

EMERGENCY RESPONSE

FIRE / EVACUATION ALARM SOUNDING

Student Occupied Area

- Close all windows and doors (do not lock).
- Escort students to the main field assembly point.
- Form registers taken.
- Block wardens report to the Control Team, in front of the Administration block, "all clear".
- The Evacuation Controller will instruct the assembly ALL CLEAR or Tsunami Evacuation.

EARTHQUAKE

During the Earthquake

If inside: Stay Inside

- Instruct others to do the same
- Do not use lifts. Avoid stairs
- Take cover by standing in a doorway or under a desk
- Move away from windows and anything that could fall on you.

If Outside: Stay Outside

- Instruct others to do the same
- Move to the main field assembly point
- Keep clear of buildings, trees, power lines and anything that could fall on you

When the Shaking Stops

- Assess your area for safety.
- Check for signs of fire, hazardous material spill, live electric wires, other hazards, major structural damage.
- Expect aftershocks, more things may fall.
- Ensure your safety and the student's safety.
- Do not evacuate unless area is immediately threatened or instructed to do so. If evacuating move to the main field assembly point as per evacuation drill.

TSUNAMI WARNING PROCEDURE

Notification of a Tsunami Event / Evacuation

- The notification is not an order for the evacuation of the school. It is a Civil Defence warning, with possible instructions to follow.
- The school will follow Civil Defence instructions if issued. The aim is to maintain a safe and orderly environment.
- Mount Maunganui College is located within the Tsunami Safe Area as designated by Tauranga City Council and is not required to evacuate.
- The school will be notified via the intercom that a Tsunami warning has been issued and that students and staff are to remain in existing rooms until future notice, no period changes. Students involved in PE are to locate to the gymnasium.

LOCK DOWN PROCEDURES

- Shut windows.
- Pull down blinds if you have them / shut curtains.
- Lock the door.
- Get students out of sight of windows, e.g. sit on floor.
- Stay inside room until released.

Those staff and students outside

- Get inside the nearest building as quickly as possible.
- Stay there until released.

Alarm indication will be a message over the school intercom.

A series of long, short, short, long bell will be used as the intercom is not heard in all areas.

