



CASHMERE HIGH SCHOOL

Emergency Evacuation Procedures

Earthquake Procedures

In the first instance when there is an earthquake we ask that staff follow the **DUCK COVER HOLD** procedure with students in classes until the shaking stops.

If students are outside classrooms they should get on the ground and cover their heads with their hands.

If the earthquake is severe enough to cause damage to buildings we will ring the fire bell to start the evacuation procedure. In this case:

- Staff are asked to ensure that students leave the classroom in an orderly fashion and proceed to the front field where they will line up in form classes as per our fire drill procedures.
- Form teachers will be provided with a roll and are asked to check off those students present and absent.
- Students in Years 12 and 13 will be allowed to leave the school site if they so choose after they have told their form teacher where they are headed.
- Students in Years 9, 10 and 11 will be retained on site until a parent or caregiver arrives at school to pick them up. If these students have an older sibling in Year 12 or 13 they will be allowed to leave with them. We will also allow students to leave if we site a text message from a parent giving permission for them to leave.
- If the school site needs to be evacuated, students will walk to Centennial Park on the corner of Rose Street and Lyttelton Street, (next to the Pioneer Leisure Centre) where they will await pick up by parents.

Tsunami Procedures

If the school receives a Tsunami warning through Civil Defence channels or on the radio which tells us to evacuate the following procedure will be put into effect.

The fire bell will be rung to start the evacuation procedure:

Staff are asked to ensure that students leave the classroom in an orderly fashion and proceed to the front field where they will line up in form classes as per our fire drill procedures.

Form teachers will be provided with a roll and are asked to check off those students present and absent.

Students in Years 12 and 13 will be allowed to leave the school site if they so choose after they have told their form teacher where they are headed.

Students in Years 9-11 will follow the procedure below unless they have an older sibling in Year 12 or 13, in which case they will be allowed to leave with them.

All students in Years 9-11, staff and any remaining Year 12 and 13 students will be directed to make their way to "Cashmere Green" the grassed area on the corner of Dyers Pass Road and Macmillan Ave.

They will leave the school through the nearest unblocked exit, likely to be Ashgrove Tce or Barrington St and will make their way to the crossing on Cashmere Road, walking up Hackthorne Road and turning left onto Macmillan Ave, and continuing until they reach the MacMillan Ave and Dyers Pass Road intersection where they will assemble in formclasses on the field opposite the Presbyterian Church.

Students in Year 9-11 will be retained at this site until a parent or caregiver arrives to pick them up. We will allow students to leave if we site a text message from a parent giving permission for them to leave.