



Learning for the future

Ahuwhenua – Manaakitia – Mana Motuhake – Manawanui – Aroha

Kamo Primary School

Emergency Procedure for a Need to Evacuate the School

On receiving a warning, or suspect there is a bomb or a threat on the school grounds, the following action is required:

- Whoever receives notification that there is a bomb or a threat to Kamo Primary School will make the Senior Leadership Team (SLT) aware, as well as the School Administration Executive (SAE).
- If the Principal is onsite, they will call the Police immediately and they will be the lead co-ordinator. If the Principal is not available, the Deputy Principals will take control of the situation and become the lead co-ordinators.
- The SAE will support any communications.
- The SAE will ring the school bell for 4 rings.
- The lead co-ordinator will wear the high visibility vest and gather the Emergency Evacuation Roll to check off and head to the Clark Road Chapel carpark.
- The caretaker will leave the grounds immediately on hearing the four bells and head to the Clark Road Chapel carpark to secure the site.
- Teachers will immediately get their class rolls and line students up to exit their classroom. The school will move quietly and with limited view of Three Mile Bush Road. This means classes will use corridors and decks to exit the buildings. The following is the plan for classes to get to the Clark Road Chapel carpark:
 - Rooms 1, 2 and 3 will exit via Room 3.
 - Rooms 4 and 4a will exit via Room 4a's deck.
 - Rooms 5, 6 and 7 will exit via the staffroom door.
 - Rooms 8 and 9 will exit via the main door by Room 8.
 - Rooms 10 and 11 will exit via the door by Room 12.
 - Room 12 will exit through their back door and down the steps.
 - Room 13 will exit down their deck steps. Rooms 14 and 15 will come out past Room 13 and then down the path.
 - The above mentioned classes will follow the pathway between Room 13 and Rimu block and walk down the path and exit via the Clark Road gate.
 - Rooms 16, 17, 18 and 19 will walk along the Kowhai deck, into the hall and exit via the steps on the far side. They will then walk around the back of Pono and the Kohanga Reo and exit via the Clark Road gate.
 - Support staff and visitors to the school will exit with classes.
 - The office staff will be the last to leave and will stay together until all classes and support staff and visitors reach the Clark Road Chapel carpark.
 - The school will meet around the back of the Clark Road Chapel carpark and teachers will take class rolls and report to the lead co-ordinator.
- The lead co-ordinator will wait for confirmation from the Police that it is safe to return before anyone enters the school site.
- The school will provide communications to parents, caregivers and whānau regarding the incident and the safety of the students using Seesaw, Skool Loop app and the school's website.



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- The Principal will debrief with staff and write up a report. This will be sent to the Board of Trustees.

Signed: Principal

Signed: BoT Chairperson

Reviewed: Term 3, 2021

Review date: Term 3, 2024