

Earthquake

This checklist outlines what to do in the event of an earthquake.

REMEMBER – LONG OR STRONG, GET GONE

	Response actions (as appropriate)
During an earthquake	<input type="checkbox"/> If indoors: <ul style="list-style-type: none"> • Move no more than a few steps to a safe place and DROP, COVER and HOLD until the shaking stops. If you can, take cover under a desk or table. • Keep away from shelves containing heavy objects and other large items of furniture. • Keep away from windows. • Stay indoors until the shaking stops then evacuate to the school field on teacher request or on hearing one long bell. Ensure visitors are included in the evacuation.
	<input type="checkbox"/> If outside: <ul style="list-style-type: none"> • Find a clear spot and DROP to the ground and COVER your head and neck. • Stay in situ until instructed by a staff member or you hear one long bell, then go to the evacuation point on the field. • Keep away from buildings and power lines.
When the shaking stops	<input type="checkbox"/> Expect aftershocks.
	<input type="checkbox"/> On hearing the evacuation bell teachers should collect their emergency back packs and take their students to the designated assembly point. Do not re-enter classrooms to get your backpack.
	<input type="checkbox"/> Staff will ensure their personal safety first.
	<input type="checkbox"/> Check those around you and offer help if necessary.
	<input type="checkbox"/> If anyone requires medical assistance, inform the first aid team.
	<input type="checkbox"/> If the earthquake was long (longer than a minute) or strong (hard to stand up in) then all staff, students and visitors will evacuate to Mazengarb Reserve. The call 'Mazengarb' will be given by Senior Management.
At Assembly Point	<input type="checkbox"/> Staff, students and visitors will walk, quickly and calmly using the designated route, or safest route to Mazengarb Park (refer to Tsunami instructions pg 21).
	<input type="checkbox"/> Teachers take their class roll and then give this to their syndicate leader.
	<input type="checkbox"/> Syndicate leaders take all class rolls to the Principal to report attendance.
	<input type="checkbox"/> Class rolls are handed to the Office Staff who will cross reference student attendance with the ICE Report or eTAP
	<input type="checkbox"/> Students who are unaccounted for will be investigated by the Deputy Principal/Site Manager when they inspect the buildings.

	<input type="checkbox"/> Teachers are to direct any visitors in their class to the Principal.
	<input type="checkbox"/> Teachers check medical lists and attend to any first aid needs.
	<input type="checkbox"/> Ensure all students remain at the assembly point until clearance to leave is given.
	<input type="checkbox"/> Students may only be released by their class teacher at the assembly point if signed out by designated caregiver/parent (use sign out sheet). It is the teacher's responsibility to check if the adult is a designated caregiver on the class list. If the

	adult is not a designated caregiver the child stays with their class and the adult is directed to the Principal.
	<input type="checkbox"/> The SENCO accounts for Teacher Aides and passes the roll to the Principal.
After the impact of an earthquake	<input type="checkbox"/> Do not return to the building(s) until given the all clear, by air horn, by the Principal.
	<input type="checkbox"/> The Principal in tandem with the Site Manager will make a decision on re occupation of buildings.
	<input type="checkbox"/> If we are unable to re-occupy the buildings we will evacuate to Paraparaumu College.
	<input type="checkbox"/> On evacuation parents will be notified via eTAP, text, Facebook, Skool Loop and website.
Ongoing operations following an earthquake	<input type="checkbox"/> The continuing operation of the school will be determined by the severity of the earthquake and the availability of resources such as buildings, staff, employees, resources and other services.
	<input type="checkbox"/> The responsibility of whether or not to continue school functions rests with the Board of Trustees, in consultation with the Principal/MoE.
	<input type="checkbox"/> Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).