

Emergency Safety Procedures

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Procedure in case of a fire or civil emergency

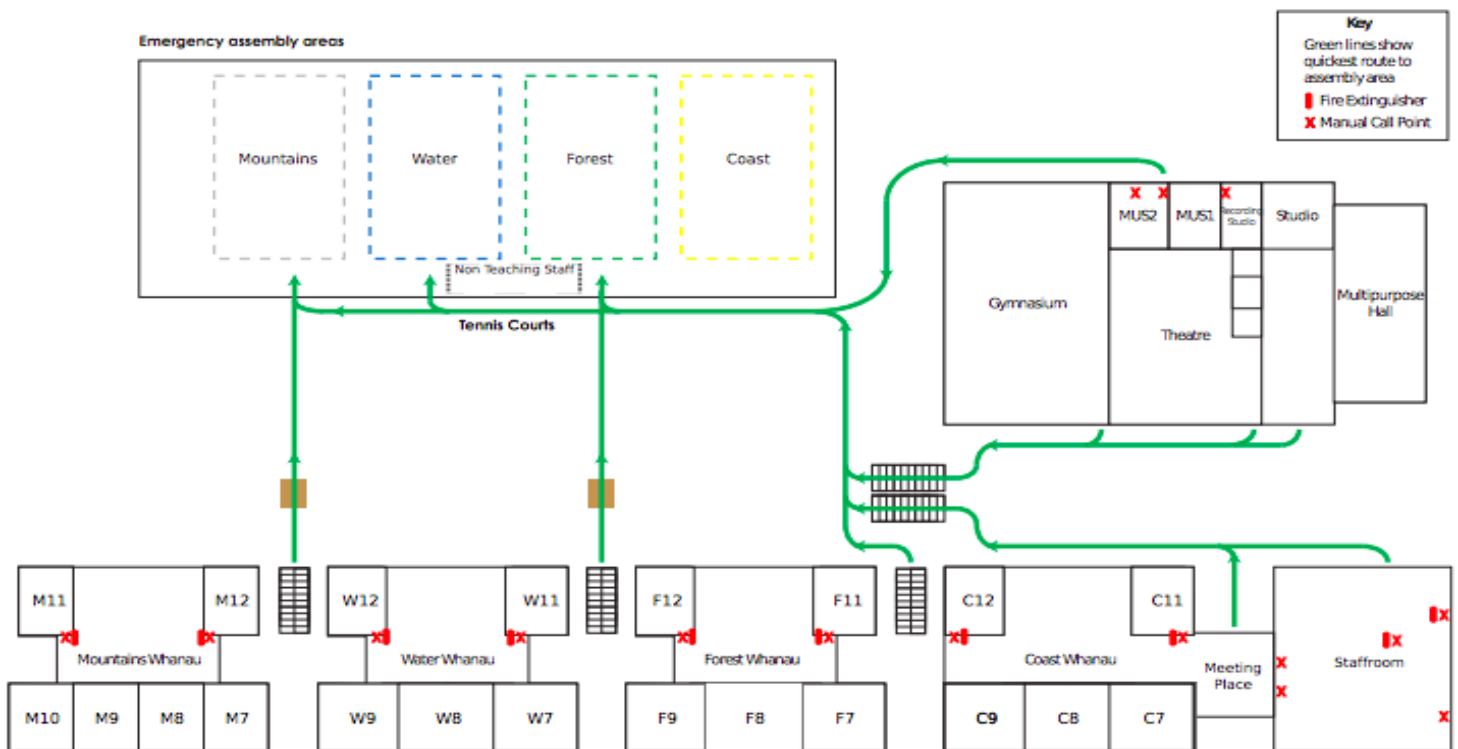
If you see a fire – go to the nearest fire alarm switch, break glass and pull the switch down. Staff member informs (eg. phone) the main office to let them know that the fire alarm has been activated. Wormald is informed by the main office.

Warning Signal: Fire alarm rings – one continuous bell.

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



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

RESPONSIBILITIES WHEN THE ALARM RINGS

If teaching:

- Close all classroom doors (leave unlocked) and windows.
- Check assigned designated area, if applicable (refer to table on next page).
- Accompany students to their designated Fire Evacuation Area (on courts). Leave school bags in the classroom.
 - Refer to evacuation map for the nearest safe route to 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.



Otherwise:

- Evacuate building – teachers check all nearby rooms, closing windows and report to the courts
- Teachers accompany students to the courts. The first staff member to the courts needs to unlock, if required.
- Teachers keep students away from the building
- Leave interior & exterior doors closed and unlocked (close corridor doors)

Non-Teaching Staff:

- **Check assigned designated area**, if applicable (refer to table below).
- **Associate Principal:** To bring a mobile phone. (back-up Principal)
- **Whānau Admin Assistants:** Bring whānau emergency attendance list out to the assembly point and hand to the whānau deputy principal. (back-up Assistant Principal).
- **Receptionist:** Ensure admin area and toilets are clear. Print visitor log and bring sign out book. To bring out the Type 1 Diabetes kits for SENCO students and a fully stocked first aid kit, which includes at least one inhaler and the epi-pen. (back-up Principal's Assistant)

DESIGNATED AREAS FOR ASSIGNED STAFF TO CHECK

The following staff are responsible for checking their designated area, including the toilets and give the "all clear" to their designated "Check in with" person.

| Area Checks | Staff Responsible | Back up | Check in with: |
|-----------------------------------|--|-----------------------|---|
| Coast whānau | Upstairs: C10 Homebase teacher Downstairs: Coast whānau Admin Assistant | Coast whānau Dean | Coast whānau Deputy Principal |
| Forest whānau | Upstairs: F10 Homebase teacher Downstairs: Forest whānau Admin Assistant | Forest whānau Dean | Forest whānau Deputy Principal |
| Water whānau | Upstairs: W10 Homebase teacher Downstairs: Water whānau Admin Assistant | Water whānau Dean | Water whānau Deputy Principal |
| Mountains whānau | Upstairs: M10 Homebase teacher Downstairs: Mountains whānau Admin Assistant | Mountains whānau Dean | Mountains whānau Deputy Principal |
| Admin Block and toilets | Receptionist | Principal's Assistant | SLT in charge of Emergency Procedures portfolio |
| Staffroom/Staff work space | Principal's Assistant | Finance Manager | SLT in charge of Emergency Procedures portfolio |
| Library | Librarian (goes with MHP to field) | IT Manager #2 | SLT in charge of Emergency Procedures portfolio |



| | | | |
|------------------------------------|-----------------------------------|--------------------------------------|---|
| Music/PAC/ Dance Studio | Music teacher | Drama teacher | SLT in charge of Emergency Procedures portfolio |
| Gym/ Changing Rooms | Sports Co-ordinator #1 | Sports Co-ordinator #2 | SLT in charge of Emergency Procedures portfolio |
| Roll Checks | Staff Responsible | Back up | Check in with: |
| Admin Staff | Principal's Assistant | Finance Manager | SLT in charge of Emergency Procedures portfolio |
| Coast whānau | Coast whānau Deputy Principal | Coast whānau Assistant Principal | SLT in charge of Emergency Procedures portfolio |
| Forest whānau | Forest whānau Deputy Principal | Forest whānau Assistant Principal | SLT in charge of Emergency Procedures portfolio |
| Water whānau | Water whānau Deputy Principal | Water whānau Assistant Principal | SLT in charge of Emergency Procedures portfolio |
| Mountains whānau | Mountains whānau Deputy Principal | Mountains whānau Dean | SLT in charge of Emergency Procedures portfolio |
| Disabled students | SENCO | DP Curriculum | SLT in charge of Emergency Procedures portfolio |

| Admin area staff checklist | Staff Responsible | Back up | Check in with |
|---------------------------------------|--------------------------|----------------|---|
| Principal | Principal's Assistant | Receptionist | SLT in charge of Emergency Procedures portfolio |
| Associate Principal | | | |
| Principal's Assistant | | | |
| Receptionist | | | |
| Finance Manager | | | |
| IT Manager #1 | | | |
| IT Manager #2 | | | |
| Sports Co-ordinator | | | |
| Counsellor | | | |



| | | | |
|--|--------------|------------------------------------|--|
| Performing Arts Admin Assistant | | | |
| Science Technician | | Assistant Principal, Forest whānau | |
| Caretaker | | Deputy Principal, Property | |
| Tech Technician | | Assistant Principal, Water whānau | |
| Visitors log | Receptionist | Principal's Assistant | |

RESPONSIBILITIES ONCE ASSEMBLED ON THE COURTS

Students:

- Students line-up, in roll order, in front of their homebase teacher for a roll check.
- Students remain in these lines until given the "all clear".
- **Procedure for students with wheelchairs:**
 - Learning Assistants are to remain with students at all times.
 - **If the students are upstairs**, and where reasonably possible, students are to move downstairs using the lift and join their class at the assembly point. If the lift is not accessible, the Learning Assistant is to ensure that the student is moved out of the classroom to the exterior staircase furthest away from the fire and *confirm their location to the SLT in charge of the Emergency Procedures portfolio (back-up Associate Principal)*.

Teachers:

- All teachers must assemble in their whānau 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 whānau 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.

Deputy Principals:

- Be visible on the courts in front of your whānau
- Check to see all your whānau Teachers, whānau Admin Assistants, whānau Learning Assistants, whānau Student Teachers and Part time teachers are accounted for
- Distribute class lists to staff and instruct them to mark the role
- *Confirm with the SLT in charge of the Emergency Procedures portfolio (back-up Associate Principal) the following:*
 - whānau is all-clear
 - the names of staff who are **not** accounted for
 - the names of students who are **not** accounted for



Non-Teaching Staff:

- **IT Manager #1:** To liaise with both schools and the fire department. **IT Manager #1 to inform the fire department where students in wheelchairs are located (if the students are on the upper level).** IT Manager #1 to inform senior leaders via Google Hangouts of the “all clear”.

Fire evacuation ends - SLT in charge of the Emergency Procedures portfolio or Associate Principal will announce the end of the evacuation.

- **Please endeavor to complete the above tasks as safely and quickly as possible.**



Procedure for weekends and holidays

If the fire alarm is activated during these periods the normal evacuation procedures must be followed - please assemble on the courts.

If there is a fire, the Fire and Emergency New Zealand 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 and Emergency New Zealand informed and will attend to the fire.
2. Wormald will be informed and arrive at school. Wormald-
3. The following people informed: Caretaker will be informed and arrive at school. If the Caretaker cannot be contacted the Associate Principal or Principal will be informed. The Caretaker will immediately phone the Associate Principal, Principal or SLT in charge of the Emergency Procedures portfolio to report the incident.
 - If it is a fire the Associate Principal and Principal must report to school. If it was caused by the drop in water pressure the Associate Principal and Principal need not report to school.
4. The next day Wormald needs to attend to reset the alarm with either Caretaker, Principal, Associate Principal or SLT in charge of the Emergency Procedures portfolio.

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

1. Phone the Caretaker.
2. The Caretaker will look at the fire panel and investigate the incident.
3. They will phone the Associate Principal, Principal or SLT in charge of the Emergency Procedures portfolio and report the incident and seek advice.
4. Next day contact Wormald to reset the alarm.

| | |
|----------------------------|--|
| Naddy Naidoo | |
| Ian Morrison | |
| Catherine Hunter | |
| Wilbert Santos (Caretaker) | |



Procedure in case of earthquake

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 an 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 Associate Principal (back-up Principal)



Procedure in case of Extreme Weather

The school monitors any extreme weather warnings, which are posted in a red banner at the top of the **Metservice** home page, and notifies the school community of any school closure. If school is already in session when extreme weather threatens, we follow emergency plans to ensure the safety of staff, students, and school visitors.

Electrical storm

In an electrical storm, stay inside. Although lightning is exciting to watch, you are safest inside away from windows. If students are outside, bring them inside when an electrical storm is imminent and/or you hear thunder. Don't continue outdoor activities until at least 30 minutes after the storm has passed.

If you have time **before** the storm arrives, turn off and unplug electrical appliances. Shut down computers, unplug them and disconnect the internet cables or wifi routers. Unplug cellphone chargers, and wall-connected landline phones. This protects the appliances from electrical damage, and keeps everyone safe from electric shocks.



Once the storm arrives, stay **away** from wires, cables, appliances, and desktop computers to avoid injury. Laptops, tablets, cellphones, cordless phones, and other unplugged devices are safe to use as long as they are not plugged into a charger, and you use them inside the building.

Snow and heavy rainfall

In the event of heavy snowfall or rainfall, the school monitors the situation and considers closing the school. If flooding is a potential risk, the school considers evacuation to higher ground.

High winds and thunderstorm warnings

If MetService issues a thunderstorm warning it may herald torrential rain, large hail, damaging wind gusts, possible tornadoes, or any combination of these.

- If there are high winds, or MetService issues a severe gale warning, move students inside and pull the curtains. Secure any unanchored outdoor structures or playground items that could get blown about and cause damage.
- If there is a possibility of tornadoes, which are hard to spot and strike without warning:
 - Move students, if possible, to interior rooms with no windows and on the lowest floor. Shut all windows and pull curtains or cover windows in order to protect staff and students from broken glass.
 - Move to the centre of the room and crouch low, facing down like a turtle, and cover your heads with your hands. Get under sturdy furniture, if possible.
 - If interior rooms are not available, shelter in place.

Procedure in case of Volcanic Eruption and Ashfall

When a volcano threatens:

- Civil Defense will declare an emergency and the area will be evacuated or the school will be closed. The school will follow its usual emergency evaluation and/or school closure procedures.
- Staff should monitor the radio or online news for information and contact parents as appropriate.
- If the school is in the path of a potential lava flow, follow emergency evacuation procedures immediately. Use an alternative evacuation site if lava flow threatens the normal evacuation site.

During an ashfall event

- Staff and students must stay indoors during heavy falls and until Civil Defense has declared it safe. Put on dust masks if available (P2 or N95 rated safety masks are recommended), or at least improvise with a handkerchief or cloth.
- Close windows and doors to stop ash entering any buildings. If ashfall is heavy you may need to seal doors and windows with plastic tape or damp towels.
- Avoid overloading the network.
- Turn off heat pumps and all air conditioning units and any other equipment that draws in or blows air.
- The principal and/or caretaker will monitor the amount of ash on the roof and order an evacuation of any buildings that show signs of sagging.



- The principal and/or caretaker, if possible, will cover outside school equipment or move it into a covered space.

Cleaning up after ashfall

Contact the local council or **Civil Defence** for advice on cleaning up and disposing of ash.

- Stay inside and away from ashfall as much as possible.
- Where possible, lightly dampen the ash to prevent it billowing and then sweep it up. Remember ash particles commonly have sharp broken edges so wear protective clothing, appropriate shoes, dust masks, and goggles if possible.
- Wait until ashfall stops and then remove ash from the roofs by sweeping, using appropriate safety measures and personal protection.
- Place ash in thick plastic or paper rubbish bags and seal them.
- Vacuum indoor surfaces or use a damp cloth to remove ash. Do this gently as ash can scratch surfaces.
- Do not dispose of ash in stormwater or sewerage system.
- Report any broken utility lines to appropriate authority.

Contact the Ministry of Education regional office – which can help access the Traumatic Incident team if required.



Procedure in case of lockdown / armed intruder

Violent or abusive people are not welcome or tolerated at MHJC. If a violent intruder is seen on school grounds, remain calm and keep yourself safe.

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 whānau, switch off lights.
- Staff are to lock their classroom / whānau 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.

Violent intruder is seen on school grounds or shots heard

- Remain calm and commence reverse evacuation/lockdown procedure immediately.
- Dial 111 and ask for the police. Identify yourself and your school, including address. Give details of the situation, any casualties, weapons, or number of shots.
- Give a description and location of the violent intruder if known.
- Follow your reverse evacuation/lockdown procedure and police instruction.



Reverse Evacuation/Lockdown

In certain situations it may be necessary to move, or keep, all students inside. These situations include severe storms, a major accident in the school vicinity, or other dangerous situation. The school has a detailed plan for this event, and regularly practices it with students and staff.

Reverse evacuation/lockdown plans are specific to each school and, due to their possible use in a lockdown situation, are not published on the website or made available to the wider school community.

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 the 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.

After the incident

- Contact your Ministry of Education regional office which can help you access the Traumatic Incident team to provide support.
- Consider whether to **close the school**. The Traumatic Incident team can provide guidance on suitable responses.
- Continue to monitor the wellbeing of students and staff.



Bomb Threat

In the event of a bomb threat, the safety of everyone on the school grounds is paramount. New Zealand Police have well-established procedures for dealing with bomb threats and will give advice about how to respond if a threat is made.

If the school receives a bomb threat over the phone, follow these guidelines:

- The person receiving the call should keep calm and be courteous.
- Do not interrupt the caller – write down the exact wording of the threat (as best you can), and write down details such as the caller's voice, the sort of language used, any background noises, and the sex and estimated age of the caller.
- After the call, ring the police immediately for advice.

Dealing with a Suspicious Letter or Package

The New Zealand Police provide factors that help a school identify suspicious letters or packages. If the item is not obviously promotional material and has at least three of the suspicious factors, it should automatically be regarded as suspicious.

Should the school receive mail that appears suspicious, follow the procedure below:

- Do not open or cut strings.
- Gently lower package onto a level surface and do not disturb further.
- If possible, contact the person the package is addressed to and ask if they were expecting a mail item.
- Wash hands and any other part of your body that has come in contact with the package immediately with soap and water.
- Do not place in a confined space or into water or sand.
- Evacuate everyone in the immediate area.
- Dial 111 and ask for the police. State that either a mail bomb or suspicious package has been received. Give the exact location and any other details available.



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

Our school has a technology room/lab and uses chemicals in teaching and learning.

At MHJC we treat all chemical spills (solid, liquid, or gas) as toxic and dangerous. An inventory of **hazardous substances** held on site is available to the school and emergency services.

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 members will phone the main office (dial 600) to let them know the nature of the emergency.
 4. Office staff will inform Fire and Emergency New Zealand of the nature of the emergency.
 5. Office staff will contact Associate Principal and IT Manager #2 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.** Associate Principal or SLT in charge of the Emergency Procedures portfolio will give the "all clear" to each whānau.

Gas Leaks

In the event of a gas leak, we:

1. Move any person in immediate danger and, if safe to do so, open the windows to ventilate the area. For gas, turn off the emergency switch in either F7, F8 or F9, then switch off the master in F7.
2. Warn others in the immediate area and raise the alarm.
3. Evacuate the area or the school downwind of the danger. Consider whether it may be safer to stay indoors.
4. If it is safe to do so, close the valve on the gas line under the bench in lab F7, plug the leak, or turn the container upright.
5. Do not operate any electrical switches, use a cellphone or landline in the area, or allow anybody to smoke or vape in the area.
6. Dial 111, if necessary, and ask for Fire and Emergency New Zealand. Tell the operator that there is a gas leak, and if you can, tell them what kind of gas.

Chemical Spills

In the event of a chemical spill:

1. Move any person in immediate danger.
2. Clean up the spill by following the guidance on the safety data sheet (SDS) for the appropriate substance and using an appropriate spill kit, if required. We have the appropriate spill kit for any chemicals used. Spill kits are kept in the science technician's workroom and each laboratory. MSDS folder is kept in the Science Technician's workroom, copy also held with Principal PA.



3. Use safety equipment, including personal protective equipment (PPE), such as rubber gloves, eye protection, overalls, respirator (in science room), etc.
4. Give appropriate first aid to anyone in contact with the spill.
5. Do not re-enter the affected area until cleared by the Principal.
6. Consider how students can leave the school if the spill has not been made safe by the end of the school day.

Emergency Kit

In an emergency, an emergency kit is kept in the office of the Principal's Assistant. The kit is checked twice a year (Terms 2 and 4) to ensure the items are up to date.

Recommended items for the emergency kit are, but not limited to:

- a first aid kit
- several copies of maps and floor plans of the entire school
- details of power, gas, and water mains
- a list of assembly areas
- several complete sets of keys, preferably master keys
- a list of all staff with their emergency contact details
- a student list with their emergency contact details
- a foil blanket
- cellphone chargers
- radio and spare batteries
- torch(es) and spare batteries
- solar-powered/wind-up radio and torch
- dust masks (P2 or N95 rated safety masks are recommended) and goggles
- a plug-in phone.



Location of Emergency Resources

Fire extinguishers locations are as follows:

| | |
|---------------|---|
| Admin Bldg | 2 ground floor, 2 first floor |
| whānau 1 | 2 first floor, 2 second floor, 2 ground floor, 1 server room |
| whānau 2 | 2 ground floor, 2 first floor |
| whānau 3 | 2 ground floor, 2 first floor |
| whānau 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 whānau
Upstairs at both ends of the block

Fire Alarm

Dial 111
Evacuate when you hear a continuous sounding alarm

First Aid Equipment

Emergency clothing and blankets

Located in the sick bay
Located in the sick bay, science labs, food tech room and staffroom



Emergency Contact Numbers

Police / Fire / Ambulance ring: 111

| | | |
|--|---|---|
| <p>Accident & Emergency East Care Accident & Medical</p> <p>Phone: 09 277 1516 Address: 260 Botany Road, Howick</p> <p>Open every day 7am - 11 pm</p> | <p>Fire Department Howick Fire Department</p> <p>Phone: 09 534 6601 Address: 511 Pakuranga Rd Pakuranga/Howick</p> | <p>Civil Defense & Emergency Manukau City Civil Defense</p> <p>Phone: 09 262 5104 Address: 31-33 Wiri Station Rd Manukau</p> |
| <p>Medical Centre East Tamaki Healthcare Services Ltd</p> <p>Phone: 09 271 2670 Address: 160 Chapel Rd, Chapel Park</p> <p>Mon - Thus 9-5 and Fri 9-1</p> | <p>Police 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 09 826 1700</p> |
| <p>Ambulance St John Northern Region</p> <p>Phone: 09 579 1015 Address: 2 Harrison Road, Mt Wellington</p> | <p>Insurance Jardine Lloyd Thompson</p> <p>Phone: 09 379 5376 Address: Tower Centre Level 5/45 Queen Street, Auckland Central, Auckland 1010</p> | <p>Security Group Matrix Security Group Ltd</p> <p>Phone: 09 579 1567 Address: P O Box 62669 Greenlane Auckland 1546</p> |
| <p>National Poison Control 0800 764766</p> | <p>Ministry of Education Emergency Response Coordinators (fire, flood, extreme weather)</p> <p>Mon - Fri 8am - 5pm 09 414 5412 After hours: 021 360301</p> | <p>Energy / Gas Providers</p> <p>Mercury Energy 0800 201820</p> <p>Nova Energy 0800 668236</p> |

MHJC cell phones

Associate Principal
Principal
IT Manager
Assistant Principal

Naddy Naidoo
Ian Morrison
Ben Doughney
Catherine Hunter

MHP cell phones

Principal
Deputy Principal

Caroline Bush
0 Jenny Keber



Emergency group on Google Chat

During an emergency (fire / earthquake / intruder), the IT Manager will broadcast the necessary information received by himself (or others) from the authorities to the following staff members on the ground: MHJC Principal, MHJC Associate Principal, MHJC Senior Leadership Team, MHP Principal and MHP Senior Leadership Team

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

Whenever an activation occurs, the IT Manager 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. The IT Manager *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, the IT Manager will broadcast his current location of inspection. For example, *Entering PAC.*

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

IT Manager #2 is the back up staff member if the first IT Manager is unavailable.