could be an armed or violent intruder on the school grounds, a domestic or custody dispute which has escalated, or the school is advised to activate a lock down by the emergency services or Civil Defence.

All procedures should be standardised and followed, and it may be a considerable amount of time before teachers who are locked down in their classrooms receive any information about what has occurred or the reason for the lock down.

This could be because an offender is moving around the school, and it is not safe or practicable to pass information.

How the alarm is raised over a situation that may require a lock down when the incident is away from the reception area, are varied.

These can include a the following;

- Verbally
- School intercom system
- Via phone
- Via text
- Via email

St Thomas's School has a RED CARD system which can be used at the discretion of the class teacher for the alerting of the office of a situation within the class or school.

RED CARD SYSTEM

- All classes have a red card with the room number on
- They are kept in an easily accessible place known to the students
- Students are made aware of its purpose and this is practised
- This can be used for the following
- Accidents within the class
- Threatening behaviour
- Out of control student
- In case of a situation where help is immediately required within the classroom, the RED CARD is sent to the school office
- The situation is assessed and if appropriate the lock down alarm is activated
- Appropriate assistance is given, i.e. other staff, medical, Police, etc.

ACTION DURING LOCK DOWN

- Until information is passed on about the reason for the "*Without Warning*" lock down, all staff and students should remain quiet and sit on the floor under desks and away from doors and windows.
- If lock down occurs during interval breaks, all staff and students are to return to the nearest room immediately.



ST THOMAS'S
SCHOOL

AFTER LOCK DOWN

- Advice that the lock down is over will be given by the Principal, the Deputy Principal or emergency service staff.
- All classrooms should be physically visited to advise of the lock down being over.

ST THOMAS'S SCHOOL OFFICE PROCEDURES

- If information is received about a threat occurring outside of the school buildings which could impact on the safety of staff or students, the School Principal or member of the Senior Management are advised immediately.
- If a lock down is directed, the office should be secured by locking the front doors immediately, followed by all exterior doors near reception including the fire exit door in the staff room.
- If possible a sign which has been pre made (Red A3 size) advising the school is in lock-down be placed on the front door of the school. The situation will dictate if this is feasible.
- The direction to activate the lock down alarm will be verbally given.
- The lock down bell is located inside the reception area in the school.
- The lock down bell should then be activated and rung for a continuous period with an on-off-on-off sequence.
- The situation will dictate how long this can be rung. Ideal situation being intermittent bursts over one minute with a short break and then rung again.
- Staff should also get to a place of safety, namely under their desks and away from windows.
- They should remain there until contacted by the responding emergency service staff and advised otherwise.

ST THOMAS'S SCHOOL SENIOR MANAGEMENT PROCEDURES

- Contact should be made immediately with the emergency services via the 111 line and contact made and maintained. Consideration as to use of a cell phone.
- Advising emergency services of the location of the Emergency Services Response Pack, held in the office of Selwyn College reception area.
- There may be an option for members of the Senior Management to secure themselves in one location to begin dealing with a response plan on behalf of the school. This area would have internet access, phone and be able to be secured. Contact should also be made with the Police from this location, and initially would likely be the Principal's Office.

EMERGENCY PLAN FOR:

Earthquake - Follow **GO** procedures

The initial action during an earthquake is to **drop, cover** and **hold**. Once the movement has stopped the school evacuation alarm should be activated

Fire - Follow **GO** procedures

Storm-Event / Flooding - Follow **STAY** procedures

Information is received from the Meteorological service about a pending severe weather event which could impact on St Thomas's School or the surrounding area.

Tsunami

St Thomas's School is situated on high ground more than 1 km from sea and not near river or stream, therefore no risk of tsunami affecting school grounds. For civil defence emergency for a period where impact is greater than 2 hours away, follow **GO** procedures. If a period where impact is less than 2 hours away, follow **STAY** procedures.

Criminal Act / Mobile Offender / Threatening Behaviour - Follow **STAY** procedures.

Accident - Follow **STAY** procedures

– i.e. Hazardous substance / chemical spill nearby school

Bomb Threat - Follow **GO** procedures

Landslide - Follow **GO** procedures

Imminent Volcano - Follow **GO** procedures

Ratified by Board

Signed N.A.

Date 25/2/2025