



KARORI NORMAL SCHOOL

*We encourage our children to be the best they can be
"Tino pai ake"*

Emergency Evacuation Procedure

- A laminated notice is displayed by the door in every room outlining the procedure for evacuation in case of emergency.
- Class teachers must ensure that children know, and have practised the evacuation procedure and the earthquake emergency actions.
- Each classroom has an emergency backpack, which contains a current roll. The enrolments officer updates the class roll whenever a new child is enrolled or a child leaves KNS.
- Earthquake and/or fire evacuation drills are held each term.
- The astro-turf area adjacent to the Admin Block is the evacuation assembly point.
- The chief warden is the principal. If the principal is not on site then another member of the Senior Leadership Team, Team Leaders group or person with delegated responsibility will take over the role of chief warden.
- **In case of an earthquake** teachers and classes stay in the room until told to leave and assemble on the turf. The decision may be made that it is safer for everyone to stay inside the buildings rather than evacuate. The chief warden will make the decision as to whether to evacuate the classrooms or not.
- **In case of a fire**, an alarm will sound and classes exit the building immediately in an orderly manner and assemble on the turf.

Emergency Exit Plan

- Classes will follow the route outlined below to make their way to the assembly point on the turf.
- All other people exit the building and follow the plan outlined on the evacuation procedure in each room to make their way to the turf.
- Prior to leaving the classroom, the teacher will carry out a roll check to ensure that all children are accounted for e.g. a sound off using numbers.
- If the route below is blocked or unsafe the teacher will decide on the safest route to the turf assembly point.
 - **Rooms 1, 2 and 3** - Exit classrooms across playground and exit the school grounds via the gate adjacent to the swimming pool car-park, walk along the Donald St footpath, re-enter the school grounds via the gate nearest to the principal's office and onto the turf.
 - **Rooms 4 and 5** - Exit classrooms, walk across the junior playground and exit the school grounds via the gate adjacent to the swimming pool car-park, walk along the Donald St footpath, re-enter the school grounds via the gate nearest to the principal's office and onto the turf.
 - **Rooms 6 and 9** - Exit classrooms, walk across the junior playground and exit the school grounds via the gate adjacent to the hall, walk along the Donald St footpath, re-enter the school grounds via the gate nearest to the principal's office and onto the turf.
 - **Room 7 and 8** - Exit the block via the fire exit at the rear of the New Junior Block proceed through pool car park, walk along the Donald St footpath, re-enter the school grounds via the gate nearest to the principal's office and onto the turf.
 - **Rooms 10, 11, 12, and 13** - Exit via balcony and proceed down the back of the middle block, down steps by the play-bank to Karori Rd. Turn right up Karori Rd, re-enter school via the Karori Rd entrance and then onto the turf.
 - **Rooms 14, 15, 16 and 17** - Exit via the door closest the Senior Block, walk across the senior quad, in between the Senior Block and Admin Block, and then onto the turf.
 - **Rooms 18, 19, 20 and 21** – Exit classroom and go down the stairs which exit on the ground floor close to the toilets, leave the block via the door adjacent to the library, walk across the senior quad, in between the Senior Block and Admin Block, and then onto the turf.
 - **Rooms 22, 23A and 23** - Exit the block via the door closest to the senior quad, walk across the senior quad, in between the Senior Block and Admin Block, and then onto the turf
 - **Rooms 24 and 25** - Exit doors at the rear of the classroom, walk down the steps and onto the turf
 - **Rooms 26, 27 and 28** – Exit classrooms and walk down the main staircase adjacent to the lift, turn right to exit the block via the main doors by Andrea's office walk across the senior quad, in between the senior block and office block, and then onto the turf.

- The chief warden, or his/her delegate, will arrange for a member of staff to collect the appropriate children and bring them to the authorised person.
- Children leaving with an authorised person will exit the turf via the gate next to the Katherine Mansfield Courts.

Family Reunification Plan – When children have remained in classrooms

- The chief warden will make the decision to implement the family reunification plan and we will try to inform parents/caregivers of the decision to release children from school.
- Children will remain at school until they have been collected by one of the people authorised to collect them i.e. no child will be released from school unless they are accompanied by an authorised person.
- Parents/caregivers are to provide the school with the names of at least two other people who are authorised to collect their children in case of an emergency.
- Printed class lists of those authorised to collect children are kept in the school office. The lists are in class envelopes in a large green box in the school office. The enrolments officer updates this list when a new child is enrolled, a child leaves KNS or parents/caregivers update or change the information.
- The release of children will take place in an orderly and controlled manner. Parents/caregivers and other authorised people will report to the school office.
- Authorised people will wait in line outside the school office or in the staffroom. A number of staff will be allocated the task of updating and calming parents/caregivers waiting in the line.
- Each authorised person will report to the chief warden and the member/s of the office team who has/have the list of those people authorised to collect children.
- The chief warden, or his/her delegate, will arrange for a member of staff to collect the appropriate children from classrooms and bring them to the authorised person in the school office.

Additional Information

- A supply of water, a small supply of food and emergency blankets are kept in the garage on Karori Rd, in case of emergency.
- The chief warden will decide when staff are able to leave after evacuation and reunification of families.