

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	☐ If indoors: - 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 the teacher's request. Ensure visitors are included in the evacuation.
	☐ If outside: - Find a clear spot and DROP to the ground and COVER your head and neck. - Stay in situ until instructed by a staff member, then go to the evacuation point on the field. - Keep away from buildings and power lines.
When the shaking stops	☐ Expect aftershocks.
	☐ On being advised to evacuate, teachers should collect their emergency backpacks and take their students to the designated assembly point. Do not re-enter the classrooms to get your backpack.
	☐ Staff will ensure their personal safety first.
	☐ Check those around you and offer help if necessary.
	☐ If anyone requires medical assistance, inform the first aid team.
	☐ 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.
	☐ Staff, students and visitors will walk quickly and calmly using the designated route, or the safest route to Mazengarb Reserve.
At Assembly Point	☐ The designated route is out the Gray Ave gate, walk down Gray Ave, left into Beachwater Gr, onto Guildford Dr, down to the track, along the track to Mazengarb Reserve, assembling in front of the pavilion building at the touch field. If this route is unsafe, then we will use the safest route we can find.
	☐ Teachers take their class roll and then give this to their syndicate leader.
	☐ Syndicate leaders take all class rolls to the Principal to report attendance.
	☐ Class rolls are handed to the Office Staff, who cross-reference student attendance with the ICE Report or SMS.
	☐ Students who are unaccounted for will be investigated by the Deputy Principal/Site Manager when they inspect the buildings.
	☐ Teachers are to direct any visitors in their class to the Principal.
	☐ Teachers check medical lists and attend to any first aid needs.

	☐ Ensure all students remain at the assembly point until clearance to leave is given.
	☐ Students may only be released by their class teacher at the assembly point if signed out by a 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.
	☐ The SENCO accounts for Teacher Aides and passes the roll to the Principal.
After the impact of an earthquake	☐ Do not return to the building(s) until given the all clear, by air horn or whistle, by the Principal.
	☐ The Principal, in tandem with the Site Manager, will make a decision on the re-occupation of buildings.
	☐ If we are unable to reoccupy the buildings, we will evacuate to Mazengarb Reserve . We have access to the touch rugby/football pavilion.
	☐ The designated route is out the Gray Ave gate, across the pedestrian crossing, walk north on Gray Ave, turn right into Beachwater Gr, left onto Guildford Dr, cross the road down to the track by the creek, walk along the track to Mazengarb Reserve, assembling in front of the pavilion building at the touch fields
	☐ On evacuation, parents will be notified via SMS, text, and Facebook.
Ongoing operations following an earthquake	☐ 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.
	☐ The responsibility of whether to continue school functions rests with the Board, in consultation with the Principal/MoE.
	☐ Contact your Ministry of Education regional office (which can help you access the Traumatic Incident team if required).