

In a **FIRE** Emergency

(for 24 Kelburn Parade, von Zedlitz & Murphy Buildings)

Students

1. Leave the classroom in an orderly and calm manner.
2. Exit building through emergency exit routes. Do not use lifts – use the stairs.



3. Assemble at **West Side Kelburn Parade**. Teachers will take roll calls for their class.
4. Only students over 18 years of age may leave the school independently after they have informed their teachers of this.

Parents/Caregivers

1. Children under 18 years of age **must be collected by their parents/caregivers or emergency contact person**.
2. Make your way directly to the Assembly Meeting Point – **West Side Kelburn Parade**. **DO NOT** try to enter the building or go to your child's classroom – this will slow down the evacuation process.
3. Collect your child from the teacher by **signing out** so the teacher knows your child is safe.



Fire Evacuation Assembly Point
(for 24 Kelburn Parade, von Zedlitz & Murphy Buildings)

Image from Google Maps

In a **FIRE** Emergency

(for Kirk Building)

Students

1. Leave the classroom in an orderly and calm manner.
2. Exit building through emergency exit routes. Do not use lifts – use the stairs.



3. Assemble at **Hunter Courtyard**. Teachers will take roll calls for their class.
4. Only students over 18 years of age may leave the school independently after they have informed their teachers of this.

Parents/Caregivers

1. Children under 18 years of age **must be collected by their parents/caregivers or emergency contact person**.
2. Make your way directly to the Assembly Meeting Point – **Hunter Courtyard**. **DO NOT** try to enter the building or go to your child's classroom – this will slow down the evacuation process.
3. Collect your child from the teacher by **signing out** so the teacher knows your child is safe.



Fire Evacuation Assembly Point
(for Kirk Building)

Image from Google Maps

In an EARTHQUAKE Emergency

During an Earthquake

DROP, COVER, HOLD

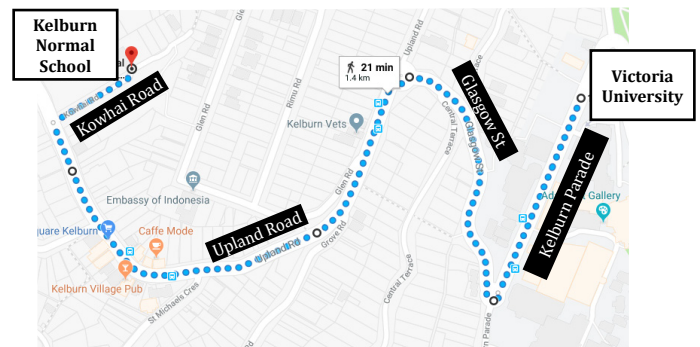
After an Earthquake

Students

1. Stay inside, gather everyone in one place until it is safe to exit.
2. If you are in a multi-storey building, check the stairs before making your way to lower floors, do not use lifts.
3. If you are in the stairwells, use emergency door release buttons to exit
4. If the building you are in is unsafe, evacuate. Take your belongings, beware of falling debris and make your way to a large open space
5. Assemble at **Hunter Lawn**. Teachers will take roll call for their class.
6. Only students over 18 years of age may leave the school independently, after they have informed their teachers of this.

Parents/Caregivers

1. Children under 18 years of age **must be collected by their parents/caregivers or emergency contact person.**
2. Make your way directly to the Assembly Meeting Point – **Hunter Lawn**. **DO NOT** try to enter the building or go to your child's classroom – this will slow down the evacuation process.
3. Collect your child from the teacher by **signing out** so the teacher knows your child is safe.
4. If you are unable to collect your child within 3 hours after an Earthquake, we will take your child to the nearest Community Emergency Hub **Kelburn Normal School** to wait for you.



Earthquake Evacuation Assembly Point

Image from Google Maps