

Emergency Safety Procedures

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Procedure in case of a fire or civil emergency in class time

If you see a fire – go to the nearest fire alarm switch, break glass and pull switch down.

Staff member informs (eg. phone) the main office to let them know that the fire alarm has been activated.

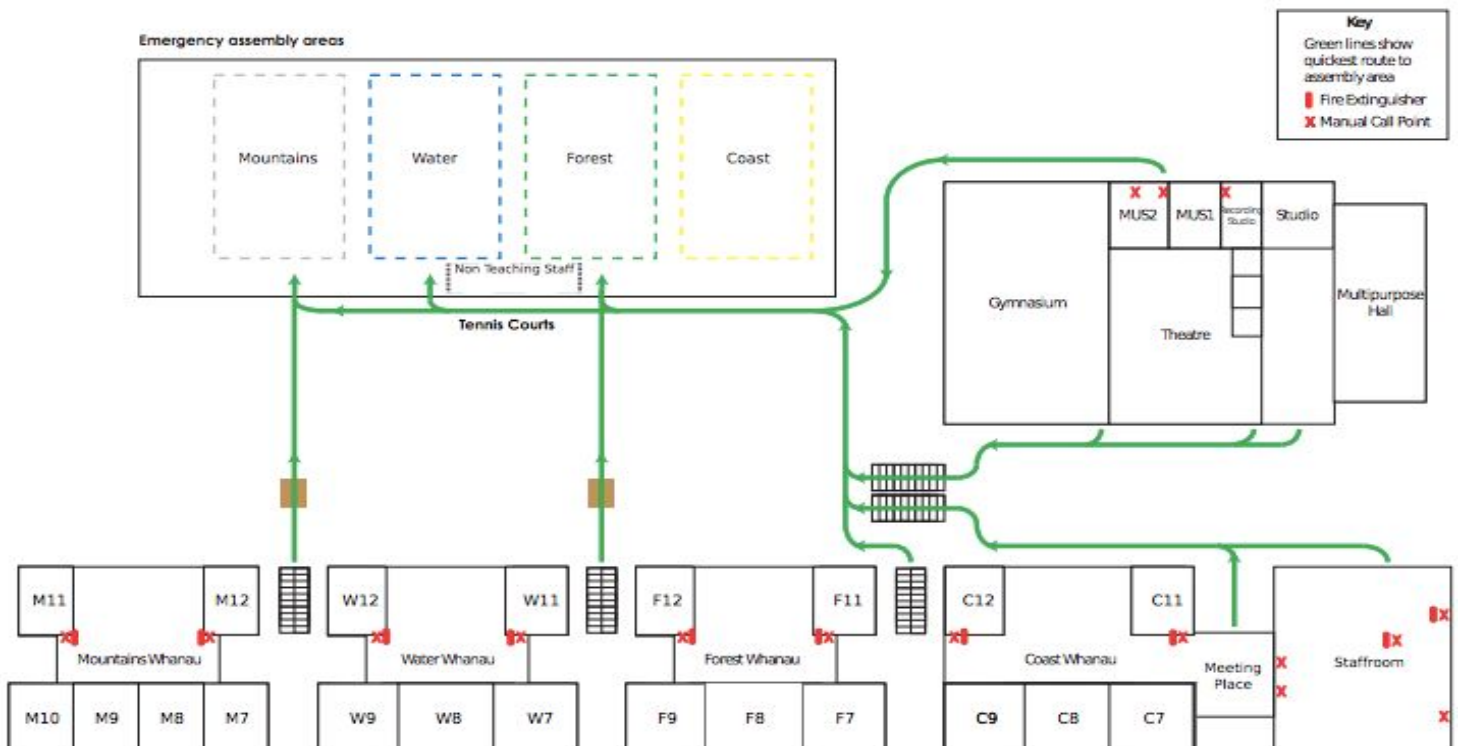
Fire alarm rings – one continuous bell.

When the alarm sounds all students and staff assemble on the courts (refer to chart below)

Mission Heights Junior College Emergency Evacuation Notice

If you discover a fire go to the nearest manual call point and operate the fire alarm and call 111

If the fire alarm sounds evacuate the building using the nearest exit and follow your teacher to the tennis courts using the safe evacuation routes. LEAVE YOUR BELONGINGS





Classroom teacher

- Close all doors and windows
- Leave school bags in the classroom
- **Leave interior & exterior doors unlocked**
- Students accompany teacher to their designated Fire Evacuation Area (On Courts).
- During/ before school/ after school and during interval and lunch, if students are not with their class when the alarm sounds, they should evacuate with the nearest class.
- Refer to evacuation map for the nearest safe route to courts
- Reshmika Lal to bring out epi-pens.

Staff in Block

- Staff and students evacuate building – teachers check all rooms, closing windows and report to the courts
- Teachers accompany students to the courts
- Teachers keep students away from the building
- Leave interior & exterior doors closed and unlocked (close corridor doors)

Whanau Assistants

- Check all doors are unlocked.
- Close corridor doors
- Ensure that your whanau is clear of staff & students and then report to Catherine Hunter (back-up Naddy Naidoo) that your whanau block is clear.

Assembly check

Deputy Principals:

- Take up your position on the courts in front of your Whanau.
- Check to see all your Whanau Teachers, Whanau Admin Assistants, Whanau Learning Assistants, Whanau Student Teachers and Part time teachers are present.
- Check class returns against the absentee lists.
- Confirm with Catherine Hunter (back-up Naddy Naidoo) the names of staff who are not accounted for.
- When all teachers have reported their classes have been accounted for, the DPs will report to Catherine Hunter (back-up Naddy Naidoo) that their Whanau can be ticked off on the main evacuation sheet.

Non-Teaching Staff:

- **Naddy Naidoo:** To bring the master roll and mobile phone. (back-up Ian Morrison)
- **Alanna Young:** Print attendance record as soon as the fire alarm is activated. (back-up Kim Joyce-Maggs)
- **Ben Doughney:** To bring ATTENDANCE ROLL and distribute it to the Whanau Leaders. (back-up Kim Joyce-Maggs)



- **Kim Joyce-Maggs:** Ensure admin area and toilets are clear. Print visitor log and bring sign out book. Check Non-Teaching Staff and advise Catherine Hunter (back-up Naddy Naidoo) of any staff who cannot be accounted for. Inform Catherine Hunter (back-up Naddy Naidoo) that the admin block and admin toilets are cleared (back-up Alanna Young).

Kim to bring out the Type 1 Diabetes kits for SENCO students and a fully stocked first aid kit, which includes at least one inhaler.

- **Ben Doughney/Alanna Young:** Check the returns from the DPs against the attendance record and advise Catherine Hunter (back-up Naddy Naidoo) of any students who cannot be accounted for.
- **Mark Chang:** To liaise with both schools and the fire department. **Mark to inform the fire department that we have 2 students in wheelchairs (if the students are on the upper level).** Mark to inform senior leaders via Google Hangouts of the “all clear”.

Students:

- Students line-up, in roll order, in front of their Homeroom teacher for a roll check.
- Students remain in these lines until the end of the fire drill.
- **They are not allowed to** play eg. touch rugby, go and talk to their friends etc in another class while the fire alarm is ringing.

Procedure for students with wheelchairs

- Learning Assistants are to remain with students at all times.
- **If upstairs** - Learning Assistants to ensure that the students are moved to the closest staircase and remain there for the duration of the fire drill.
- In the event of a fire, if upstairs - Learning Assistants are to ensure that the students are moved to the staircase furthest away from the fire. The fire department will arrange for firemen to remove the boys and the Learning Assistants from the area, the moment they arrive at MHJC.

Teachers:

- All teachers must assemble in their whanau area and report to their Deputy Principal. (Backup Assistant Principals)
- Ensure that all students move “quickly and calmly” to their designated area.
- Homeroom teachers call the roll and let their Whanau Deputy Principal know the names of the students who are absent or an “All present” message.
- Keep homeroom class under control until the “All Clear” is given.

Fire evacuation ends - Catherine Hunter or Naddy Naidoo will announce the end of the evacuation.

Please reinforce the seriousness to students of our fire drills as it is in everyone’s interest that we get it right.



Procedure in case of fire alarm during interval and lunch

Students go to the Fire Evacuation Area (Courts) and follow the same procedure as above.

Evacuation Checklist:

Checking Designated Areas: The following staff are responsible for checking their designated area, including the toilets and give the “all clear” to Catherine Hunter (Backup Naddy Naidoo).

Areas	Staff Responsible	Back up	Check in with:
Coast Whanau (All clear) :Upstairs :Downstairs	Navneet Kaur Nihal Wanigatunga	Douglas Choong	Raeesa Dada
Forest Whanau (All clear) :Upstairs :Downstairs	Chandana Premdeep Vernon Rubanand	Dino Gardi	Melanie Kindley
Water Whanau (All clear) :Upstairs :Downstairs	Vivashal Singh Kess Naidoo	Tashi Hishey	Cathy Hewlett
Mountains Whanau (All clear) :Upstairs :Downstairs	Miriam Martin Narina Remedios	Rajesh Joshi	Ian Suckling
Admin Block and toilets (All clear)	Kim Joyce-Maggs	Alanna Young	Catherine Hunter
Staffroom/Staff work space (All clear)	Alanna Young	Geeta Patel	Catherine Hunter
Gym/ Changing Rooms (All clear)	Laetitia Jansen Van Rensburg	Gareth Ashton	Catherine Hunter
Areas	Staff Responsible	Back up	Check in with:
Music/PAC/ Dance Studio (All clear)	Ezra Bartlett	Abbi Shields	Catherine Hunter
Library	Sibylle Townsend (goes with MHP to field afterwards)	Ben Doughney	Catherine Hunter
Coast Whanau (Whanau roll check)	Raeesa Dada	Neelam Taneja	Catherine Hunter
Forest Whanau (Whanau roll check)	Melanie Kindley	David Nutt	Catherine Hunter
Water Whanau (Whanau roll check)	Cathy Hewlett	Reshmika Lal	Catherine Hunter
Mountains Whanau (Whanau roll check)	Ian Suckling	Joan Clancey	Catherine Hunter
Students	Staff Responsible	Back up	Check in with:
Disabled students	Priscilla Naidoo	Reshmika Lal	Catherine Hunter



Alanna Young is responsible for checking that the admin staff including Ian Morrison and Naddy Naidoo are accounted for. Alanna to give the “All Clear” to Catherine Hunter (back-up Naddy Naidoo).

Admin area staff checklist	Staff Responsible	Back up	Check in with	
Ian Morrison	Alanna Young	Kim Joyce-Maggs	Catherine Hunter	
Naddy Naidoo				
Alanna Young				
Kim Joyce-Maggs				
Geeta Patel				
Ben Doughney				
Mark Chang				
Laetitia Jansen Van Rensburg				
Tamryn Broodryk				
Gemma Naidoo				
Science Technician - TBC				David Nutt
Caretaker - TBC				Raeesa Dada
Tech Technician (Rob Hargreaves)	Reshmika Lal			
Visitors log	Kim Joyce-Maggs	Alanna Young		



Emergency procedures for weekends and holidays

If the fire alarm is activated during these periods the normal evacuation procedures must be followed.

If there is a fire, the fire service will be automatically informed and will come to the school. This will normally happen if there is a drop in the water pressure system or the sprinkler is activated by heat. In this case the following will automatically take place:

1. Fire service informed and will attend to fire.
2. Wormald will be informed and arrive at school. Wormald- 09 826 1700
3. The following people informed: Wilbert will be informed and arrive at school.
If Wilbert cannot be contacted Catherine, Naddy or Ian will be informed.
Wilbert will immediately phone Naddy, Catherine or Ian to report the incident. If it is a fire Ian and Naddy must report to school. If it was caused by the drop in water pressure Ian and Naddy need not report to school.
4. Next day Wormald need to attend to reset the alarm. (Wilbert/Naddy/Catherine/Ian)

If the fire alarm is activated by smoke or a fault in the system the fire service will not be informed and will not attend. The following procedure should be followed:

1. Phone Wilbert on: 0204 1891930
2. Wilbert will look at the fire panel and investigate the incident.
3. He will phone Naddy, Catherine, or Ian and report the incident and seek advice.
4. Next day contact Wormald to reset the alarm.

Naddy Naidoo	09-8336838 (H), 0276456525 (M)
Ian Morrison	021027 99632(M)
Catherine Hunter	021305203 (M)
Wilbert Santos	0204 1891930 (M)

Emergency group on Google Hangouts

During an emergency (right now confined to fire but could be extended to earthquake and intruder), Mark Chang will broadcast the necessary information received by himself (or others) from the authorities to the following staff members on the ground: Ian Morrison, Naddy Naidoo, Catherine Hunter, Ben Doughney, Melanie Kindley, Jenny Keber (MHP), Carol Norton (MHP), Nadine Fiebiger (MHP), and Monique Browne (MHP).

(Please install Google Hangouts on your phone and join with your school email address).

Whenever an activation occurs, Mark Chang will message the following in order :

a. *Emergency group activated* = this means that an emergency has occurred and this group is now on call and active.

b. *Mark Chang will go to the sprinkler house and locate the emergency and announce it. For example, Smoke Detector activated at Ground Floor Performing Arts Center.*



c. If the fire brigade comes, *Mark Chang* will broadcast his current location of inspection. For example, *Entering PAC*.

d. When the all clear is announced by the fire brigade, *Mark Chang* will sound the all clear. For example, *All Clear*.

Ben Doughney is the back up staff member if Mark is unavailable.



Procedure in case of earthquake at MHJC

Because of the sudden nature of an earthquake, the teacher must take charge of their students immediately and decisively.

1. Stay inside the classroom - DO NOT RUN outside during the shock. If outside, congregate at the top of the stairs heading to the field.
2. Drop, cover, hold....Shelter beneath something strong e.g. desk, lab bench, or in a doorway. The chief danger is falling plaster and similar rubble.
3. Students stay in shelter for at least **ONE MINUTE** after earthquake.
4. Once students are outside (to the fields) they must be moved 40 metres from the nearest building.
5. Keep students clear of fallen power lines.
6. If the quake is severe enough to cause any damage, the school will be evacuated as for fire.

Students must not re-enter the school until instructed by Naddy Naidoo (back-up Ian Morrison)





Procedure in case of lockdown / armed intruder

Purpose: To keep students, staff and visitors safe in the event of a dangerous external threat. This may be caused by an armed intruder, extreme weather conditions or other natural hazards.

WARNING SIGNAL: The bell will ring for thirty seconds, rest for ten, repeated once.

If warning is **during class time:**

- All students and staff are to remain in their rooms or if outside to proceed to the closest building.
- Senior Leaders or senior staff in their absence are to take initiative, by allocating duties such as who will be locking main doors; manning doors to let students in from sports etc.; check bathrooms to make sure students are safe; close the metal doors between the whanau, switch off lights.
- Staff are to lock their classroom / whanau or curriculum area as soon as possible.
- Doors that have card readers, will be locked remotely from the reception area.
- Staff and students are to get onto the ground and attempt to remain out of sight under desks/tables.
- Staff are to keep their laptops and phones with them if possible to remain updated on events.
- Staff to remind students **NOT** to contact anyone outside school, including family, friends or the media with their devices. Please inform students that the school will inform their parents of the situation.
- Use calming strategies to calm students.

If warning is **during interval/ lunchtime or before/after school:**

- All students and staff are to move into the nearest building and lock doors.

ALL CLEAR SIGNAL: The bell will ring continuously for 10 seconds.

- Everyone remains in their “safe” positions until the “ALL CLEAR” alarm signal is given.
- All staff and students are to then meet in their timetabled classrooms for a roll check.
- Staff are to remain with their class until all students have been collected.
- *(For a practise drill, the Principals and AP/DP of both schools will check that staff and students have followed instructions and then return to the Control Centre to give the “ALL CLEAR” alarm signal. No-one is to be dismissed until the signal has been given).*

COMMUNICATION:

- The warning bell will be activated immediately with a lockdown threat and the emergency services will be alerted by Principal/AP/DPs.
- A control room will be established behind the school's reception. (Principals, AP and admin staff of both schools). IT managers may attempt to reach the Control Centre if safe to do so.
- The Google Hangouts group “Emergency Group” will be activated to inform senior staff of happenings.
- Principal/AP to provide further communication to emergency services/ media or families via school website and Facebook - parents advised not to come to the school until notified.
- Staff on EOTC will be notified by Principal/AP.
- **NO other communication by staff or students to be made to anyone outside the school.**
- An “ALL CLEAR” alarm will signal the end of the lockdown. Principal/AP will email or use the school app to inform both parents and staff of the situation during and after the event.



Procedure in case of a gas leak and chemical spill / hazard

Staff in Block

- Staff are to evacuate the building - checking all rooms / toilets and report to the courts.
 - Teachers accompany students to the nearest Fire Evacuation Area.
1. Teachers keep students away from the building.
 2. Leave interior & exterior doors unlocked (close corridor doors).
 3. Staff member phones the main office (dial 600) to let them know the nature of the emergency.
 4. Office staff will inform fire service of the nature of the emergency.
 5. Office staff will contact Naddy Naidoo and Ben Doughney who will check with the block to see if there is a gas leak / chemical spill or if it is a false alarm.

****Students remain out of block while the Fire Alarm is ringing**

Naddy Naidoo or Catherine Hunter will give the "All clear " to each whanau.



Location of Emergency Resources

Fire extinguishers locations are as follows:

Admin Bldg	2 ground floor, 2 first floor
Whanau 1	2 first floor, 2 second floor, 2 ground floor, 1 server room
Whanau 2	2 ground floor, 2 first floor
Whanau 3	2 ground floor, 2 first floor
Whanau 4	2 ground floor, 2 first floor
Gym & Theatre	1 in gym, 1 lobby, 1 tg 01 entrance, 1 backstage, 1 first floor keyboard room, 1 recording studio

Fire Hoses

Located in each main Whanau
Upstairs at both ends of the block

Fire Alarm

Dial 111
Evacuate when you hear a continuous sounding alarm

First Aid Equipment

Located in the sick bay

Emergency clothing and blankets

Located in the sick bay



Emergency Contact Numbers

Police / Fire / Ambulance ring: 111

<p>Accident & Emergency East Care Accident & Medical 24 Hour Clinic</p> <p>Phone: 09 277 1516 Address: 260 Botany Road, Howick</p> <p>Open 24 hours 7 days</p>	<p>Fire Department Howick Fire Department</p> <p>Phone: 09 534 6601 Address: □511 Pakuranga Rd□ Pakuranga/Howick</p>	<p>Civil Defence & Emergency Manukau City Civil Defence</p> <p>Phone: 09 262 5104 Address: 31-33 Wiri Station Rd Manukau</p>
<p>Medical Centre ETHC Healthcare Services Ltd</p> <p>Phone: Address: 160 Chapel Rd, Chapel Park</p> <p>8.30am - 5.30pm Mon - Fri</p>	<p>Police</p> <p>Manukau Police Station (24 Hrs) Phone: 09 295 0200 Address: 42 Wiri Station Rd Manukau</p> <p>Howick Police Station Phone: 09 538 0300 Address: 34 Moore St Howick</p>	<p>WORMALD 09 8261700</p>
<p>Ambulance St John Northern Region</p> <p>Phone: 09 579 1015 Address: 2 Harrison Road, Mt Wellington</p>		

MHJC cell phones

Associate Principal	027 64 56525	Naddy Naidoo
Principal	02102799632	Ian Morrison
IT Manager	2505614	Ben Doughney
Assistant Principal	021305203	Catherine Hunter

MHP cell phones

Principal	027 279 9271	Veena Vohra
Deputy Principal	021126 8262	Jenny Keber

MISSION HEIGHTS JUNIOR COLLEGE

Evacuation Date: _____