

EMERGENCY PROCEDURES (HOSTEL)

Purpose

These procedures are designed to help those who are on the hostel site during an emergency to remain safe.

Procedures

Fire:

1. In the event of a major fire, all people on the hostel site must exit from the villas they are in by the safest exit and walk directly to the centre of the school playing fields adjacent to the tennis courts by the safest route. Close the windows and doors if time permits.
2. The duty supervisor must get the sign in/out sheet (if possible) to ascertain who is on site. A check will be made immediately at the assembly area to find out if anyone is missing.
3. The duty supervisor will ensure that the fire department is called as soon as possible (in the event of a fire) and/or any other emergency services which may be necessary.
4. A properly maintained fire extinguisher is positioned in each villa and is available at all times.
5. A training session in emergency procedures and fire extinguisher use is conducted at the start of the hostel year, including at least one evacuation.

Earthquake:

1. In the event of an earthquake, those on site should either get under a table or stand under a doorway. Clasp hands firmly behind the head and bury face in arms.
2. When the earthquake stops, evacuate to the centre of the school playing field.

Accident:

1. In the event of an accident on the hostel site, the duty supervisor must be informed immediately. The duty supervisor will take control of the situation and take whatever action is necessary.

Following the emergency:

2. Once the hostel is deemed safe (by emergency services or the duty supervisor) then students may return to the hostel. If one unit is affected students may be reallocated to other units.

3. If the hostel is deemed unsafe then students will be evacuated to a safe building at the school, or if there is no safe building at the school, then to the nearest Civil Defence centre.

Communication:

1. The duty supervisor will advise the principal and/or deputy principal at the first possible opportunity of the emergency and the steps that have been taken.
2. The principal or deputy principal will decide whether the Crisis Plan needs to be actioned.
3. If the Crisis Plan is not required then the duty supervisor will send a message to hostel parents at the first possible opportunity advising them of the emergency, the steps that have been taken, and the status of the students.