



Policy: Emergency Procedures – General

Policy Statement

The Jireh Christian School (“the School”) Board is committed to ensuring the safety of all staff and students on site in an emergency. In the event of a disaster or emergency the staff will ensure the students are, as far as possible, protected from further dangers.

Procedural Guidelines

1. All lockdown and evacuation procedures are audited annually by an outside, specialist agency. The procedures are in a file in the meeting room, which becomes the control room in a time of crisis.
2. All rooms have a lockdown and evacuation procedures flow chart, a clipboard with the classroom roll on it and an emergency bucket with supplies in the event of an extended lockdown.
3. The Traumatic Incidents Response team is made up of administration staff and members of the Executive Leadership Team. The crises management procedures are in a folder with a flowchart for immediate action and assigned roles of responsibility.
4. Lockdown or evacuation procedures are practised by the School community every term.
5. The School will work closely with and be guided by the Police and Civil Defence in the event of a major event.

Earthquake Procedures

In this type of emergency, on-the-spot instructions must come from the teacher in charge of the class. Optimum protection is achieved when the whole body is below desk level. Fractions of a second are crucial. If students are outside or enroute to or from the School when an earthquake occurs, they should get clear of all buildings and potentially dangerous structures. They should be warned also to keep well clear of all broken or overhead wires.

Earthquake Drill

Teachers should use the word “Drop” to indicate the beginning of the drill for their classes. The following is the drill to be practised in the classroom:

1. Get under the desk or table if near at hand; otherwise
2. Drop to knees with back to windows and knees together;
3. Clasp both hands firmly behind the head, covering the neck;
4. Bury face in arms, protecting the head; close eyes tightly;
5. Stay in this position until instructed that it is safe to move.

Further instructions would depend upon the extent of damage to buildings and whether evacuation is ordered or not. The signal for the evacuation of the School after an earthquake is a continuous ringing of the bell.

Lockdown & Tsunami

1. The Lockdown procedure is actioned at the discretion of the Principal or, in their absence, the person in charge.
2. The alarm is raised by a bell which will ring in a repetitive and intermittent period of 1 minute.
3. If a teacher is in a classroom, they must close and lock all doors and windows, ensure students are away from windows and doors, and are as out-of-sight as possible. The teacher may decide to ask students to go under their desks.
4. Physical Education classes on the field are to secure themselves in the classroom closest to their location. If they are unable to do this, they are to move to the far corner of the field and maintain as low-a-profile as possible.



5. Staff are to assist, where practicable, other staff in their immediate area to make their situation as secure as possible. In doing so, the staff member should not leave the actual area.
6. Staff are not to leave rooms or return to teaching until they have been instructed to do so by a member of the Senior Management Team.

Legislative Compliance

Civil Defence Emergency Management Act 2002

Review schedule: Triennially

ADOPTED BY BOARD

Date 12th September 2017 Chairperson **R Thornton (Acting)**

Reviewed Date 14th November 2017

Chairperson **R Thornton**

Reviewed Date 23rd June 2020

Chairperson **M Causley**

Reviewed Date 20th February 2024

Presiding Member **A Coombridge**